GRADUATE EDUCATION PROGRAMS

STUDENT HANDBOOK

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WELCOME

Knowledge joined with love. This principle of Franciscan St. Bonaventure inspires and guides Alvernia's graduate programs for educators. Join us and experience the power of education in the Franciscan tradition: **compassionate**, **caring**, and **transformative**.

Our graduate programs offer multiple options for educators, from PA teaching and administrative certifications to Master of Education and Ph.D. in Leadership.

All programs are approved by the Pennsylvania Department of Education and the Middle States Commission on Higher Education.

Transfer Credit

Up to 6 graduate credits may be transferred from an accredited higher education institution or a course taught specialized to an AU graduate education program upon the Program Director's approval. To receive a transfer credit, a student should earn a minimum B grade or and submit a course syllabus for evaluation.

GPA

A minimum GPA of 3.0 is required upon program admission and certification including upon a PDE certification upon program completion. Students are expected to maintain a minimum GPA of 3.0 as the graduation requirement. Should the GPA below a such a case will be addressed in the program director. The required GPA in program is without PA certification will apply upto the University graduation requirements for graduate programs.

Program Change

A student in a certain degree program or within the Graduate Change of Major or School. A program can be changed from a non-degree certification to a degree program, degree to non-degree certification, or and other certification or graduate education programs. Changing a program within the same certification area is required to include the number of completed courses or to E

Program Change

To complete the program

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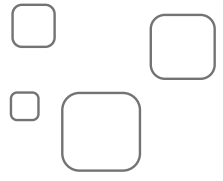
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PROGRAM MISSION

To prepare educational leaders for transforming schools into environments where all students thrive
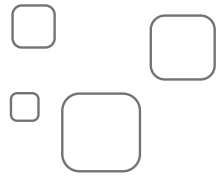
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12 credits of coursework may be applied to the Ph.D. in Leadership Program.

FIELD EXPERIENCE

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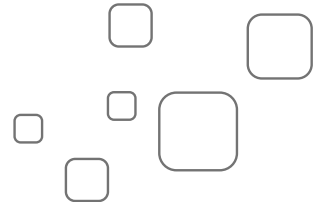
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PECIAL ED CA ION PROGRAM

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PDE CERTIFICATION

MED. IN SPECIAL EDUCATION PROGRAM

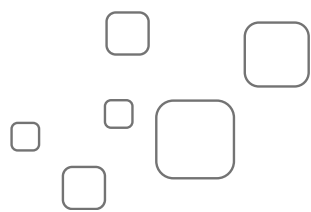The program is for the special education teachers who seek to advance as an instructional leader.

The program curriculum includes 11 courses (33 credits) and 40 hours of field experiences. Up to 6 graduate credits from another university may be transferred. All courses are online.

COR 520, Ethics & Moral Leadership (3 cr.)
MED 505, Introduction to Individuals with Special Needs (3 cr., 10 field hours)
MED 515, Differentiated Instruction in Inclusive Classrooms (3 cr.)
MED 518, Quantitative Research Methods (3 cr.)
MED 520, Educators as Researchers(3 cr.)
MED 535, Collaboration and Legal Issues in Special Education (3 cr.)
MED 542, Assessment & Instruction of Students with Developmental Disabilities (3 cr., 10 field hours)
MED 605, Enhancing Literacy for Special Needs Students (3 cr., 20 field hours)
MED 610, School Law (3 cr.)
MED Elective (3 cr.)
MED 680, Educational Research (3 cr.)
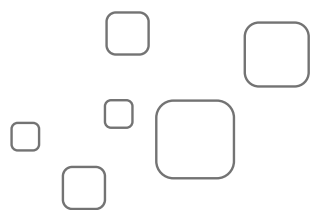
TEACHING ENGLISH
AS A SECOND LANGUAGE
(TESOL) PROGRAMS

PROGRAM MISSION

Guided by the Alvernia University's principles of rigor, care and inclusiveness, we strive to prepare educators who have the knowledge, skills, and dispositions to effectively and ethically teach English learning students. We aim to develop reflective practitioners committed to ongoing professional development who serve as agents of change in their educational contexts in order to empower diverse families and communities.

