



**Department of Teacher Education**

**2017-2018 Graduate Catalog**

**Master of Arts in Teaching  
and  
Master of Education**

## **INTRODUCTION**

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 does not discriminate on the basis of race, color, national origin, \*sex, \*gender identity/expression, sexual orientation, age, religion, disability, or any other category protected by applicable law in the administration of its educational programs and student activities and services.

\*As a women's college, Salem College admits only female students in its traditional-age undergraduate program as permitted by law. In its continuing education (Fleer Center ) and graduate programs, Salem College does not restrict admission on the basis of sex or gender identity/expression.

The following person has been designated to handle inquiries regarding the nondiscrimination statement:

Erin Jones Adams  
Assistant Vice President for Administration, Title IX Coordinator  
Inspector's House  
601 South Church Street  
Winston-Salem, NC 27101  
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## **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), [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 accredited institutional member of the National Association of Schools of Music (NASM).

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

## **The Clery Act**

The Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) is a federal law intended to ensure that students, members of the campus community, and the public are informed about crimes that occur at colleges and universities. In accordance with this law, Salem College publishes and distributes an Annual Security Report by October 1 of each year. The Office of Public Safety is required to maintain a public log of all reported crimes and submit certain crime statistics to the U.S. Department of Education by October 1.

Salem College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Salem College and on public property within, or immediately adjacent to or accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Students may obtain a copy of this report by contacting public safety or via the Salem College website.

## **Title IX**

Please refer to the sexual misconduct policy for Title IX information. The College process for resolving sexual misconduct is based on the respondent's relationship to Salem College. Respondents who are students will find their rights, responsibilities, hearing procedures, and sexual misconduct policy in the student handbook. Respondents who are faculty will find their rights, responsibilities, hearing procedures and sexual misconduct policy in the Faculty Handbook. Respondents who are staff will find their rights, responsibilities, hearing procedures and sexual misconduct policy in the Personnel Manual.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (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 officials of other schools where she seeks to enroll (transcripts only);
4. to certain government agencies specified in the legislation;
5. to an accrediting agency in carrying out its function;
6. in emergency situations where the health or safety of the student or others is involved;
7. to educational surveys where individual identification is withheld;
8. in response to a properly issued judicial order or subpoena;
9. in concession with financial aid.

Under the law, a student may request 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), student classification, previous institutions attended, degree, honors and awards.

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.

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## **SALEM COLLEGE CALENDAR 2017-2018**

### ***2017 Fall Term***

August 19	Saturday	New Student Orientation begins
August 21	Monday	Orientation
August 22	Tuesday	Opening Convocation (7:00 pm)
August 23	Wednesday	Classes begin (8:00 am)
August 30	Wednesday	Deadline to drop or add courses without a grade (5:00 pm)
September 20	Wednesday	Fall Fest Day (classes suspended)
October 6	Friday	Fall Break begins (5:15 pm)
October 11	Wednesday	Classes resume (8:00 am)
November 22	Wednesday	Thanksgiving Recess begins (8:00 am)
November 27	Monday	Classes resume (8:00 am)
December 5	Tuesday	Last day of classes
December 6	Wednesday	Reading Day
December 7	Thursday	Examinations begin (8:30 am)
December 11	Monday	Examinations end (5:15 pm)

### ***2018 January Term***

January 3	Wednesday	January Term begins (8:00 am)
January 15	Monday	Martin Luther King, Jr. Day (classes suspended)
January 26	Friday	January Term ends (10:00 pm)

### ***2018 Spring Term***

January 29	Monday	Classes begin (8:00 am)
February 2	Friday	Deadline to drop or add courses without a grade (5:00 pm)
March 16	Friday	Spring Break begins (5:15 pm)
March 26	Monday	Classes resume (8:00 am)
March 30	Friday	Good Friday (classes meet)
April 1	Sunday	Easter
April 2	Monday	Easter Monday (classes suspended)
April 3	Tuesday	Classes resume (8:00 am)
April 24	Tuesday	Celebration of Academic Excellence (classes suspended)
April 27	Friday	Founders Day Convocation (4:15 pm)
May 8	Tuesday	Honors Convocation (4:30 pm)
May 9	Wednesday	Last day of classes
May 10	Thursday	Reading Day
May 11	Friday	Examinations begin (8:30 am)
May 15	Tuesday	Examinations end (5:15 pm)
May 19	Saturday	Commencement

### ***2018 Summer Term I***

May 21	Monday	Classes begin
May 28	Monday	Memorial Day (classes suspended)
June 1	Friday	Classes meet (make-up for Memorial Day)
June 21	Thursday	Last day of classes
June 22	Friday	Examinations begin
June 23	Saturday	Examinations end

### ***2018 Summer Term II***

July 2	Monday	Classes begin
July 4	Wednesday	July Fourth Holiday (classes suspended)
July 6	Friday	Classes meet (make-up day for July 4 <sup>th</sup> )
August 2	Thursday	Last day of classes
August 3	Friday	Examinations begin
August 4	Saturday	Examinations end

*The dining hall is closed during the following vacation periods: Fall Break, Thanksgiving, Christmas, Spring Break. The dining hall will have limited services during the summer. Residence halls are closed during Christmas Break.*



## **SALEM COLLEGE FACTS**

Date of founding: 1772

Degrees granted: bachelor of arts, bachelor of music, bachelor of science, bachelor of science in business administration, master of arts in teaching, master of education, master of music

Majors offered: Accounting, art, art history, arts management, biochemistry, biology, business administration, chemistry, communication and media studies, creative writing, criminal studies, dance and movement science, dance studies, design, economics, English, environmental studies, exercise science, French, history, integrative studies, international business, mathematics, music, not-for-profit management, philosophy, political science, psychology, race and ethnicity studies, religion, sociology, Spanish, teaching, schools and society, women's studies

Special opportunities: Interdisciplinary opportunities; off-campus internships; pre-professional advising for law, medicine, veterinary, pharmacy, business, graduate school; study abroad opportunities; teacher licensure (middle-grade language arts, math, science and social studies; secondary English, math, biology, chemistry, comprehensive science and social studies; K-12 art, French and Spanish); Model United Nations program; Washington semester; Center for Women Writers; Center for Women in Business; independent study; College Honors Program; Women in Science and Mathematics (WISM) program; cross-registration with Wake Forest University.

Calendar: 4-1-4

Faculty: 142 full and part-time faculty

Student-faculty ratio: 11:1

Average size of classes: 11 students

Location: Winston-Salem, NC (population approximately 239,000), within historic Old Salem

Size of campus: 69 acres

Size of student body: approximately 1100 students representing 31 states and 6 foreign countries

Library facilities: The Salem College Libraries include the Dale H. Gramley Library, the main library on Church Street, and the Lorraine F. Rudolph Fine Arts Center Library (FAC Library) in the Robert Elberson Fine Arts Center.

Number of residence halls: six, each accommodating from 36 to 128 students; also apartment-style accommodations for up to 30 students in Fogle Flats, a group of on-campus turn-of-the-century row houses; plus Bahnsen House, an on-campus house for 16 juniors and seniors, and McHugh Sisters Flats, which accommodates approximately 90 students in apartment-style living.

Geographical distribution of traditional undergraduate students: 62% in-state, 38% out-of-state

## **SALEM COLLEGE: A HISTORY**

Salem College's history began in 1766, when the Moravians, an early Protestant denomination, established the village of Salem. Among the town's early residents were 16 girls and women who traveled more than 500 miles from Bethlehem, Pennsylvania to join the new community. One of them was 17-year-old Elisabeth Oesterlein, first teacher of what is now Salem College.

Believing that women deserved an education comparable to that given men – a radical view for that era – the Moravians began a school for girls in 1772. In 1802, it became a boarding school for girls and young women; in 1866, it was renamed Salem Female Academy. Salem began granting college degrees in the 1890s. Today, the American Council on Education in Washington, D.C. ranks Salem College as the oldest women's college in the

nation by founding date and the 13th oldest college overall. Salem Academy, a college preparatory/boarding school for girls in grades nine through 12, also shares our 64-acre campus.

In its early years, Salem was run by unmarried women of the Moravian community, who were known as “Single Sisters.” Oesterlein and her fellow Sisters were economically self-sufficient, a rare condition for women of the 18th century. The Moravians’ meticulous records show that at least two enslaved African-American students were accepted in the 1780’s and 1790’s and, in 1826, the school welcomed its first Native American student.

In its history, Salem has had 20 Inspectors, Principals and Presidents:

Samuel G. Kramsch	1802-1806
Abraham S. Steiner	1806-1816
G. Benjamin Reichel	1816-1834
John C. Jacobson	1834-1844
Charles A. Bleck	1844-1848
Emil A. deSchweinitz	1848-1853
Robert deSchweinitz	1853-1866
Maximilian E. Grunert	1866-1877
Theophilus Zorn	1877-1884
Edward Rondthaler	1884-1888
John H. Clewell	1888-1909
Howard Rondthaler	1909-1949
Dale H. Gramley	1949-1971
John H. Chandler	1971-1976
Merrimon Cuninggim	1976-1979
Richard Leslie Morrill	1979-1982
Thomas Vernon Litzenburg Jr.	1982-1991
Julianne Still Thrift	1991-2006
Susan E. Pauly	2006-2014
D.E. Lorraine Sterritt	2014-present

The Moravians’ belief in the freedom and responsibility imposed by an education inspires Salem College’s exemplary programs today. The traditions of the early Moravians continue to play an important role in the life of the College. Moravian Lovefeasts, the Candle Tea celebration at Christmas and the Easter Sunrise Service are events that appeal to Salem students as well as visitors from around the world.

### **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.

### **THE HONOR TRADITION**

The Honor Tradition is a vital and unifying aspect of the Salem College community that encourages each student to make a commitment to learning grounded in the pursuit of excellence, in community and in responsibility to self and the world. By accepting a place in our community of scholars, each student assumes full responsibility for her actions in all phases of her life at Salem. The Honor Tradition encompasses responsibility for maintaining academic integrity, as well as the expectation that students abide by North Carolina law, uphold College policies and treat all members of the community with civility and respect.

