"To achieve excellence by guiding individuals as they become professionals. . . "

M.Ed. Curriculum & Instruction in Accomplished Teaching Handbook
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Introduction

The M.Ed. in Accomplished Teaching is an online degree offered cooperatively by Columbus State University, Georgia Southern University, and Valdosta State University, all fully accredited institutions in the University System of Georgia. The 36-hour program is based on the Georgia Framework for Accomplished Teaching which supports six domains: content & curriculum, knowledge of students & their learning, learning environments, assessment, planning & instruction, and professionalism. This innovative degree program provides advanced professional and pedagogical studies that develop expertise in the knowledge and skills of accomplished teachers. The degree emphasizes application of acquired knowledge and skills in the teacher's classroom and school. It leads to teacher certification at the fifth year level.

Working educators choose the online M.Ed. in Accomplished Teaching because of its accreditation, quality, and fit with their busy lifestyles. With full-time enrollment, the program can be completed in four consecutive semesters. Courses are offered on a continuing basis, allowing for part-time enrollment. All coursework, including exams, is completed online. Some courses require field experiences within the P-12 setting. Teachers enrolling in the program must be in a classroom setting with students a minimum of 20 hours per week each semester. This requirement can be fulfilled by being a classroom teacher or paraprofessional. Students must have access to Webcam software and hardware to enable remote classroom observation and conferencing.

Additional information about the M.Ed. Curriculum and Instruction in Accomplished Teaching program may be found on the Georgia ONmyLINE or CSU Graduate School website.
Online Learning

Before starting an online program at Columbus State University, you will need to see if distance education is a good fit for you and your learning style. In online courses, you will need to be able to perform basic computer functions such as creating, saving, and managing files on a computer; downloading files; attaching files to e-mail messages; opening files attached to incoming e-mail; and navigating the Internet. Furthermore, in an online course, it is important to be self-motivated and disciplined in your studies. You must set aside time each week to work on the activities and assignments for the course. In a typical three credit hour course, you should be online several times a week, checking on course information, participating in online discussions and group activities, and completing assignments for the week.

The SmarterMeasure Learning Readiness Indicator is a web-based tool which assesses a learner's likelihood for succeeding in an online learning program. Using a sequence of activities, this assessment tool measures the degree to which students possess the traits needed for success in studying at a distance and/or in a technology rich course. SmarterMeasure includes six major assessment components that measure:

- On-screen Reading Rate and Recall
- Technical competency
- Individual attributes
- Life factors
- Preferred learning styles
- Typing speed and accuracy

Upon completion of SmarterMeasure you will receive a score report which will not only help you understand your strengths and opportunities for improvement, but will also provide resources to help you succeed. **Completion of this assessment is required prior to registering for online classes at CSU.** You will need to complete the SmarterMeasure assessment after being admitted to CSU and receiving your CSU e-mail address.

To take the SmarterMeasure assessment, click [here](#) and follow the instructions provided.
Admission Requirements

Admission requires:

- Minimum grade point average (GPA) of 2.50 on all undergraduate work at an accredited United States institution in fulfillment of the requirements for a baccalaureate degree
- Clear renewable teaching license or documentation of eligibility for certification (approved program completion and applicable licensure exam scores)
- The successful applicant must not have a criminal record or discharge from the armed services that would prevent recommendation for related teacher certifications

To seek admission to the M.Ed. in Accomplished Teaching, apply online now at Apply Now.
## Online Master of Education Curriculum & Instruction in Accomplished Teaching

**Cooperative Degree**  
**Columbus State University (CSU) – Georgia Southern University (GSO)**  
**Valdosta State University (VSU)**