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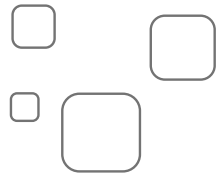
Internship

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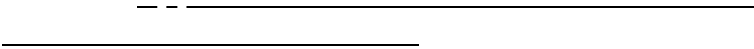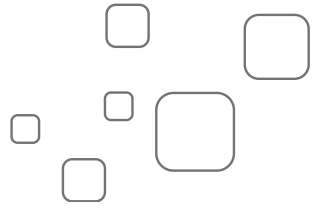
Pennsylvania ESL Program Specialist (PK- 12) Certification.

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APPLICATION PROCESS
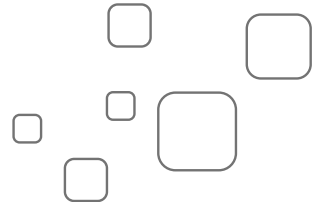
The program may be started in any semester.

To begin the admissions process, please complete the online application, pay a non-refundable $50 application fee sa Oy itath

CURRICULUM

The curriculum includes 11 courses   34 credits   20 hours of fieldwf
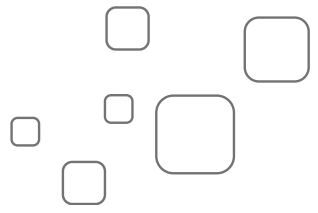
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APPENDIX A

PROGRAM CURRICULUM SHEETS
360-HOUR FIELD FORMS
FOR
PRINCIPAL CERTIFICATION (PK-12)
&
SUPERINTENDENT LETTER OF ELIGIBILITY
(PK-12) PROGRAMS

Student LAST, FIRST NAME

Other last names

Academic advisor Dr. Elena Lawrick

elena.lawrick@alvernia.edu

COURSES (21 CREDITS)	SEMESTER	GRADE	ADVISOR'S COMMENTS
MED 550 (3 cr.; 45 field hours) Introduction to Educational Administration			
MED 553 (3 cr.; 45 field hours) The School Administrator Special Education Course			

Student

Student **LAST, FIRST NAME**
Other last names

Academic advisor **Dr. Elena Lawrick**
elena.lawrick@alvernia.edu

COURSES (39 CREDITS)	SEMESTER	GRADE	ADVISOR'S COMMENTS
COR 520 (3 cr.) Ethics & Moral Leadership			Should be completed prior to MED 6XX courses

Student **LAST, FIRST NAME**

Student   **[NAME]**
Other last names

Academic advisor   **Dr. Elena Lawrick**
elena.lawrick@alvernia.edu

Dear Candidate for the Superintendent Letter of Eligibility,

Student   **LAST, FIRST**

Other last names

Academic advisor   **Dr. Elena Lawrick**
elena.lawrick@alvernia.edu

COURSES (12 CREDITS)	SEMESTER	GRADE	ADVISOR'S COMMENTS
MED 505 (3 cr.; 5 field hours) Introduction to Individuals with Special Needs			The first course
MED 515 (3 cr.; 5 field hours) Differentiated Instruction in Inclusive classrooms			Pre-requisite: MED 505
MED 535 (3 cr.) Collaboration and Legal Issues in Special education			Pre-requisite: MED 515
MED 545 (3 cr.) Social Development & Behavior Support			

Important notes

Requirements for Field Experiences must be met **at the beginning of each academic year of studies**. For details, please refer to https://rb.gy/82y59