The Honor Tradition is longstanding at Salem College and is highly regarded by students, faculty, staff and the administration. Perpetuating such a tradition is made possible in the community because each individual student is expected to be personally accountable for the impact of her actions on herself and other members of the community.

Every student is responsible for encouraging other students to uphold the Honor Tradition. The Honor Tradition is only as strong as the commitment of the individuals in the community that lives by it.

### **CAMPUS BUILDINGS AND FACILITIES**

Salem's campus, located in Historic Old Salem, is a delightful blend of the past and present. Five buildings from the original 18th-century town now serve as residence halls, classrooms and administrative offices. All of the buildings erected since then—as well as the brick walkways, hooded archways over doors and even the benches, lightposts and steps—have been carefully designed to complement these earliest structures. Visitors from around the world come to Old Salem each year to see exhibits depicting early Moravian life and to take tours in horse drawn carriages. The most prominent building on campus is Main Hall, built in 1855 and located on Salem Square. It houses faculty and administrative offices, classrooms and a supply center.

The oldest building on campus, the Single Sisters House, was built in 1785. Extensive renovation of the house was completed in 2007, and it now serves as a welcome center and the home of the Single Sisters House museum, open to the public. Also located in the building are the Office of Admissions, the Office of Communications and Public Relations, and seminar and lecture rooms.

Residence halls are South Hall (1805), built for the first Salem boarders; Alice Clewell Residence Hall (1922); Louisa Wilson Bitting Residence Hall (1930); Hattie Strong Residence Hall (1942); Mary Reynolds Babcock Hall (1955); Dale H. Gramley Residence Hall (1965); and McHugh Sisters Flats (2015).

The Robert E. Elberson Fine Arts Center, completed in 1965, houses the Ralph P. Hanes Auditorium, which seats approximately 750 people; the H.A. Shirley Recital Hall, which seats 220; the Drama Workshop Theatre, which holds 150; extensive art-gallery space for exhibits by students as well as outside artists; a School of Music that includes 14 teaching studios and 28 practice rooms; and the Lorraine P. Rudolph Fine Arts Library.

The Student Center, completed in spring 2014, houses a café and convenience store with outdoor patio seating; the bookstore; an office suite for the director of student activities and clubs and organization workroom; the Huber Theater which seats 90; flexible meeting spaces; many student gathering spaces; and the lower pleasure grounds, an outdoor patio with a fire-water feature.

The Salem Commons contains the fitness center and dance studio. Bryant Hall, a “great hall” that opens onto a beautiful brick courtyard, serves as an ideal location for official Salem meetings as well as student mixers, dances and band parties that attract students from other nearby colleges and universities.

### ***Academic Computing Facilities***

Salem College keeps pace with advancing technology and the needs of today's college students. Three Windows computer labs offer the Microsoft Office Suite of software as well as specialized software serving many academic departments. A Macintosh lab is reserved for film editing, music, art and design applications. All computer labs are open 24 hours a day excluding holidays. In addition to the Library Reading Room lab, the library has desktop and laptop computers available for checking the online catalog and other online resources. There are also two group-study rooms in the library equipped with large-screen monitors and PCs. Classrooms are equipped with multimedia equipped for presentations. A select number of classrooms have Smartboards installed as well. WiFi is available campus-wide. There is a password protected, encrypted network for student and faculty use and a separate open network for guests. Check [www.salem.edu/technology](http://www.salem.edu/technology) for more details and the latest information concerning technology on Salem's campus.

### ***Computer Usage Policy***

Salem College academic computer usage policy provides guidelines for and promotes the responsible and ethical use of all computing resources. The policy is distributed to students upon arrival and is available to all users on My Salem and at [www.salem.edu/technology](http://www.salem.edu/technology). Acknowledgement of the policy and/or use of Salem College's computing facilities by faculty, staff and/or students constitutes agreement to the terms of usage stated.

It is in the best interests of the community as a whole that computing resources be used in a manner which protects the equipment and the rights of all users. As in all areas of life at Salem College, the honor code applies to use of computing facilities. With due regard for the right of privacy of users and the confidentiality of their data, system administrators have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, and any other material that may aid in maintaining the integrity and efficient operation of the system. Those responsible for campus computing facilities not administered by Information Technology, may have additional regulations consistent with this policy to control their use.

Salem College transmits email over secure servers and considers email from one Salem email address to another to be an official, secure form of communication. Students are expected to check their Salem email regularly to stay informed regarding all aspects of academic and campus life.

### ***Athletic Facilities***

Salem offers a variety of physical education activities and intercollegiate sports. The Student Life and Fitness Center contains a 25-yard indoor swimming pool with six lanes for competition, varsity and practice gymnasium; a dance studio; fully equipped locker facilities; and faculty offices. Outdoor facilities include the Bert Lain Tennis Complex and Blixt Field, which consists of softball, field hockey, and soccer fields. Additional practice fields are available.

### ***Library Services***

Salem College Libraries support instruction and research at the undergraduate level and in the disciplines awarding graduate degrees. The libraries hold membership in the American Library Association and the Association of College & Research Libraries. The collections total over 100,000 volumes and over 40,000 music scores, sheet music, and audio visual materials. Subscriptions to over 300,000 electronic books, more than 27,000 periodicals and serials, largely of scholarly content, and 140 databases are maintained by the libraries. The libraries share an online catalog, which also provides access to electronic resources and journals. Through interlibrary loan service, students, faculty and staff may obtain materials from other libraries at no charge. Salem is also a member of the Triad Area Library Association (TALA), allowing students and faculty to borrow materials from nine area academic libraries. Both libraries provide research services in person and online. Librarians work with classes across disciplines and one-on-one with students at all phases of the research process.

Special Collections and the Salem Academy and College Archives are located in Gramley Library. A Curriculum Materials Collection, supporting the undergraduate and graduate education curriculum, a film collection and a popular reading collection are also located in Gramley Library. Music scores, sheet music, LPs, CDs and other recordings are located in the FAC Library.

Gramley Library is equipped with wireless internet access, group study rooms, private study spaces, desktop computers, laptops for checkout, printer, copier, and scanner. The FAC Library provides wireless access, study space, desktop computers, listening stations, and printing. Gramley Library is open until midnight Sunday through Thursday and until 8pm on Friday and Saturday during the fall and spring semesters. Extended hours are offered during midterms and finals. A full description of the Salem College Libraries' resources, services and hours is found at <http://library.salem.edu/>.

### **BEYOND THE CAMPUS**

The city of Winston-Salem (population 239,000) is widely recognized as an artistic and cultural center. Local entertainment includes numerous restaurants, movie theaters, music clubs and coffee houses that sponsor events such as "poetry slams." There is also a minor-league baseball team, the Winston-Salem Dash. Among the many cultural offerings are Winston-Salem Piedmont Triad Symphony concerts at the Stevens Center; performances by big-name artists at the Lawrence Joel Veterans Memorial Coliseum; numerous drama and music events at the University of North Carolina School of the Arts; the annual the RiverRun Film Festival; and art exhibits at the Sawtooth Center, the Reynolda House Museum of American Art and the Southeastern Center for Contemporary Art (SECCA).

Salem College students themselves make a valuable contribution to the cultural life of Winston-Salem. Each year, many visitors come to Salem to enjoy exhibits of student artwork; concerts by faculty; students and guest artists sponsored by the School of Music; plays staged by the Pierrette Players; dance recitals choreographed and performed by the Salem College Dance Company; and presentations by lecturers and artists invited to the College by the faculty, staff and students of the Cultural Events Committee or the Center for Women Writers.

Recreational offerings in North Carolina include intercollegiate sports events, horseback riding, skiing in the North Carolina mountains and trips to the coastline and the Outer Banks. Davidson College, Duke University, North Carolina State University and the University of North Carolina at Chapel Hill are within easy driving distance and sponsor many activities of interest to Salem students.

The Winston-Salem community provides a wealth of academic opportunities as well. Students have the opportunity to take classes at Wake Forest University and mingle socially with students at Wake Forest University, Winston-Salem State University and the University of North Carolina School of the Arts. Possibilities for volunteer and internship locations are nearly endless. They include the Wake Forest University School of Medicine and Baptist Medical Center, Forsyth Medical Center, the Winston-Salem/Forsyth County public schools and local businesses as diverse as law firms and television stations. Informal courses and study programs in historic preservation are available at Old Salem and its Museum of Early Southern Decorative Arts (MESDA).

### **COME VISIT!**

Salem welcomes visitors to our beautiful campus. A map and more detailed information about touring the campus are available by calling the Salem College Office of Admissions at 1-800-32-SALEM or sending an e-mail message to [admissions@salem.edu](mailto:admissions@salem.edu). For detailed admissions information, see below.

## **INTRODUCTION TO THE DEPARTMENT OF TEACHER EDUCATION**

Believing that young women as well as young men would profit from education, the early Moravians who settled in Salem, 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. 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 (MAT) and the Master of Education (MEd). These two graduate programs offer post-baccalaureate students the chance to prepare for or to enhance a career as classroom teachers or school counselors. The MAT program is designed for the college graduate who seeks professional teaching licensure and a master's degree. The MEd program is ideally suited for licensed teachers who want to enhance their professional practice and obtain a master's degree or for professionals who wishing become school counselors.

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), MAT
- Birth-Kindergarten (B-K), add-on initial licensure
- Elementary Education (K-6), MAT *or* MEd
- English as a Second Language (ESL, K-12), add-on initial licensure
- Language and Literacy (K-12), MEd
- Second Languages (K-12), MAT
- Middle Grades (6-9): *Language Arts, Mathematics, Social Studies, Science*, MAT
- Reading (K-12), add-on initial licensure
- School Counseling, MEd
- Secondary (9-12): *Comprehensive Science, English, Mathematics, Comprehensive Social Studies*, MAT
- Special Education General Curriculum (K-12), MAT or MEd

All programs are designed to meet the Interstate New Teacher Assessment and Support Consortium (INTASC) Standards, North Carolina Professional Teaching Standards, the North Carolina Standards for Graduate Teacher Candidates, and the North Carolina Specialty 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 Department of Public Instruction.

### **North Carolina Standards for Graduate Teacher Candidates**

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.