<table>
<thead>
<tr>
<th>Course # and Title</th>
<th>Taught by</th>
<th>Semester Offered</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Education Core (9 hours)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDAT 6159 Multicultural Studies across the Curriculum</td>
<td>CSU</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>EDAT 7100 Research Methodology in Education</td>
<td>VSU</td>
<td>Summer, Fall, Spring</td>
<td>3</td>
</tr>
<tr>
<td>EDAT 7133 Trends, Issues, and Research in Education</td>
<td>GSO</td>
<td>Summer, Fall</td>
<td>3</td>
</tr>
<tr>
<td><strong>The Georgia Framework (18 hours)</strong></td>
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<td></td>
</tr>
<tr>
<td>EDAT 6000 Professional Decision Making</td>
<td>VSU</td>
<td>Summer</td>
<td>3</td>
</tr>
<tr>
<td>EDAT 6001 Using Assessment to Improve Teaching and Learning</td>
<td>VSU</td>
<td>Fall, Spring</td>
<td>3</td>
</tr>
<tr>
<td>EDAT 6115 Knowledge of Students and Their Learning</td>
<td>CSU</td>
<td>Summer</td>
<td>3</td>
</tr>
<tr>
<td>EDAT 6226 Curriculum Design for Student Achievement</td>
<td>CSU</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>EDAT 7132 Framework for Teaching</td>
<td>GSO</td>
<td>Summer, Spring</td>
<td>3</td>
</tr>
<tr>
<td>EDAT 7131 Enhancing Student Performance</td>
<td>GSO</td>
<td>Fall, Spring</td>
<td>3</td>
</tr>
<tr>
<td><strong>Concentration (9 hours)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved Elective</td>
<td>All</td>
<td>Summer, Fall, Spring</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective</td>
<td>All</td>
<td>Summer, Fall, Spring</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective</td>
<td>All</td>
<td>Summer, Fall, Spring</td>
<td>3</td>
</tr>
<tr>
<td><strong>Culminating Project (0 hrs)</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Portfolio</td>
<td>CSU</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

Courses in the concentration are approved by the degree-offering institution and might include content courses (face-to-face or online) or other courses that might support a variety of fields of study (for example, instructional technology, special education, or reading).

Students may transfer in 9 hours (if approved).
Textbook Information

For current textbook information, go to the website below, scroll down to the Additional Information section, and click on the Textbook Information links.

http://gradschool.columbusstate.edu/coehp/teachered/accomplishedteaching_med.php

Capstone Portfolio

Throughout the Curriculum and Instruction in Accomplished Teaching program, you should be gathering artifacts from your coursework to include in your final portfolio. These artifacts will demonstrate your accomplishments and proficiency in each of the components of the Georgia Framework for Teaching. Below is a list of the artifacts that should be included in your capstone portfolio. You must submit two artifacts from each Standard area and write a 1-2 page reflection on each standard, discussing how your selected artifacts demonstrate your accomplishments and proficiency in that area. The artifacts that are highlighted in the table on the following page must be included as one of your two artifacts for the corresponding Standard areas.

Students completing the program in Fall 2012 or Spring 2013

When submitting your final portfolio, you should compile as many of these artifacts as possible into one Word document and include a table of contents. If you have artifacts in other formats (e.g., powerpoint), you may submit those as separate attachments, but include a list of those documents in your table of contents. Submit your portfolio to Dr. Betty Hipps at <hipps_elizabeth@columbusstate.edu> by the end of your last semester in the program.

Students completing the program after Spring 2013

Beginning Fall 2012, CSU will begin moving to a new electronic data management system, LiveText. All students completing the Curriculum and Instruction in Accomplished Teaching program after May 2013 will be required to purchase a LiveText account and will submit the final portfolio in LiveText. LiveText is used by the university to maintain our accreditation and to demonstrate the quality of our academic programs and to improve teaching and learning. As a student, you have the option to use your account for secure online storage of your academic work and to create digital documents such as electronic portfolios or reflective journals which can be shared.