Student   **LAST, FIRST NAME**

Other last names

Program started	
Program completed	
GPA earned	
TIMS application reviewed	

Academic advisor   **Lucinda Schaeffer**
Lucinda.schaeffer@alvernia.edu

COURSES (27 CREDITS)	SEMESTER	GRADE	ADVISOR'S COMMENTS
MED 505 (3 cr.; 5 field hours) Introduction to Special Education			
MED 515 (3 cr.; 5 field hours) Differentiated Instruction in the Inclusive Classroom			Pre-requisite: MED 505
MED 535 (3 cr.) Collaboration & Legal Issues for Special Education			Pre-requisite: MED 515
MED 522 (2 cr.; 40 pre-student teaching hours) Practicum in Special Education			
MED 542 (3 cr.; 10 field hours) Assessment & Instruction of Students with Developmental Disabilities			
MED 544 (3 cr.; 10 field hours) Transition & Instruction Special Education Needs Students			
MED 545 (3 cr.) Social Development and Behavior Support in Inclusive Classrooms			
MED 605 (3 cr.; 20 field hours) Enhancing Literacy for the Special Needs Students			
MED 671 (1 cr.) Student Teaching in Special Education Seminar			Co-requisite: MED 673
MED 673 (3 cr.; 210 student teaching hours) Student Teaching in Special Education			Co-requisite: MED 671

Important notes

Requirements for Field Experiences must be met **at the beginning of each academic year of studies**. For details, please refer to https://rb.gy/82y59

Special Education (PK-12) Certification requirements include: Complete the certification coursework including field experiences and student teaching; earn GPA 3.0 or higher; satisfy the requirements set forth in 24 P.S. §12-1209 relating to good moral character; earn a passing score on the Praxis Special Education (PK-12) certification exam.

Important notes

Requirements for Field Experiences must be met

Student **FIRST, LAST NAME**

Other last names

Academic advisor **Name**

Name.Name@alvernia.edu

COURSES (33 CREDITS)	SEMESTER	GRADE	ADVISOR'S COMMENTS
COR 520 (3 cr.) Ethics & Moral Leadership			Should be completed prior to MED 6XX courses
MED 505 (3 cr.; 5 field hours) Introduction to Special Education			
MED 515 (3 cr.; 5 field hours) Differentiated Instruction in the Inclusive Classroom			
MED 535 (3 cr.) Collaboration & Legal Issues for Special Education			
MED 542 (3 cr.; 10 field hours) Assessment & Instruction of Students with Developmental Disabilities			
Elective (3 cr.) Follow the advisor's recommendation			
MED 605 (3 cr.; 20 field hours)			

Student   **LAST, FIRST NAME**

Other last names

Academic advisor	**Dr. Elena Lawrick**
	elena.lawrick@alvernia.edu

COURSES (16 CREDITS)	SEMESTER	GRADE	ADVISOR'S COMMENTS
MED 574 (3 cr.; 10 field hours) Foundations of Teaching English as a Second Language			
MED 576 (3 cr.)			

Student

Field experience is integrated into several graded assignments. To engage in fieldwork, a student must first ensure their compliance with the Field Experience Requirement Policy described below.

Please prioritize meeting the field experience requirements before or immediately after the course start date to avoid delaying your field experience.

Graduate education students are required to submit the documents listed below at the start of their graduate program and resubmit at the beginning of each consecutive academic year of graduate studies. This will cover all MED courses with field experience you may take in fall, spring, and summer semesters.

1. E-mail the following to the Academic Compliance Coordinator:

   Copies of the Pennsylvania state clearances for teachers incl. PA Criminal Record Check (Act 34), PA Child Abuse Clearance (Act 151), and FBI Clearance (Act 114) - 1KG6RT. Note that your clearances must be valid for 2 years from the application date and throughout your educational field hours/MED courses taken in the academic year. Certificate of completed training titled "Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania (Act 31)". Note that this certificate needs to be submitted only one time during your graduate studies.
   Waiver and Release from Liability Form.

   To check your compliance status and ask questions, contact:

If you have any questions, please do not hesitate to contact me.