### **North Carolina Specialty Area Standards**

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

### **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, classroom management, assessment and use of technology; 5) to reflect upon teaching, using higher-level cognitive processes; and 6) to demonstrate and promote professionalism.

### **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 in Education, chair; all full-time faculty who teach graduate classes; the clinical coordinator; Dean of the College; Director of Libraries; College Registrar; Dean of the Fleeer Center; 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 requirements, and retention policies
  3. Hear and act upon student appeals
  4. Develop and oversee curriculum for graduate studies programs
  5. Approve schedules for graduate studies programs
  6. Assess programs
  7. Monitor accreditation standards
  8. Prepare accreditation materials and participate in accreditation visits



9. Review and act upon proposals from the Graduate Subcommittee for Academic Planning that involve graduate studies programs
10. Assist in the recruitment of graduate students

## **ADMISSION INFORMATION**

### **Application**

Application materials are available electronically at <http://www.salem.edu/teacher-education/apply-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 in teaching-focused programs may begin in any term; new students in the MEd in School Counseling program begin in the fall semester. 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 (MEd) and the Master of Arts in Teaching (MAT). See specific admission requirements below.

### **Specific Admission Requirements – Master of Education (MEd)**

The MEd degree is offered in Elementary Education (K-6), Special Education (K-12), Language & Literacy (reading, K-12), and School Counseling (K-12).

The MEd programs in Elementary Education (K-16), Special Education (K-12), and Language and Literacy (Reading, K-12) are designed for licensed practitioners who intend to remain in the classroom and who seek to increase their professional knowledge and skills. These programs will provide the practitioner with the opportunity to develop excellence in teaching as well as leadership skills and research. Currently, The MEd in School Counseling prepares teachers and professionals in other related fields with the knowledge, skills, and professional dispositions required for a career in school counseling.

#### ***Application requirements for admission to the MEd programs 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, consent for criminal background check, 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 with a minimum undergraduate grade point average of 3.0
3. submission of official transcript(s) of all graduate coursework
4. submission of copy of A level teaching license or evidence of eligibility (not required for applicants to MEd in School Counseling program)
5. submission of a writing sample as outlined on application
6. a nonrefundable application fee of \$30 application fee (waived for Salem alumnae)

#### ***Types of admission status for MEd programs:***

1. Full: An applicant who meets all criteria for admission to the desired MEd program may be granted full admission. These requirements include the following:
  - a. Bachelor's degree from a regionally accredited institution

- b. Minimum undergraduate grade point average of 3.0 or minimum graduate-level grade point average of 3.0 (minimum of 12 completed hours of graduate coursework)
  - c. Relevant degrees, coursework, licensure, or work experience in specialty area for which candidate is applying
  - d. Satisfactory writing sample
  - e. Two positive professional recommendations
  - f. Acceptable criminal background check
2. Provisional: If the admissions committee determines that an applicant has failed to meet any of the requirements for full admission, the committee may decide to extend the offer of provisional admission to that applicant. Provisional admission may be considered but is not limited to the following situations:
- a. Minimum undergraduate grade point average between 2.75 and 2.9
  - b. Writing samples that indicate potential but demonstrate some area(s) of concern
  - c. Teacher licensure in an area not related to the desired MEd field (MEd in Elementary Education or MEd in Special Education)
  - d. Need for additional coursework or experiences in the desired MEd field (not applicable to school counseling)

Applicants to the advanced elementary or advanced special education licensure program who do not hold initial licensure in that area, the candidate must earn initial licensure in that area before completion of the first eighteen hours of graduate work at Salem College.

### **Specific Admission Requirements – Master of Arts in Teaching (MAT)**

The MAT 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 MAT 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.

Admission to the MAT programs occurs in two phases: Phase 1: Licensure; Phase 2: Graduate Candidacy

#### ***Application requirements for admission to Phase 1, Licensure, include:***

1. submission of a complete application, including two reference letters/forms, a signed honor code, a Candidate for Professional Licensure (CPL) 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 \$30 application fee (waived for Salem alumnae)

#### ***Types of admission status for MAT Phase 1:***

1. Full: An applicant who meets all criteria for admission to the MAT program may be granted full admission. These requirements include the following:
  - a. Bachelor's degree from a regionally accredited institution
  - b. Minimum undergraduate grade point average of 3.0
  - c. Relevant degrees or coursework in the specialty area for which candidate is applying
  - d. Two positive professional recommendations
  - e. Acceptable criminal background check
2. Provisional: Candidates who do not meet the minimum GPA or undergraduate major/coursework requirements may request consideration for provisional admission. Candidates requesting provisional acceptance should submit the following information:
  - a. Professional resume

- b. Two letters of recommendations from persons who can attest to the applicant's academic potential or to the applicant's potential as a teacher. Persons providing the references should not be related to the applicant
- c. A personal statement explaining applicant's potential for success as an MAT student and as a professional educator or any extenuating circumstances which might have impacted undergraduate performance
- d. Transcripts from graduate level coursework

Applicants who receive provisional admission must achieve a 3.0 GPA or higher by the completion of the first six hours of graduate work completed at Salem College. Applicants who receive provisional admission with requirements for additional content coursework must complete those requirements prior to student teaching.

Upon successful completion of Phase 1, students may make application for admission to graduate candidacy, or Phase 2.

***Application requirements for admission to Phase 2 of the MAT program include:***

- 1. submission of the Graduate Studies Application to enter MAT Phase 2
- 2. recommendation for teacher licensure
- 3. 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 program (Phase 2). Taking courses as a special student does not automatically qualify the student to enter the graduate degree program (Phase 2).

**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.

***Requirements for add-on licenses include:***

- 1. submission of a complete application, two reference letters/forms, a signed honor code, and a CPL form
- 2. official undergraduate and graduate (if applicable) transcripts
- 3. submission of a copy of a valid NC teaching license
- 4. a \$30 application fee (waived for Salem alumnae)

**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. official undergraduate and graduate (if applicable) transcripts
- 3. regional Alternative Licensure Center (RALC) planning sheet (if applicable)
- 4. \$30 application fee

### **Notification of Admission**

Each applicant will be notified in writing of the acceptance or rejection. 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 MAT program. A teacher licensed, but not currently teaching, may enter the MEd program.

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

### **TRANSFER CREDIT POLICY**

Up to six (6) graduate semester hours (2 three-hour 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.

### **TRANSFER CREDIT 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 EDUCATION ORIENTATION**

An orientation may be held for new graduate education 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.

### **NON-RETURNING STUDENTS**

If a graduate student steps out of his/her graduate program and does not enroll for a period of five or more years, that student risks not being able to continue with the previous program. Students should understand that the education programs are approved by the Department of Public Instruction and courses and expectations for licensure can change. A student in this position should make an appointment to meet with the Director of Teacher Education regarding readmission.

### **FINANCIAL INFORMATION**

#### **Tuition and Fees**

Tuition is determined by semester hours attempted. For 2016-2017, graduate tuition has been set to \$430 per semester hour (\$1290 per typical three-hour course) for campus-based programs and \$500 per semester hours (\$1,500 per typical three-hour course) for fully online programs. Other fees include:

Application Fee	\$ 30.00
Returned Check Fee	\$ 25.00/each
Graduation Fee	\$ 55.00
Parking	\$ 60.00/year
Technology Fee	\$250.00/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 a degree 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 or visit them in Lehman Hall. Appeals regarding decisions and financial eligibility for financial aid awards should be made through the Financial Aid Office.

## **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 (MAT) 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 Strong Scholar was first awarded in 2011, named in honor of Hattie M. Strong. This \$5000 award is given to two students (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 the recipients each semester. The award is non-renewable.

## **Loans**

Graduate students at Salem College may be eligible for Federal Direct Unsubsidized 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 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 semester hours is required for half-time status.) The interest rate is fixed annually with a cap of 8.25 percent.

## **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. 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 semester 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 2016-2017 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 **2016-2017 Free Application for Federal Student Aid (FAFSA)** will be used to determine eligibility for all federal aid programs for the 2017 summer semester. Students who are entering Salem College for the first time during the 2017 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 2017 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.

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

### ***General Information***

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 criteria:

- Minimum G.P.A.
- Minimum semester course/credit hour completion rate
- Completion of a degree within a maximum number of courses/credit hours
- Has not exceeded 150% of required semester/credit hours
- Grades of F, W or I are not acceptable for SAP

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 the 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 federal, state and institutional programs (except as otherwise noted). In this policy, “eligible for financial aid” means that a student meets the standards of the Satisfactory Academic Progress Policy for financial aid. A student must also meet all other financial aid requirements in order to receive financial aid.

### ***Minimum Grade Point Average***

Graduate students’ 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 suspension and must submit an appeal. Financial aid will be cancelled immediately for any student who is academically excluded.

***Class:*** Graduate Students      ***Required GPA:*** 3.000

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

At the end of each academic semester (including summer) a student (undergraduate or graduate) must earn a minimum of 67% of the semester hours for which they were registered as of 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 semester hours 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, i.e., **number of semester hours attempted x 67% = number of semester hours successfully completed.**

### ***Graduate Student Example***

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

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

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

Students are eligible to receive financial aid for a maximum of 150% of the courses/semester hours required for the degree. Graduate students may receive financial aid for a maximum of 150% of the hours required for the degree. . If a student changes their graduate program, the credits and grades that do not count toward the new graduate program will not be included in the Satisfactory Academic Progress determination. The college will only take into consideration a student changing their graduate program one time.

**You are meeting the Completion Rate Requirement if: overall attempted courses/semester hours < = 150% of courses/semester hours required for the degree**

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

Failure to Maintain Satisfactory Academic ProgressThe 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 Suspension. At that time, they will lose eligibility for federal, state, and institutional financial aid until such time that the minimum SAP requirements have been met. All students placed on Financial Aid Suspension 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, state, and institutional 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 Suspension.**

- **Financial Aid Suspension** is when a student fails to meet the SAP requirements after their warning period. **Students will not receive federal, state, or institutional funds during their probation period until they submit all documentation for their appeal, and it is approved.**
- **Financial Aid Probation: If the SAP Appeal Committee approves the student's appeal, the student will be placed on academic probation which will allow one term of financial aid.**

Note: Students may receive a maximum of three Financial Aid Suspensions during their academic career at Salem College. After the second suspension, students are required to meet with the SAP Appeal Committee in order to review and agree to the terms of the third suspension. If the agreed upon terms are not met, the student will no longer be eligible for federal, state, or institutional aid at Salem College.