You can purchase your account online with a credit or debit card at www.livetext.com for $113.00. LiveText will be a required resource in several courses throughout your program and you can use the same account for any course that requires it for up to five years; so you only need to purchase the account one time. After five years, you can extend your membership for your personal use. Students who are planning to graduate within nine months or less may purchase the one-year membership for $60.00. If you already have an active LiveText account, you do not need to purchase another one.
<table>
<thead>
<tr>
<th>Standard I – Content &amp; Assessment</th>
<th>Artifact I</th>
<th>Artifact II</th>
<th>Artifact III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Goals Statement EDAT 7133</td>
<td>Curriculum Audit or Curriculum Developed EDAT 6226</td>
<td>Literature Review EDAT 7100</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Standard II – Knowledge of Students and their Learning</th>
<th>Artifact I</th>
<th>Artifact II</th>
<th>Artifact III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of Action Research Plan EDAT 6115</td>
<td>“His Name is Michael” EDAT 6000</td>
<td>Candidate Evaluations by Students EDAT 6000</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Standard III – Learning Environments</th>
<th>Artifact I</th>
<th>Artifact II</th>
<th>Artifact III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Environment Plan EDAT 7131</td>
<td>Culturally Responsive Lesson Plan EDAT 6159</td>
<td>Analysis of Classroom Learning Environment EDAT 6001</td>
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</table>

<table>
<thead>
<tr>
<th>Standard IV – Assessment</th>
<th>Artifact I</th>
<th>Artifact II</th>
<th>Artifact III</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Story EDAT 7131</td>
<td>Evidenced Based Classroom Project EDAT 7100</td>
<td>Assessment Project EDAT 6001</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard V – Planning and Instruction</th>
<th>Artifact I</th>
<th>Artifact II</th>
<th>Artifact III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Unit Plan EDAT 7132</td>
<td>Transformation of School Project EDAT 6159</td>
<td>Advanced Self Observation of Instruction EDAT 6001</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard VI - Professionalism</th>
<th>Artifact I</th>
<th>Artifact II</th>
<th>Artifact III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Dispositions EDAT 7132</td>
<td>Personal Analysis and Development Plan EDAT 6000</td>
<td>Ethics Case Study EDAT 6000</td>
<td></td>
</tr>
</tbody>
</table>
Registration

**Columbus State University Students**

Once you have been admitted to the M.Ed. Curriculum and Instruction in Accomplished Teaching program, you should receive an e-mail from the Admissions Office verifying your admission. This e-mail will contain three very important pieces of information:

1. Your CSU CougarNet e-mail address
2. Academic advisor’s name and contact information
3. Your CSU student identification number

Your CougarNet e-mail address is the official means of communication from CSU faculty and staff, and your address will serve as your username for other GOML systems.

Students register/drop/withdraw for GOML classes through the CougarNet system. All GOML classes are listed in the regular CSU course schedule available online at [http://academics.columbusstate.edu/classes/index.php](http://academics.columbusstate.edu/classes/index.php). To find a list of GOML classes only, click on the Georgia ONmyLINE link under Distance Education. After selecting your classes and receiving approval from your advisor, follow the steps below to register:

- Complete the College of Education and Health Professions Online Graduate Orientation at [http://gradschool.columbusstate.edu/coehp/orientation/welcome.php](http://gradschool.columbusstate.edu/coehp/orientation/welcome.php). At the end of the orientation, print and complete the advising form and return it by e-mail to Dr. Betty Hipps at <hipps_elizabeth@columbusstate.edu> or fax it to Dr. Hipps' attention at 706-569-3134.
- If you have never taken an online class at CSU, you must first complete the Smarter Measure assessment before you can register for classes. To take the SmarterMeasure assessment, click here and follow the instructions provided.
- Login to your CougarNet account and click on the enrollment services tab.
- Click on Drop/Add/Withdraw under the Registration Column.
- If you have already found your classes by using the course schedule, enter the CRN in the boxes at the bottom of the page and click submit. If not, click on "search for classes" select search options. Select your course by clicking the box. Click submit at the bottom of the screen.

If you have trouble registering, contact Sunae Euell at [euell_sunae@columbusstate.edu](mailto:euell_sunae@columbusstate.edu) or 706-507-8836.

Be sure to check the GOML Calendar at [http://www.georgiaonmyline.org/gomlcalendars/master.phtml](http://www.georgiaonmyline.org/gomlcalendars/master.phtml) to see the dates of registration and start dates for GOML classes.