Signature

Name Human Resources Specialist [insert]

School District

Phone # and/or e-mail

[Read more about field experience requirements here.](#)

Alvernia University
400 St. Bernardine St., Reading, PA 19607

WAIVER AND RELEASE FROM LIABILITY

On behalf of myself, or in my capacity as the parent/guardian of the participating minor, and INTENDING TO BE LEGALLY BOUND, the undersigned hereby releases Alvernia University, its agents, officers and employees from all responsibility and any liability for any injuries, illness and/or loss which may result from or arise out of, or be connected with any participation in the University's program known as:

_____ _____ (course or program) for the academic year(s) of _____.

This Release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated, and unsuspected injuries, damages, loss and liability, and the consequences thereof. The provisions of any State, Federal, Local or Territorial law or statute providing in substance that releases shall not extend to claims, demands which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

In signing this release I acknowledge that any travel may be dangerous and may result in harm to me and my property. I voluntarily accept and assume these risks and dangers and release Alvernia University from all responsibility and any liability for any injuries and/or damages which may result from my decision to participate in this program,

I further promise, covenant and agree not to bring, commence, prosecute or maintain, or cause or permit to be brought, commenced, prosecuted or maintained, any suit or action, either at law or in equity, in any court in the United States, or in any State thereof, or elsewhere, against Alvernia University, Its agents, officers and/or employees for personal injury, property damage or any other type of loss, arising out of, or In any way connected with my participation in said program.

I also agree to indemnify and hold harmless Alvernia University, its agents, officers and employees from all liability, claims, demands and damage or cost, arising out of my participation in said program.

I authorize university personnel or representatives to approve emergency medical treatment for myself in the event of injury or illness during my participation in the program. I represent and warrant that I am and will be covered throughout the program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I sustain or experience while in the program and, more specifically, in the countries in which I will be living and/or traveling while on the program.

ISLLC STANDARD 3: MANAGEMENT

An education leader promotes the success of every student by ensuring the management of the organization, operation, and resources for a safe, efficient, and effective learning environment.

PIL Core Standard 3, PIL Corollary Standard 2

Standard III: Management	Met	Developing	Needs improvement	Not observed
A.				

ISLLC STANDARD 4: SCHOOL AND COMMUNITY
An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.

PIL Corollary Standard 3

Educational Leadership Program Mission

To prepare educational leaders for tre1

ISLLC STANDARD 4: SCHOOL AND COMMUNITY
An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.

PIL Corollary Standard 3

Standard IV: School & Community	Met	Developing	Needs improvement	Not observed
A. Collect and analyze data and information pertinent to the educational environment.				
B. Promote understanding, appreciation, and use intellectual resources.				
C. Build and sustain positive relationships with families and caregivers.				
D. Build and sustain productive relationships with community partners.				
Comments:				

ISLLC STANDARD 6: WIDER CONTEXTS (political, social, economic, legal, & cultural)
An education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal and cultural context.

PIL Corollary Standard 5

Standard VI: Wider Contexts	Met	Developing	Needs improvement	Not observed
A. Advocate for children, families, and caregivers.				

B. Act to influence local, district, state, and
national decisions aff(si)84W(si)84W(si)84W(si)84W(s

400 Saint Bernardine Street • Reading, PA 19607
Alvernia.edu • 1-888-ALVERNIA

(Physical environment, behavior management, Interactions, Routines and procedures, Rapport, Focus, Engagement rate)

	⬚	
• Cultivating Respectful and Affirming Environments • Fostering a Culture for Learning • Maintaining Purposeful Environments • Supporting Positive Student Behavior • Organizing Spaces for Learning		

(Congruence, Communication, Strategies & Techniques, Content, Engagement, Transitions, Questioning, Pacing, Feedback, Assessment, Integration, Reinforcement, Higher-order thinking)

	⬚
• Communication About Purpose and Content • Using Questioning and Discussion Techniques •	

APPENDIX D

PENNSYLVANIA CODE OF PROFESSIONAL PRACTICE & CONDUCT FOR EDUCATORS

A. Understands major challenges that schools face as they enable students to reach high standards to be successful adults in the new world economy. Able to research the curriculum, learning and skill needs for students in the changing world and incorporate findings into school vision.

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I   **T**   **T**

A. Understands the critical role of data in informing decisions, setting targets, and interpreting results for learning. Able to use data to inform decision making.

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