Please refer to the Salem College SAP appeal process. You can find this policy on the Salem College Financial Aid website: <http://www.salem.edu/financial-aid>

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

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:

- *The student can earn the number of semester 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 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.
- 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***

SAP appeals and documentation MUST be received no later than one week before the first day of class of the semester you wish to attend. Appeals received after 5:00 p.m. on the before mentioned date will not be accepted.

### ***SAP Appeal Process***

Salem College students who have had financial aid suspended due to unsatisfactory progress may appeal.

Students may obtain a **Salem College SAP Appeal Application** from the Financial Aid Office or online at: <http://www.salem.edu/financial-aid>. 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 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 SAP 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 placed on academic probation, and receive one semester of financial aid.
- **Denied appeals** – If an appeal is denied, the student is not eligible for federal, state, or institutional financial aid. The student may submit a second appeal to the SAP Appeal Committee. Once the appeal has been reviewed by the Committee, 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, or take courses at their own expense until they meet the minimum SAP requirements. .

**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 SAP Appeal Committee. Students should be prepared to pay tuition, fees, and other educational expenses until they have been approved to receive financial aid.**

*For further details, please visit the Salem College Financial Aid Office web page: [www.salem.edu/financialaid](http://www.salem.edu/financialaid).*

### **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+ semester hours = full-time
- 3 to 5 semester hours = half-time
- < 3 semester 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.*

## **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) semester hours. In order to meet particular financial aid criteria, additional semester hours/term may be required.

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

The MEd teaching-focused programs have 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 MEd programs.

### Grading

Salem College uses the following quality points for grading:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	0.00

The Department of Teacher Education 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%		

- 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.

#### 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

### ***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 initial 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 698 or 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. 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.

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 action research thesis to an oral defense panel. The oral defense presentation will be scheduled once in each of the spring and fall terms. Any two professors from the Department of Teacher Education may serve as the oral defense panel; candidates will not be told in advance which faculty members will serve.

### **Graduation Requirements**

To be eligible for graduation, the student must:

1. Complete all course requirements, including:
  - a. *MAT Phase 1 Candidates:*
    - Successful completion (with a grade of P) of the Teacher as Practitioner guided practicum (student teaching)
    - Receive recommendation for licensure, including receiving a passing score on the appropriate Pearson/Praxis II Specialty Area exams (if applicable). Pearson/Praxis II scores must be received by Salem College before the degree will be granted. Pearson/Praxis tests are required for “highly qualified” status by candidates in elementary education and special education.
  - b. *MEd and MAT Phase 2 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 action research thesis.
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 (Power Campus Self Service). 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.

## **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 MAT 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.

## **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.

## **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. 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 accordance with Title IX, Salem will excuse all pregnancy and childbirth-related absences for as long as the student's physician deems the absences medically necessary, and will allow students to make up any work that was missed during that time. Questions about Title IX should be directed to the College Title IX Coordinator.

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.

## **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 of the student's graduate program, and includes the chair of the undergraduate Honor Council, at least one graduate faculty member, and a graduate student. 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 the student's graduate program 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 student's graduate program. 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 the student's graduate program 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 suspected violations of the Honor Code to the Director of Graduate Studies of that student's program. Faculty members have the option of completing a "Faculty Adjudication Form" to document adjudication of an Honor Code violation in a student's judicial file for allegations of first-time violations. Faculty members should confer directly with the Director of Graduate Studies to determine whether the allegation is for a first-time offense or repeat violation. If the allegation is for a repeat violation, it would be officially referred to the Graduate Honor Council to begin the formal hearing process. The faculty member should contact the director after explaining the nature of the alleged infraction to the student.

### **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 the student's graduate program 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 file. 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 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.

## **Appeal Process**

An accused student who feels that the director of his or her graduate program, 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 his or her graduate program. 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 and the Honor Council Chair 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 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.

## **SEXUAL MISCONDUCT POLICY**

### **I. STATEMENT OF COLLEGE POLICY**

Salem College reaffirms its belief that the quest for knowledge can only flourish in an atmosphere free from sexual misconduct, and is committed to providing a safe learning, living, and working environment for all members of the Salem community. This policy prohibits specific behaviors that violate Title IX of the Education Amendments of 1972 (“Title IX”), and Title VII of the Civil Rights Act of 1964 (“Title VII”), and requires Salem College to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

Salem College does not tolerate sexual misconduct, including but not limited to, sexual assault, sexual harassment, domestic violence, dating violence, and stalking. All forms of sexual misconduct are acts of aggression, are therefore prohibited, and Salem College will take all necessary action to prevent such behavior. It is the responsibility of every member of the Salem community to foster an environment free of sexual misconduct. All members of the Salem community are encouraged to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Salem College will support and assist community members who take such actions.

The College will take immediate action to eliminate sexual misconduct, prevent its recurrence, and address its effects. Anyone can be a perpetrator or victim of sexual misconduct and, therefore the policy is gender neutral. Anyone alleged to have violated this policy is subject to a Title IX investigation. Depending on the results of the investigation, someone in violation of this policy may be subject to an administrative hearing.

Salem College students should report suspected sexual misconduct to the Title IX Coordinator, Erin Adams, Assistant Vice President for Administration, Title IX Coordinator, at 336-721-2852 or erin.adams@salem.edu. Ms. Adams' office is on the second level of the Inspector's House, located at the corner of Church and Academy Street. In the event the Title IX Coordinator is unavailable, contact one of the deputy coordinators, Anna Gallimore, Vice President for Administration, at 336-721-2852 or anna.gallimore@salem.edu, or Cheryl Hamilton, Director of Payroll and Benefits at 336-721-5329 or cheryl.hamilton@salem.edu.

## **II. JURISDICTION AND SCOPE: TO WHOM THIS POLICY APPLIES & WHEN**

This policy applies to all Salem College students. Students should also use this policy to report sexual misconduct violations by anyone on campus including faculty, staff, and third parties such as contractors. The College process for resolving sexual misconduct is based on the respondent's relationship to Salem College. Respondents who are students will find their rights, responsibilities, and hearing procedures in this policy. Respondents who are faculty will find their rights, responsibilities, and hearing procedures in the Faculty Handbook. Respondents who are staff will find their rights, responsibilities, and hearing procedures in the Personnel Manual.

Salem College reserves the right to investigate alleged sexual misconduct involving its students regardless of where the misconduct allegedly occurred or who was involved.

## **III. DEFINITIONS<sup>1</sup>**

**Complainant:** student, employee, or third party who presents as the victim of any sexual misconduct under this policy, regardless of whether that person makes a report or seeks action under this policy.

**Dating violence:** any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the victim's statement and in consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

**Domestic violence:** any crime (felony or misdemeanor) committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

**Fondling:** touching the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Rape:** penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Respondent:** student, employee, or third party who has been accused of violating this policy.

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<sup>1</sup> These definitions may differ from North Carolina laws. North Carolina criminal statutes are found starting in Chapter 14 of the North Carolina General Statutes.

Sexual assault is a form of sexual harassment that involves having or attempting to have sexual contact with another person without consent.

Sexual contact is any intentional touching or penetration of another person's clothed or unclothed body, including, but not limited to the mouth, neck, buttocks, anus, genitalia, or breast, by another person with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch their own body or another person's body in the manner described.

Sexual harassment is unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission is made 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 a factor in 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; and/or
- 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.

Examples of sexual harassment include, but are not limited to: physical assault; direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, or grades; direct propositions of a sexual nature; a pattern of sexually explicit statements, questions, jokes, or anecdotes not related to classroom material; touching, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing, body, sexual activity, or previous sexual experience.

Sexual intercourse: any penetration, however slight, with any object or body part, performed by a person upon another person. Sexual intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

Sexual misconduct: sexual assault, sexual harassment, dating violence, domestic violence, stalking, and/or any other form of unwanted sexual behavior.

Sexual offenses: any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Stalking: intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for their safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to: repeatedly following another person; repeatedly committing acts that alarm, cause fear, or seriously annoy such other person and that serve no legitimate purpose; and repeatedly communicating by any means, including electronic means, with such person in a manner likely to intimidate, annoy, or alarm them.

Statutory rape: nonforcible sexual intercourse with a person who is under the statutory age of consent.

#### **IV. CONSENT**

Sexual misconduct can be prevented if consent is obtained prior to sexual activity. Salem College defines consent to sexual activity as mutual agreement or willingness to participate in sexual activity. The willingness to engage in sexual activity must be clearly communicated by mutually understandable words or actions. The decision to engage in sexual activity must be freely and actively given by all participants.

- Consent must be clear and unambiguous.
- Consent may not be implied by silence, lack of active resistance, or passivity.
- Consent may not be implied by prior sexual activity between the parties, or by prior sexual activity with other parties.
- Consent for one sexual act does not imply consent for other or different types of sexual act.
- Consent is not effective consent if it is obtained by force, coercion, intimidation, manipulation, or threats.
- Consent may be withdrawn at any time. If one party communicates withdrawal of consent to the other party, then the sexual activity must cease.
- Someone who is incapacitated cannot consent.

Under North Carolina law, consent may never be given by a person who is:

- Under the age of 16
- Mentally disabled. This means that the person has a mental disorder that either: (1) prevents the person from being able to evaluate the nature of his or her conduct; (2) prevents the person from being able to resist the sexual act; or (3) prevents the person from being able to communicate unwillingness to engage in the sexual act.
- Unconscious
- Physically unable to resist the sexual act or to communicate unwillingness to engage in the sexual act. It is important to note that this inability to resist or communicate unwillingness may result from the use of alcohol or drugs. Therefore, a person may not engage in sexual activity with another individual if the person knows, or reasonably should know, that the other individual is incapacitated by the use of alcohol or drugs. Being intoxicated or under the influence of drugs does not eliminate the requirement for obtaining effective consent to sexual activity.