**Payments:** If CSU is your home institution, you will pay for your GOML classes through CougarNet. Once logged into CougarNet, click on the Enrollment Services Tab and look under Tuition & Fees to view your information and pay online. Please allow 2 to 5 business days after you complete your GOML Course Registration for your course schedule and tuition due, to reflect in CougarNet.
Financial Aid

Students are responsible for ensuring financial aid coverage or making payment arrangements with their home institution. The fee payment deadline for GOML classes is the day registration closes for any term (click on the Important Dates link in the left column at http://academics.columbusstate.edu/goml/index.php for information). Students whose fees are not paid or for whom arrangements have not been made by the fee payment deadline will be dropped from classes.

Various types of financial aid are available to students including loans, scholarships, and grants. For information about financial aid available at CSU, see the list of resources and contact information below.

Financial Aid website: http://finaid.columbusstate.edu/
Phone: (706) 507-8800

Education Scholarships: http://coehp.columbusstate.edu/scholarships.php

CSU Student Accounts Office
Phone: (706) 507-8897

**Trouble paying your fees or notice a problem with the fees assessed? Contact Student Accounts (706) 507-8897.**
Accessing the E-Classroom

The GOML online courses use the GeorgiaVIEW WebCT Vista System (also known as WebCT or WebCT Vista). You will be able to log into your classes on the first day of class (see GOML Academic Term Calendar). Please note: the GeorgiaVIEW WebCT System for GOML programs can only be accessed using the link below. This system will serve as the hub for your GOML courses. Here you will attend class, correspond with your classmates and professors, check your grades and much more.

**Columbus State University Students**

**To log into your online courses:**

- Access the system at [https://goml.view.usg.edu](https://goml.view.usg.edu)
- Log into the system using:
  - Username: CougarNet login name with @csu appended on: lastname_firstname@csu (Some login names are followed by digits - If you are not sure you can look yours up: [https://isis.columbusstate.edu/csuid/](https://isis.columbusstate.edu/csuid/) Your CougarNet login name is the first part of your CSU e-mail. *Please be aware that your username for GOML is NOT your CSU e-mail address.*
  - Password: CougarNet password at the time you registered for classes.

The log-in information for the GOML Registration System & the GeorgiaVIEW system is the same; however, these are separate systems. You will need to use your Birthday Password on your first log in, into each system.

**Need Help?**

Click [here](https://goml.view.usg.edu) if you encounter technical problems- HelpDesk Resources are available for your needs!

For dates of terms for GOML classes, see [http://www.georgiaonmyline.org/gomlcalendars/master.phtml](http://www.georgiaonmyline.org/gomlcalendars/master.phtml).
Faculty

Top graduate faculty from each school advise candidates and teach courses in the online M.Ed. Curriculum and Instruction in Accomplished Teaching program.

**Columbus State University**

Program Coordinator

Dr. Betty Hipps  
hipps_elizabeth@columbusstate.edu  
706-568-5092

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Dr. Paulina Kuforiji  
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ripple_rochelle@columbusstate.edu

Dr. Jose Villavicencio  
villavicencio_jose@columbusstate.edu

Dr. Bonita Williams  
williams_bonita@columbusstate.edu
Transfer Policies

Prospective students should inquire about the current transfer policy at their home institution. To transfer courses, candidates must present the syllabus of the course they wish to substitute along with the course description from the relevant university catalog. The candidate's advisor and/or the program coordinator must review the course syllabus to determine if: 1) the course is recent enough (within five years) to ensure that the candidate has a current knowledge base; 2) the course is comparable to the program course or can serve as an elective; 3) the candidate earned a B or better; 4) the course was offered by an accredited institution. If the course is acceptable, the candidate is notified and the department sends a course substitution form to the Registrar's office for verification.

Student Complaints

Students should attempt to resolve concerns and complaints at the level at which they arise. For example, complaints related to courses should be addressed at the institution offering the course with that institution’s faculty members and department head. The formal mechanisms in place at each originating institution will be followed regarding candidate complaints that are course-related. The dean of each institution involved in a course-related complaint will maintain records of those complaints and their resolution. The dean of the institution at which the formal complaint is lodged will share this information (formal course-level complaints and resolutions) with the dean of the candidate’s home institution.