Any sexual act that violates North Carolina criminal laws is not consensual, and in some instances the statutes specifically state that consent is not a defense. North Carolina sex offense laws are found in Chapter 14 of the North Carolina General Statutes.

## **V. REPORTING SEXUAL MISCONDUCT**

Salem College encourages everyone who has experienced sexual misconduct to tell someone what happened. Our primary concern is to provide immediate medical and emotional assistance. Decisions about initiating a formal complaint can be made after the victim seeks immediate help.

Victims are strongly encouraged to report sexual misconduct, but are not required to do so. When sexual misconduct is reported, Salem College will provide victims with written notice of existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in the community and on campus. Personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

### ***A. Medical Amnesty Policy***

Students may request medical amnesty when the student sought emergency medical attention for themselves or medical assistance was sought for them related to drug or alcohol consumption. If medical amnesty is requested, the student must successfully complete a substance abuse assessment and/or intervention program.

This policy is applicable to the student in need of medical attention and other students seeking medical attention on behalf of another person. In the case of a student seeking medical attention on behalf of another person, the reporting student will not receive disciplinary action for seeking help, but may be required to complete a substance abuse assessment and/or intervention program.

The Dean of Students will review and decide all requests for medical amnesty. If medical amnesty applies, the student will avoid disciplinary action. Amnesty only extends to campus judicial processes, and does not protect

students from criminal or civil penalties. This policy also does not protect students who repeatedly or blatantly violate the Student Code of Conduct. The Dean of Students has discretion to sanction repeat offenders.

The medical amnesty policy also does not protect students from other concurrent conduct violations, for example, destruction of property or assault that may have occurred during the same incident.

### ***B. Options for seeking immediate medical and emotional assistance***

(below this section, each option is discussed in detail including whether the option is confidential)

- Winston Salem Police Department: 911
- Salem College Public Safety: (336) 917-5555
- Notify a Residential Coordinator (RC)
- Notify a Residential Assistant (RA)
- Go to the hospital:       **Forsyth Medical Center** (336-718-5000); or  
                                      **Wake Forest Baptist Medical Center** (336-716-2011)
  - Getting a forensic examination at the hospital does not require filing a police report. This is a confidential exam.
  - To maintain confidentiality, do not give the hospital your home address if you do not want information sent to your home address. Do not give ID cards (such as insurance cards) with your home address to the hospital if you want to keep that address confidential.
- Call Family Services' 24-hour crisis line at (336) 722-4457

**Preserve all physical evidence.** Even if a victim is undecided about initiating a formal complaint, they should save their clothing. It is preferred that victims do not remove their clothing. If you have done so, put items in a paper bag, and take them with you to the hospital. Do not bathe, shower, go to the bathroom (if possible), brush your teeth, smoke, comb or brush your hair, eat, or drink.

### ***C. Options for Reporting Sexual Misconduct***

#### **Option 1 - Confidential Reporting and Support**

This option allows a student to confidentially report an incident.

- Students may call the following confidential resources:
  - Salem Counseling Services: 336-721-2625
  - Salem Health Services: 336-917-5591
  - Salem Chaplain's Office: 336-917-5087
  - Family Services: 336-722-4457
    - available 24/7; provides victim advocates who support the victim in making decisions throughout the process; does not require filing charges
- Students may report the misconduct anonymously via the reporting telephone line at 336-917-5550 or the anonymous reporting website (link from the Title IX webpage at [www.salem.edu/about/title-ix](http://www.salem.edu/about/title-ix)).
- Contact a student affairs staff member or Salem Public Safety. If there is an immediate threat to the campus community, a campus alert may be issued with no information identifying the victim.
- If the victim chooses not to pursue charges initially, they may change their mind later.

#### **Option 2 - College Title IX Investigation**

This option allows a student to report sexual misconduct through the Salem College Title IX investigation process.

- Call the Salem Title IX Coordinator, Erin Adams at 336-721-2852.
- The College will conduct a prompt, thorough, and impartial inquiry into any reports of sexual misconduct.
- Following the Title IX investigation, the Title IX Coordinator will determine if the information gathered merits charges against the respondent. If so, the matter will be referred for an administrative hearing.

### **Option 3 - Criminal Investigation**

This option allows a student to report criminal law violations directly to law enforcement. A student may wish to pursue criminal action in addition to, or instead of, making a report under Salem's sexual misconduct policy.

- Call the Winston Salem Police Department  
Emergencies: 911  
Non-emergencies: 336-773-7700
- Investigation is conducted by the police with cooperation from Salem Public Safety and the Title IX Coordinator.
- The Office of the County District Attorney decides whether to initiate a criminal prosecution.
- Any prosecution occurs in the criminal courts. The College will cooperate with law enforcement as requested and appropriate, and abide by lawful orders.

### **Option 4 - Pursue Both College and Criminal Investigation**

- If more than one option is pursued, they may occur simultaneously.
- Internal and criminal adjudication processes occur independently.
- A Salem College investigation may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

**D. Legal advice.** Legal advice may be available from the Winston-Salem Police Department, Family Services, or a student's personal attorney.

## **VI. FILING A COLLEGE TITLE IX COMPLAINT**

Students who believe they have been victims of sexual misconduct within the Salem community should file a complaint with the Title IX Coordinator:

Erin Jones Adams  
Assistant Vice President for Administration, Title IX Coordinator  
Inspector's House  
601 South Church Street  
Winston-Salem, NC 27101  
(336) 721-2852

The Title IX complaint should be delivered to Ms. Adams as soon as possible after the incident occurred, preferably within 30 days. The Title IX Coordinator or will oversee any investigation related to Title IX matters.

Anonymous complaints. Salem College accepts anonymous complaints (those where the complainant does not identify themselves), but an anonymous complaint will not be the basis for action through the student conduct process. If the complainant chooses not to participate in an investigation, the College's ability to respond to the complaint may be limited. Anonymous complaints will be reported to Salem College for inclusion in the annual campus crime report. All complaints, with the exception of reports submitted to confidential resources, require that the College investigate.

## **VII. INITIAL ASSESSMENT & INTERIM MEASURES**

Initial assessment. Once a report or complaint of sexual misconduct has been received by Salem's Title IX office, the Title IX Coordinator or their designee, will conduct an initial assessment to determine if the allegations are potentially a violation of the College's sexual misconduct policy. If the preliminary review indicates a potential violation of Salem's sexual misconduct policy, the Title IX Coordinator, or their designee, will begin an investigation.

Interim measures. Upon notice of a Title IX investigation, complainants and respondents may immediately request interim measures of protection. Salem College may institute certain interim measures (see below) in an attempt to maintain safety and security during a Title IX investigation. Note also that North Carolina criminal law

grants certain interim protective measures to alleged crime victims. Further information about criminal law interim measures can be obtained from the Winston-Salem Police Department (336-773-7700).

The following interim measures are available through Salem College:

1. No-Contact Order: An order issued by the Chief of Salem College Public Safety to the complainant and/or respondent banning interaction and communication with the other party, either directly or through others (e.g., family members, friends, professors, etc.). The goal of the No-Contact Order is to allow both the complainant and respondent, to the extent possible, to continue their academic and social activities while avoiding contact during the investigation. The No-Contact Order can be as detailed as necessary, including specific plans of where the complainant and respondent may be at specific times.
2. Modified Academic/ Extracurricular/ Transportation/ Dining/ Work/ Residence Arrangements: A change in the relevant arrangements for the complainant and/or respondent to avoid contact between the two. Furthermore, modifications may be necessary for the students' academic schedules, extracurricular activities, transportation, dining, work, and/or residence arrangements.
3. Increased security: The College may provide increased monitoring, supervision, or security.
4. Interim suspension for the respondent: Should the Title IX Coordinator, in consultation with the Vice President of Academic and Student Affairs/Dean of the College, Office of Student Affairs and/or Dean of Students and Public Safety determine that a threat to the health and/or safety of the campus community exists, an interim suspension may be applied for the respondent pending the Title IX Coordinator's investigation, and resulting administrative hearing (if any).

Requests for interim measures should be made to the Title IX Coordinator. Salem College will maintain as confidential any accommodations or protective measures provided to victims so long as it does not impair the ability to provide such measures.

Academic support. Students involved in a Title IX Investigation having difficulty maintaining their academic status should speak with the Title IX Coordinator who can provide information about academic support services. Information about how to apply for a leave of absence is available from the Associate Dean for Undergraduate Studies. Salem College will work with students to address concerns about loan repayment terms and conditions. Student financial aid information can be obtained from the Director of Financial Aid, Paul Coscia (336-917-5577).

## **VIII. TITLE IX INVESTIGATION**

Salem College will provide a prompt, thorough, and impartial investigation and resolution into any reports of sexual misconduct. The investigation and any resulting administrative hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

During an investigation, the Title IX Coordinator or their designee will attempt to meet with the complainant, the respondent, and any witnesses. The Title IX Coordinator may also work with Public Safety and other campus offices to obtain additional available information.

When a case also involves criminal charges, the Title IX Coordinator will cooperate with Winston-Salem Police and the Forsyth County Prosecutor's Office. The Title IX investigation may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Investigations should generally be completed within 60 days after the complaint is delivered to the Title IX Coordinator. This time period is subject to extension for good cause.

Privacy considerations. The College will attempt to obtain consent from the complainant before beginning an investigation. However, the complainant's concerns about privacy must be balanced against the College's need to investigate and take action in situations where the alleged behavior impacts the interests and safety of the College community (which can include, but is not limited to, the involvement of violence, the use of weapons, or repeat offenders).

If Salem College determines that there is a continuing threat to the safety of members of the Salem community, it may have to issue a timely warning regarding the incident. The complainant's name will never be released as part of the timely warning.

If the complainant chooses not to participate in a Title IX investigation, the College's ability to respond to the complaint may be limited. The Title IX Coordinator will notify the complainant that the College intends to proceed with an investigation, but that the complainant is not required to participate.

Advisor. The complainant and the respondent may each be assisted by one advisor of their choice during the Title IX investigation. The advisor's role is to provide advice to the student throughout the investigation. The advisor is not permitted to question the other parties, witnesses, or Title IX Coordinator during the investigation. The advisor may not be someone who was a witness to the events at issue.

Preponderance of evidence. During the investigation, Salem College uses a preponderance of the evidence standard in determining whether to charge someone with sexual misconduct. This standard means that the offense is more likely than not to have occurred.

Once an investigation has been concluded, the Title IX Coordinator will determine if the information gathered merits charges against the respondent. If information merits charges, both the respondent and the complainant shall be notified and given information about the administrative hearing process.

## **IX. ADMINISTRATIVE HEARING**

If the investigation results in any charge(s), an administrative hearing will commence. Both the complainant and respondent have equal opportunity to share information with the presiding administrative officer(s) before a determination on responsibility and sanctions are made. For traditional undergraduates, the administrative hearing is usually, but not always, conducted by the Dean of Students and the Assistant Dean of Students. For graduate students, the administrative hearing is usually, but not always, conducted by the Director of Graduate Studies. For Fler Center students, the administrative hearing is usually, but not always, conducted by the Dean of the Fler Center.

Advisor. The complainant and the respondent may each be assisted by one advisor of their choice during the administrative hearing process. The advisor is not permitted to present information or question the other parties, witnesses, or administrative officer(s) at any time. The advisor may not be someone who was a witness to the events at issue.

Summary of relevant information. Prior to an administrative hearing, the complainant and respondent will each be given a summary of the relevant information gathered by the Title IX Coordinator and/or the administrators. Witness names may be redacted to protect confidentiality.

### ***General administrative hearing procedure:***

1. The complainant, respondent, and their advisors (if any) enter the room, unless the parties have chosen to be shielded from each other. The administrative officer(s) may accommodate any student(s) with concerns for



- personal safety, well-being, and/or fears of confrontation during the hearing by providing separate facilities and/or by permitting participation by other means such as videoconference or Skype. If separate facilities are requested, the administrative officer(s) will provide separate options to both the complainant and respondent.
2. The administrative officer(s) read the Title IX Coordinator's charges against the respondent.
  3. The complainant is given an opportunity to testify. The complainant is not required to participate in the hearing. The complainant may submit a written statement to the administrative officer(s) in advance of the hearing in lieu of, or in addition to, testifying.
  4. The respondent is given an opportunity to testify. The respondent is not required to participate in the hearing. The respondent may submit a written statement to the administrative officer(s) in advance of the hearing in lieu of, or in addition to, testifying. If the respondent chooses not to attend the hearing, the administrative officer(s) will hear the evidence presented in his or her absence, and make a decision based on available evidence.
  5. The administrative officer(s) have the opportunity question the complainant and respondent.
  6. The complainant and respondent will not be permitted to ask questions directly of one another. The complainant and respondent may submit questions to the administrative officer(s) in advance that they would like to ask of the other party. The administrative officer(s) will screen the questions and ask appropriate and relevant questions.
  7. Witnesses, if any, will enter the hearing room individually, give statements, and then answer questions from the administrative officer(s). Witnesses may submit signed testimonies if they are unable to be present. Witnesses may be individuals who have seen and/or heard the incident and individuals to whom the complainant and/or respondent may have spoken to about the incident. Because the focus of the hearing is on facts, character witnesses are not used within this process. It is possible for both the complainant and the respondent to identify the same witnesses.
  8. The complainant and respondent may submit questions to the administrative officer(s) in advance to be asked of the expected witnesses. The administrative officer(s) will screen the questions and ask appropriate and relevant questions.
  9. The administrative officer(s) end the hearing.

During the administrative proceedings, Salem College uses a preponderance of the evidence standard in determining whether someone is responsible for sexual misconduct. This standard means that the offense is more likely than not to have occurred.

### ***Outcome and Sanctions.***

Following the hearing, the administrative officer(s), taking all statements and evidence into consideration, will deliberate and determine responsibility and then determine appropriate sanctions, if deemed necessary. The administrative officer(s) will issue a Notice of Outcome in writing to the complainant and respondent simultaneously and typically within three business days of the hearing, subject to extension for good cause. The Notice of Outcome explains the evaluation of responsibility and sanctions (if any) to the parties.

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:

- **Fines/restitution**: Money paid as punishment; reimbursement for damages or misappropriation of property.
- **Relocation of residence**: The student may be relocated from their current residence hall room to another room on campus or to live off campus with a parent or guardian.
- **Permanent no contact order**: The student may be required to stay away from the complainant until both parties graduate.
- **Class reassignment**: The student may be removed from current academic classes to prevent contact with the complainant.
- **Loss of social privileges**: The student loses all visitation privileges. The purpose of this sanction is to provide the student with time for reflection on the responsibility related to enjoying the privilege of attending social events and having visitors in the future prior to this privilege being restored. For a designated period of time,

the student may not attend any College-sponsored social events, such as events sponsored by the Student Government Association or the Campus Activities Board.

- Loss of visitation: The student may not have any guests on Salem College property or at Salem-sponsored off-campus events for a designated period of time.
- Community service: The student is assigned a set number of hours to serve the community.
- Substance abuse assessment: The student may be required to complete a substance abuse assessment by a health professional, either on campus or in the local community.
- Educational sanctions: A student may be required to complete workshops or attend programs on campus or in the local community on topics related to the violation. Students may be required to write a reflection paper, make a presentation, or complete a special project intended to learn from their behavior.
- Written warning: The student is warned, in writing, that continuation or repetition of the prohibited conduct may cause more severe disciplinary action. The student is advised to learn from their experience as they reflect on the importance of their behavior and its impact on the Salem community. The warning is put on the student's judicial record until graduation.
- Probation: Exclusion from participation in privileged or extracurricular activities for a definite period of time. Probation is designed by the administrators and likely includes a combination of the sanctions listed here such as loss of social privileges for the length of probation and/or educational assignments, and a punishment to fit the violation. The sanction of probation remains on a student's judicial record until graduation.
- Suspension-held-in-abeyance: Exclusion from classes and other privileges for a definite period to be enforced should another violation occur. This sanction is given when a student is found responsible for a violation of a very serious nature but who, in the administrator's judgment, should be allowed to continue their coursework at Salem. A sanction of Suspension-Held-in-Abeyance may entail a loss of social privileges for the length of the sanction, as well as appropriate educational assignments and/or a punishment to fit the violation based on the administrator's decision. If the student is found responsible for any other violation by the administrators while on Suspension-Held-in-Abeyance, this violation may activate a sanction of suspension or expulsion, and the student will be required to leave campus within 24 hours. Suspension-Held-in-Abeyance stays on a student's judicial record until the student graduates.
- Suspension: Exclusion from classes and other privileges for a definite period of time. The student must leave campus within 24 hours. Once the sanction has been served, the student is free to return to Salem. If a student chooses to take classes while serving this sanction, no credits will be transferable back to Salem. Suspension remains on the student's judicial record for two years after graduation.
- Expulsion: Termination of student status indefinitely. The student must leave campus within 24 hours. A student who is expelled following a Title IX administrative hearing may not return to Salem's campus for any reason, including alumnae events. The sanction remains on the student's judicial record permanently.

The administrators will inform appropriate offices and/or faculty members of any sanctions on a need-to-know basis. Failure of a student to fulfill their sanctions by the date specified will result in an automatic reappearance before the administrative officer(s).

In cases where a criminal investigation is also pending, the College's determinations or sanctions will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules are later dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Disclosure of outcome. The Family Educational Rights and Privacy Act of 1974 (FERPA) permits the College to disclose the outcome of the administrative hearing to the complainant without prior written consent of the respondent when the disclosure is to a victim of an alleged perpetrator of a crime of violence including physical sexual misconduct. Furthermore, FERPA permits the college to notify the complainant of any sanctions assigned to the respondent if those sanctions apply to the complainant.

## **X. APPEALS**

The complainant and respondent each have one opportunity to appeal a decision and/or any sanction(s) issued by the administrative officer(s). Appeals must be submitted in writing to the Vice President for Academic and

Student Affairs/Dean of the College within 24 hours of receiving written notification from the administrative officer(s). The outcome of the appeal will be provided in writing to both the complainant and the respondent when such results become final. Any change to the results that occurs prior to the time that such results become final will be provided in writing to both the complainant and respondent simultaneously.

Any sanctions imposed by the administrative officer(s) will remain in effect pending the outcome of an appeal.

## **XI. NO RETALIATION**

No official, employee, student or agent of Salem will retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights under Salem's Sexual Misconduct Policy or Campus Security Policies.

Retaliation against an individual who in good faith reports sexual misconduct or any criminal activity, or participates in an investigation or proceeding involving sexual misconduct or any criminal activity, is strictly prohibited. An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse educational action) because the person (a) made a report of sexual misconduct, in good faith, (b) assisted someone with a report of sexual misconduct, or (c) participated in any manner in an investigation or resolution of a report of sexual misconduct, may make a report of retaliation to the Title IX Coordinator for investigation.

## **XII. RECORDS**

Records kept by Salem College are confidential, and identifying information about the victim is kept confidential to the extent permissible by law. Neither the publically available crime log nor timely warnings option include victim's names.

## **XIII. EFFECTIVE DATE**

This policy is effective as of August 9, 2016.

This policy applies to all reports of sexual misconduct occurring on or after the effective date of this policy. Where the date of the alleged sexual misconduct precedes the effective date of this policy, the definitions of misconduct in existence at the time of the alleged incident(s) will be used. The procedures under this policy, however, will be used to investigate and resolve all reports made on or after the effective date of this policy, regardless of when the incident(s) allegedly occurred.

This policy may be updated at any time. To view a current version, please visit Salem College's Title IX webpage.

## **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 Department of Justice  
Consumer Protection Division  
9001 Mail Service Center  
Raleigh, NC 27699-9001  
Phone number: 1-877-566-7226

An online complaint form is available at: [www.ncdoj.gov/complaint](http://www.ncdoj.gov/complaint)

### **GRADUATE REGISTRATION AND DROP/ADD 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 semester hours 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.

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.

### **INSTITUTIONAL REVIEW BOARD (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. Graduate students are also permitted on front campus when spaces are available. Graduate students parking on campus should register a vehicle and obtain a parking pass by completing the application form available online or in the Public Safety Office. Graduate student parking passes cost \$60 regardless of whether the student is enrolled for a full year or one semester.. 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, to access the library and many classroom buildings after 5:00 pm, 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 (PowerCampus Self Service). 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 (PowerCampus Self Service) serves as an important resource for graduate students. Along with indicating students' schedules, this 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 graduate education 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 address, telephone or employment as soon as possible after they occur.