Timeliness of Grievance

Grievances should be addressed in a timely fashion. Academic grievances should be initiated within the semester/term the problem occurs or within the first ten (10) university working days of the next semester/term. The Grievance Review Board may consider extenuating circumstances for any exception to this time limitation. Those circumstances must be beyond the control of the student such as hospitalization or military assignment.
Academic Standing

Required Academic Standing
Candidates enrolled in the M.Ed. Curriculum and Instruction in Accomplished Teaching program must maintain a minimum graduate cumulative grade point average of 3.0 and have earned a grade of “C” or below in no more than one graduate course. A maximum of two courses (not to exceed eight semester credit hours) with a grade of “C” may apply to a masters degree. Courses earned with grades of “D” may not be used toward a graduate degree or certificate, but will be calculated in the overall grade point average. Courses with earned grades of “C” or below may not be transferred from another institution for credit toward a graduate degree.

Academic Probation
Occurs when a candidate enrolled in a degree program earns a grade of "C" or below in two graduate courses or the cumulative grade point average falls below 3.0.

Removal from Probation
Occurs when, at the end of a probationary term, a candidate’s graduate cumulative grade point average equals or exceeds 3.0. A candidate enrolled in a degree program with a grade of “C” or below in two graduate courses will continue on probation.

Academic Exclusion
Occurs when a candidate enrolled in a degree program earns a grade of "C" or below in more than two graduate courses or after nine graduate semester hours have been attempted while on probation and without attaining a 3.0 graduate cumulative grade point average. The length of exclusion will be a minimum of two terms.

Reinstatement on Academic Probation
After the mandatory period of exclusion, a candidate on academic exclusion must submit an appeal for reinstatement in a graduate program. In order for the candidate to continue graduate study, the appeal must be approved by the appropriate program director and the College of Education and Health Professions (COEHP) Graduate Council. Candidates enrolled in the M.Ed. Curriculum and Instruction in Accomplished Teaching program who earn a grade of "C" or below in a graduate course after reinstatement, will be placed on exclusion, and must meet with the appropriate program director to determine eligibility for continued enrollment.
Residence and Time Limits

Residence requirement
A minimum of 75 percent of the graduate credit hours required for a master's degree must be taken through the three collaborative institutions offering the M.Ed. Curriculum and Instruction in Accomplished Teaching degree. Asynchronous (online) and distance learning courses administered through the three institutions constitute courses taken in residence.

Time Limits
All work credited toward a graduate degree must be completed within seven years. Extension of time may be granted only on conditions beyond the control of the candidate. In each instance a formal statement outlining the conditions upon which the extension of time is requested should be addressed to the candidate’s advisor at his/her home institution.

Graduation
Applications for graduation should be submitted through the candidate’s home institution one semester prior to the anticipated semester of completion. Candidates should check with their home institutions for application deadlines and graduation requirements.

Graduation information for Columbus State University students is available at http://graduation.columbusstate.edu/grad_list_graduates.php.

Requesting Transcripts
To request official transcripts from Columbus State University, complete the Academic Transcript request form available at http://registrar.columbusstate.edu/forms.php.

Certification
Upon successful completion of the M.Ed. Curriculum and Instruction in Accomplished Teaching program, the candidate will be eligible for a Georgia teaching certificate upgrade (i.e., upgrade from T-4 to T-5). For instructions on how to apply for a certificate upgrade, go to http://www.gapsc.com/application/upgradelevel.asp. CSU candidates should contact the Office of Student Advising and Field Experiences at 706-568-2191 with any questions about the application process for certification.

Important note about certification upgrades:
The Georgia Professional Standards Commission (PSC) is establishing several new certification fields (including curriculum and instruction under which the Accomplished Teaching program will fall) and developing new rules and certification tests for those fields. Until January 15, 2013,
we may continue to admit students into the current Accomplished Teaching program, and completers of this program will earn a certificate level upgrade regardless of state approval status. All candidates enrolled by January 15, 2013 must complete all master’s degree program requirements by September 1, 2015. The three institutions offering the collaborative degree in Accomplished Teaching are applying for state approval for the new Curriculum and Instruction in Accomplished Teaching degree program. If you would like additional information on the PSC certification changes, go to http://coehp.columbusstate.edu/Certification%20Upgrade%20Memo.pdf.