### **Name Changes**

The Office of the Registrar processes legal and preferred name changes for Salem College students. Students who have made a legal name change are required to complete the Legal Name Change Request Form available from the Office of the Registrar in 101 Lehman Hall. Legal name changes will result in a change of the name listed on the student's official Salem College student record and Salem College e-mail address, student ID card, and campus mail. For legal name changes, students must provide the Registrar with valid legal supporting documentation (i.e., original or certified copies of passport, driver's license or other state/federal ID, voter registration, Social Security card, government-issued visa, marriage license, divorce decree, or court order) that meets the requirements for modifying their official student record at Salem College. Students who would like Salem College to use a preferred first name on their campus e-mail address, student ID card, and campus mail should complete the Preferred Name Change Request Form available from the Office of the Registrar. Salem College does not require supporting documentation for a preferred name change. All name change request forms must be submitted to the Office of the Registrar. Salem College reserves the right to deny name change requests that are sought for purposes of fraud or misrepresentation. All requests for name changes are subject to administrative review and approval.

### **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 located at the side of Corrin dining hall near the physical plant
- Designated area on the gravel pathway connecting the lower level of the Science building and the lower level of the Fine Arts Center



## **ACADEMIC PROGRAMS**

The Masters of Arts in Teaching (MAT) 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 (MEd) program is offered in elementary education (K-6), language & literacy (reading), special education, or school counseling and leads to advanced competency (M-level) licensure.

The Salem College Master of Education (MEd) in School Counseling Program is an online program which is approved to offer K-12 school counseling licensure in the state of North Carolina by the North Carolina Department of Public Instruction NCDPI), and accredited by the Association of Southern Schools and Colleges (SACS) and the National Council for Accreditation of Teacher Education (NCATE).

*Students seeking school counseling licensure in states or areas outside of North Carolina are responsible for understanding the requirements of their state or area in which licensure is sought through the Salem College MEd in School Counseling Program. Each state’s school counseling licensure board determines the licensing requirements for candidates seeking licensure as a school counseling professional.*

### **Curriculum Requirements**

The MAT programs for elementary education or special education require a total of 48 hours including Phase 2X, 63 hours including Phase 2L with add-on licensure in BK, ESL, or Reading, and 57 hours including Phase 2L with add-on licensure in AIG. The MAT programs for art, second language and middle/secondary grades require 42 hours (plus possible content area hours) including Phase 2X or 57 hours including Phase 2L with add-on licensure in BK, ESL, or Reading, and 51 hours including Phase 2L with add-on licensure in AIG. All MAT initial licensure candidates (Phase 1) must complete the TAP Seminar with a grade of P. All MAT advanced competency licensure candidates (Phase 2) must complete the Professional Research Seminar semester with a grade of PASS.

MEd programs for elementary education, reading or special education require 36 hours of graduate coursework. The MEd in school counseling requires 48 hours of graduate coursework; other than practicum and internship credit, all coursework in the MEd 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 MAT 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. MEd programs conducted primarily through face-to-face instruction are typically completed in two to three years of evening coursework. The online MEd program in school counseling is offered in a cohort model, with programs expected to be completed in three years.

### **Courses Required for the MAT in Elementary Education (K-6)**

#### ***Phase 1 Initial Licensure: 33 hrs***

*Professional Studies Core: 18 hrs*

EDUC 510. 21<sup>st</sup> Century Teaching and Learning (3 hrs)

EDUC 522. Learners in Context (3 hrs)

EDUC 530. Instructional Design (3 hrs)

EDUC 532. Development and Cognition (3 hrs)  
EDUC 594. Teachers as Practitioners Seminar (1 hr)  
EDUC 599. Teachers as Practitioners (5 hrs)

*Elementary Education Specialty Program: 15 hrs*

EDUC 534. Introduction to Exceptionalities (3 hrs)  
EDUC 555. Primary Literacy (3 hrs)  
EDUC 556. Intermediate Literacy (3 hrs)  
EDUC 570. Integrated Math (3 hrs)  
EDUC 572. Integrated Content Areas (3 hrs)

Passing scores on the required North Carolina licensure exam(s)  
Passing scores on required electronic evidences

***Phase 2X Advanced Licensure: 15 hrs***

Phase 2 application required

*Required courses: 9 hrs*

EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)  
And Professional Research Defense Presentation

*Choose one: 3 hrs*

EDUC 600. Foundations of Literacy (3 hrs)  
EDUC 630. Literature for Diverse Learners (3 hrs)

*Choose one of the following (3 hrs):*

EDUC 602. Teaching Process Writing  
EDUC 622. Assessment, Measurement, & Evaluation  
EDUC 634. Methods for TESOL  
EDUC 635. Instructional Systems and Models

***Phase 2L: 30/24 hrs***

Phase 2 application required

*Required courses: 12 hrs*

EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 649. Ethics & Legalities in Education (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)  
And Professional Research Defense Presentation

*An additional 18 hours of required coursework for BK, ESL, or Reading add-on or 12 hours of required coursework for AIG add-on (see below)*

**Courses Required for the MAT in Special Education—General Curriculum (K-12)**

***Phase 1: 33 hrs***

*Professional Studies Core: 18 hrs*

EDUC 510. 21<sup>st</sup> Century Teaching and Learning (3 hrs)  
EDUC 522. Learners in Context (3 hrs)  
EDUC 530. Instructional Design (3 hrs)  
EDUC 532. Development and Cognition (3 hrs)  
EDUC 594. Teachers as Practitioners Seminar (1 hr)

EDUC 599. Teachers as Practitioners (5 hrs)  
*Special Education Specialty Program Courses: 15 hrs*  
EDUC 555. Primary Literacy (3 hrs)  
EDUC 556. Intermediate Literacy (3 hrs)  
EDUC 570. Integrated Math (3 hrs)  
EDUC 580. Exceptional Students – Exceptional Qualities (3 hrs)  
EDUC 581. Exceptional Students – Exceptional Strategies (3 hrs)

Passing scores on the required North Carolina licensure exam(s)  
Passing scores on required electronic evidences

**Phase 2X: 15 hrs**

Phase 2 application required

*Required courses*

EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 640. 21<sup>st</sup> Century Issues for EC (3 hrs)  
EDUC 649. Ethics & Legalities in Education (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)  
And Professional Research Defense Presentation

**Phase 2L: 30/24 hrs**

Phase 2 application required

*Required courses: 12 hrs*

EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 649. Ethics & Legalities in Education (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)  
And Professional Research Defense Presentation

*An additional 18 hours of required coursework for BK, ESL, or Reading add-on or 12 hours of required coursework for AIG add-on (see below)*

**Courses for the MAT in Middle (6-8)/Secondary(9-12) Grades 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: 27 hrs**

*Professional Studies Core: 18 hrs*

EDUC 510. 21<sup>st</sup> Century Teaching and Learning (3 hrs)  
EDUC 522. Learners in Context (3 hrs)  
EDUC 530. Instructional Design (3 hrs)  
EDUC 532. Development and Cognition (3 hrs)  
EDUC 594. Teachers as Practitioners Seminar (1 hr)  
EDUC 599. Teachers as Practitioners (5 hrs)

*Middle/Secondary Grades Program Specialty Courses: 9 hrs*

*Required courses: 6 hrs*

EDUC 534. Introduction to Exceptionalities (3 hrs)  
EDUC 568. Adolescent Pedagogy (3 hrs)  
*Specialty Area Methods Course –choose one (3 hrs)*  
EDUC 575. English in the MS/HS

EDUC 576. Foreign Language in the MS/HS  
EDUC 577. Mathematics in the MS/HS  
EDUC 578. Science in the MS/HS  
EDUC 579. Social Studies in the MS/HS  
EDUC 585. Teaching Content in the MS/HS

***Phase 2X: 15 hrs***

Phase 2 application required

*Required courses: 12 hrs*

EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 631. Cross-Curricular Literacy for MS/HS (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)  
And Professional Research Defense Presentation

*Choose one: 3 hrs*

EDUC 602. Teaching Process Writing (3 hrs)  
EDUC 622. Assessment, Measurement & Evaluation (3 hrs)  
EDUC 635. Instructional Systems and Models (3 hrs)  
EDUC 649. Ethics & Legalities in Education (3 hrs)

***Phase 2L: 30/24 hrs***

Phase 2 application required

*Required courses: 12 hrs*

EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 631. Cross-Curricular Literacy for MS/HS (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)  
And Professional Research Defense Presentation

*An additional 18 hours of required coursework for BK, ESL, or Reading add-on or 12 hours of required coursework for AIG add-on (see below)*

**Courses for the MAT in Art (K-12)**

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

***Phase 1: 27 hrs***

*Professional Studies Core: 18 hrs*

EDUC 510. 21<sup>st</sup> Century Teaching and Learning (3 hrs)  
EDUC 522. Learners in Context (3 hrs)  
EDUC 530. Instructional Design (3 hrs)  
EDUC 532. Development and Cognition (3 hrs)  
EDUC 594. Teachers as Practitioners Seminar (1 hr)  
EDUC 599. Teachers as Practitioners (5 hrs)

*Middle/Secondary Grades Program Specialty Courses: 9 hrs*

EDUC 534. Introduction to Exceptionalities (3 hrs)  
EDUC 568. Adolescent Pedagogy (3 hrs)  
*Specialty Area Methods Course –choose one (3 hrs)*  
EDUC 583. Art in the K-12 School  
EDUC 585. Teaching Content in the MS/HS

**Phase 2X: 15 hrs**

Phase 2 application required  
EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 622. Assessment, Measurement, & Evaluation (3 hrs)  
EDUC 683. Advanced Studies in Art Education (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)  
And Professional Research Defense Presentation

**Phase 2L: 30/24 hrs**

Phase 2 application required  
*Required courses: 12 hrs*  
EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 683. Advanced Studies in Art Education (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)  
And Professional Research Defense Presentation  
*An additional 18 hours of required coursework for BK, ESL, or Reading add-on or 12 hours of required coursework for AIG add-on (see below)*

**ADD-ON LICENSURE PROGRAMS**

Salem College offers add-on licensure programs for teachers who already hold valid teaching licenses in other areas. The following areas are available: Academically and Intellectually Gifted; Birth-Kindergarten; English as a Second Language, K-12; and Reading, K-12. The add-on licensure in Academically and Intellectually Gifted totals 12 hours; all other areas require 24 hours total (two required, 3-hour, core courses, plus an additional six, 3-hour courses).

**Add-On License in Academically and Intellectually Gifted**

*Required courses (all): 12 hrs total:*  
EDUC 615. Understanding AIG Learners (3 hrs)  
EDUC 616. Methods and Materials across AIG Domains (3 hrs)  
EDUC 622. Assessment, Measurement and Evaluation (3 hrs)  
EDUC 635. Instructional Systems and Models (3 hrs)

**Add-on licensure in Birth-Kindergarten, English as a Second Language, and/or Reading:**

*Required core courses for all add-on licensure areas: 6 hrs*  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 649. Ethics & Legalities in Education (3 hrs)

*Additional courses for add-on license in Birth-Kindergarten: 18 hrs*  
EDUC 603. Language and Literacy Development (3 hrs)  
EDUC 611. Foundations of Early Education (3 hrs)  
EDUC 612. Methods and Assessment for Infants and Toddlers (3 hrs)  
EDUC 613. Methods and Assessment for PK and K (3 hrs)  
EDUC 614. Administration and Intervention in BK (3 hrs)  
EDUC 630. Literature for Diverse Learners (3 hrs)

*Additional courses for add-on license in English as a Second Language, K-12: 18 hrs*  
EDUC 600. Foundations of Literacy (3 hrs)  
EDUC 622. Assessment, Measurement and Evaluation (3 hrs)

EDUC 630 Literature for Diverse Learners (3 hrs)  
EDUC 632. The English Language (3 hrs)  
EDUC 633. ESL Content and Pedagogy (3 hrs)  
EDUC 634. Methods for TESOL (3 hrs)

*Additional courses for add-on license in Reading, K-12: 18 hrs*

EDUC 600. Foundations of Literacy (3 hrs)  
EDUC 602. Teaching Process Writing (3 hrs)  
EDUC 603. Language and Literacy Development (3 hrs)  
EDUC 622 Assessment, Measurement, & Evaluation (3 hrs)  
EDUC 630. Literature for Diverse Learners (3 hrs)  
EDUC 631. Cross-Curricular Literacy for MS/HS (3 hrs)

### **THE MASTER OF EDUCATION (MEd)**

The MEd 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 MEd degree is offered in Elementary Education (K-6), Special Education (K-12), Language & Literacy (Reading, K-12), and School Counseling (K-12). The MEd in School Counseling is an online-only program.

#### **Courses for the MEd in Elementary Education, K-6: 36 hrs**

##### ***Advanced Licensure Common Core: 12 hrs***

EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 635. Instructional Systems and Models (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)

And Professional Research Defense Presentation

##### ***Elementary Education Concentration Courses: 24 hrs***

EDUC 600. Foundations of Literacy (3 hrs)  
EDUC 602. Teaching Process Writing (3 hrs)  
EDUC 603. Language and Literacy Development (3 hrs)  
EDUC 622. Assessment, Measurement and Evaluation (3 hrs)  
EDUC 630. Literature for Diverse Learners (3 hrs)  
EDUC 649. Ethics and Legalities in Education (3 hrs)  
EDUC 650. Elementary STEM (3 hrs)

Choose one (3 hrs):

EDUC 615. Understanding the AIG learner  
EDUC 641. Understanding Global Exceptionalities I

#### **Courses for the MEd in General Curriculum Special Education, K-12 (36 hrs):**

##### ***Advanced Licensure Common Core: 12 hrs***

EDUC 620. Action Research and Writing for Publication (3 hrs)  
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)  
EDUC 635. Instructional Systems and Models (3 hrs)  
EDUC 699. Professional Research Seminar (3 hrs)

And Professional Research Defense Presentation

##### ***Special Education Concentration Courses: 24 hrs***

EDUC 600. Foundations of Literacy (3 hrs)

- EDUC 602. Teaching Process Writing (3 hrs)
- EDUC 622. Assessment, Measurement and Evaluation (3 hrs)
- EDUC 640. 21<sup>st</sup> Century Issues in EC (3 hrs)
- EDUC 641. Understanding Global Exceptionalities I (3 hrs)
- EDUC 642. Understanding Global Exceptionalities II (3 hrs)
- EDUC 643. Practicum for SPED Policies and Procedures (3 hrs)
- EDUC 649. Ethics and Legalities in Education (3 hrs)

**Courses for the MEd in Language and Literacy (K-12 Reading) (36 hrs):**

***Advanced Licensure Common Core: 12 hrs***

- EDUC 620. Action Research and Writing for Publication (3 hrs)
- EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)
- EDUC 635. Instructional Systems and Models (3 hrs)
- EDUC 699. Professional Research Seminar (3 hrs)

And Professional Research Defense Presentation

***Language and Literacy Concentration Courses (24 hrs)***

- EDUC 600. Foundations of Literacy (3 hrs)
- EDUC 602. Teaching Process Writing (3 hrs)
- EDUC 603. Language and Literacy Development (3 hrs)
- EDUC 622. Assessment, Measurement, & Evaluation (3 hrs)
- EDUC 630. Literature for Diverse Learners (3 hrs)
- EDUC 631. Cross-Curricular Literacy for MS/HS (3 hrs)
- EDUC 632. The English Language (3 hrs)
- EDUC 649. Ethics & Legalities in Education (3 hrs)

**Courses for the MEd in School Counseling (K-12): 48 hrs**

**All courses for the MEd in School Counseling (except Practicum and Internship) are offered online only.**

- EDUC 619. Action Research & Writing for Publication for School Counseling (3 hrs)
  - EDUC 624. Assessment, Measurement and Evaluation for School Counseling (3 hrs)
  - EDUC 648. Ethics and Legalities in Education for School Counseling (3 hrs)
  - EDUC 660. Counseling, Leadership, Learning Theory and Practice (3 hrs)
  - EDUC 661. Introduction to the School Counseling Profession (3 hrs)
  - EDUC 662. 21<sup>st</sup> Century Career & Educational Counseling and Development (3 hrs)
  - EDUC 663. Culturally-Relevant Counseling: Exploring Educational Equity (3 hrs)
  - EDUC 664. Individual Counseling and Consultation: The Application of Theory and Practice for School Counselors (3 hrs)
  - EDUC 665. Managing the Comprehensive School Counseling Program (3 hrs)
  - EDUC 666. Group Counseling: Strategies & Techniques for School Counselors (3 hrs)
  - EDUC 667. Intro to the School Setting: Practicum for School Counselors (3 hrs)
  - EDUC 668. Focus on Student Advocacy and the School Counselor (3 hrs)
  - EDUC 669. Practicum in School Counseling (3hrs)
  - EDUC 670. Internship in School Counseling (6 hrs)
  - EDUC 698. Professional Research Seminar for School Counseling (3 hrs)
- And 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.

### ***EDUC Courses***

**500. Independent Study** (*1 to 3 hrs*) 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 hrs*) 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.

**520. Special Topics in Education** (*3 hrs*) This course will examine a topic of importance in the field of education. The specific topic may vary in response to developments in education and current needs of students. The topic will be announced prior to registration for the course.

**522. Learners in Context** (*3 hrs*) 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 hrs*) 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 hrs*) This course explores social, emotional, physical, and cognitive development; theories of learning, motivation, and behavior; exceptionalities; and classroom management in order to prepare students to work with a wide range of individual student differences in skills, motivation, experience and affect. 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 hrs)** 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 hrs)** 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 hrs)** 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. 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. Prerequisite: EDUC 555.

**568. Adolescent Pedagogy (3 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** This course presents curriculum, methods and assessment for teaching English in the middle and secondary grades.

**576. Foreign Language in the MS/HS (3 hrs)** This course presents instructional techniques, materials and resources for teaching foreign languages in grades K through 12.

**577. Math in the MS/HS (3 hrs)** This course presents curriculum, methods and assessment for teaching mathematics in the middle and secondary grades.

**578. Science in the MS/HS (3 hrs)** This course presents curriculum, methods and assessment for teaching science in the middle and secondary grades.

**579. Social Studies in the MS/HS (3 hrs)** This course presents curriculum, methods and assessment for teaching social studies in the middle and secondary grades.

**580. Exceptional Students – Exceptional Qualities (3 hrs)** 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 hrs)** 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. Prerequisite: EDUC 580.

**583. Art in the K-12 School (3 hrs)** This course presents instructional techniques, materials and resources for teaching art in grades K through 12.

**585. Teaching Content in the MS/HS (3 hrs)** 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 hr)** 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. Corequisite: EDUC 599 in the same semester. Graded pass/no credit.

**599. Teachers as Practitioners (5 hrs)** Supervised practicum (student teaching). Required for all initial licensure candidates. Corequisite: EDUC594. Graded pass/no credit. Passing Praxis II scores required when indicated.

**600. Foundations of Literacy (3 hrs)** 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 hrs)** 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 hrs)** 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.

**610. Data Collection and Analysis (3 hrs)** This course will allow students to continue to collect and analyze data for the Action Research Project or MAPP or to do additional research and literature reviews on topics of interest. Students must have completed EDUC 620 before taking EDUC 610.

**611. Foundations of Early Education (3 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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.

**619. Action Research and Writing for Publication for School Counseling (3 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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.

**624. Assessment, Measurement, and Evaluation for School Counseling (3 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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.

**648. Ethics and Legalities in Education for School Counseling (3 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** This course is 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 hrs)** 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 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 hrs)** This course helps the perspective 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. Acton 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** 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 hrs)** Advanced instructional techniques, materials and resources for teaching art in grades K through 12.

**698. Professional Research Seminar for School Counseling (3 hrs)** 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 hrs)** 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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BM, University of Alabama; MM, Belmont University; PhD, University of Florida

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,  
they 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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