# GRADUATE STUDENT HANDBOOK

School of Education

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July 2012

Dear new graduate student,

Welcome to the University of Delaware’s School of Education! As you will soon discover, graduate work is a transformative experience. You will develop new skills, attitudes, friendships and interests that will endure throughout your career. If you are not a different person by the time you graduate, I will be very surprised.

As you consider the direction your graduate studies will take, please make use of the full range of resources we offer. Many of those services are listed in this handbook. They include our libraries, public service centers, and other campus offices. Don’t overlook the faculty and your fellow graduate students—our greatest resources are the men and women within our School. They want to help you discover what you care about most deeply, and then shape that passion in ways that let you make outstanding contributions to the field of education in the years ahead.

Do not hesitate to seek help when you need it or give help when requested. As the old quip put it, the only dumb question is the one you did not ask. We are glad you chose Delaware, and we look forward to seeing you in Willard Hall this fall and beyond.

Robert L. Hampel
Professor and Interim Director
School of Education
July 2012

Dear new graduate student,

Let me add my WELCOME to that of Dr. Hampel’s as you begin what we hope will be a stimulating and enriching time in your life. Graduate school is a time for reflection and intellectual challenge and we, in the School of Education, hope to provide you with many opportunities to engage in both of these rewarding endeavors. Your professors and classmates will be your colleagues throughout this process and our hope is that we can be change agents in your life. Our goal is to assist you in reflecting on the big issues affecting education today and hone your skills as a scholar, a problem solver, and a partner with others in shaping the profession of education.

Along the way, you may have questions about the mechanics of your academic program – what courses to take, how to register, what forms to fill out, etc. We’ve tried to answer many of these questions in this handbook, and many more can be answered by accessing the appropriate office on UD’s website. The Office of Graduate and Professional Education has a particularly useful website (http://www.udel.edu/gradoffice). However, your faculty advisor should be your first and most frequent source of information, and I encourage you to seek out a relationship with your advisor that is collegial and helpful to you. Your advisor will have specialized knowledge in your academic field, and will also be familiar with the courses you are likely to take during your graduate study.

Our office is also here to assist you as you progress in your program. Mr. David Hannah (dhannah@udel.edu, 831-1165) is the administrative assistant II for graduate programs in the College of Education and Human Development. He is extremely knowledgeable about the policies and procedures affecting graduate students. Please don’t hesitate to contact him if you experience difficulty or even if you have a question that seems to baffle your advisor. I’ll bet he knows the answer! Also, please let David know if any of your personal information such as home address, phone or e-mail changes. One of our biggest challenges is to keep up with the many graduate students in the School of Education, so keeping us apprised of your whereabouts will be a tremendous help. And, don’t forget that you’re required to activate your UD email account, even if you forward your mail from your UD account to another preferred account.

I am also committed to making your graduate study at UD a fulfilling experience, and I encourage you to contact me if I can help you in any way. Your success is important to all of us in the School of Education because your knowledge will affect the learning and achievement of the children of Delaware and the region. Best wishes as you begin this intellectual journey!

Sincerely,

Gail S. Rys, Ph.D.
Director of Graduate Programs
gailrys@udel.edu
UNIVERSITY OF DELAWARE  
2012-2013 ACADEMIC YEAR CALENDAR

A complete calendar can be found at [http://www.udel.edu/registrar/cal/main.html](http://www.udel.edu/registrar/cal/main.html).

In addition, a paper copy is found in your folder. Please make note of those important dates for drop/add, registration next semester, holidays, etc.

SELECTED UNIVERSITY OF DELAWARE GRADUATE STUDENT POLICIES AND PROCEDURES

A complete listing of University policies and procedures for graduate students can be found in the catalog at [www.udel.edu/catalog](http://www.udel.edu/catalog).

SEMESTER REGISTRATION REQUIREMENTS

To be considered a full-time student, graduate students must be enrolled in 9 credits a semester. Graduate students must be continuously enrolled each fall and spring semester while completing their degree program. If for any reason a graduate student is unable to enroll in any given semester, she or he must ask for a leave of absence.

Students who do seek a Leave of Absence (LOA) for personal, medical, or professional reasons should request the LOA by completing the Leave of Absence form available on the School of Education website or among the files provided at orientation. If approved by the advisor, s/he will forward the request to the College Graduate Director (Dr. Gail Rys), who will then initiate the request with the University’s Office of Graduate and Professional Education. A LOA will not affect the limitation of time for completion of the degree requirements.

In addition, students must be aware that in order to be eligible to graduate, students must be enrolled in at least one course or in sustaining credit during the semester they intend to graduate. For instance, if a student is planning to graduate in May, he/she must be enrolled in spring semester.

A note for Delaware public/charter school employees and residents: Please be aware that Delaware public and charter school employees and Delaware residents admitted in summer 2012 or fall 2012 (or prior) will be granted the Delaware Graduate Tuition Scholarship by the College of Education and Human Development as long as enrollment is continuously maintained each fall and spring semester until the degree is completed. Therefore, students who are planning not to take a course in
a fall or spring semester must be granted an approved leave of absence in order to maintain the Delaware Graduate Scholarship. Please see below on page 5 for more details about this scholarship.

SUMMER REGISTRATION REQUIREMENTS

According to the University of Delaware Student Handbook, students who are supported by the University with any type of graduate assistantship during the summer months (e.g., teaching assistants, research assistants, or fellows) are required to be enrolled in at least 3 credits during the 7.5 week summer session. Summer support is defined as any assistantship that begins on Sept. 1 and extends beyond the normal 9-month May 31 end date (e.g., an assistantship that has a June 30 or July 31 end date).

Students must work in an environment that is related to the student’s degree program and their funding amount will meet the minimum requirement per month in June and July.

GRADUATE SCHOLARSHIP PROGRAM FOR DELAWARE RESIDENTS AND EMPLOYEES OF STATE AND LOCAL GOVERNMENT IN DELAWARE

The University of Delaware uses a base tuition rate for all graduate students. UD deans may offer tuition-paying students scholarships as appropriate.

The College of Education and Human Development remains committed to Delaware residents pursuing graduate education in the College of Education and Human Development (CEHD). Therefore, special scholarships have been implemented to ensure that Delaware residents will pay a reduced tuition rate of $565 per credit for the 2012–13 academic year. Scholarships will be used for CEHD students so that residents and employees of state and local government will pay tuition rates that are aligned with increases in undergraduate tuition.

Students will continue to receive Delaware Graduate Scholarships for as long as they remain Delaware residents and are continuously enrolled in courses for each fall and spring semester until the completion of the degree. The scholarship can also be applied to winter and summer session courses. Students who register for and meet sustaining status requirements or obtain an approved leave of absence at any point in their graduate program also remain eligible. The Delaware Graduate Scholarship will appear as a credit on each qualified Delaware resident graduate student's bill, indicated either as a direct credit or as part of the assistantship or fellowship award/contract.
Non-matriculated Delaware residents registering for courses through Professional and Continuing Studies
The Resident Professional and Continuing Studies Graduate Scholarship of the same amount as for matriculated students will be offered to Delaware residents who enroll in an EDUC or HDFS graduate course(s) in any semester or session through Professional and Continuing Studies and who pay tuition for a graduate course(s). The amount of the scholarship will be applied directly to the student’s billing account at the time registration takes place.

Non-Delaware residents who are employed by state and local governments in Delaware
The College of Education and Human Development extends the Delaware Graduate Scholarship to all employees of
• the state of Delaware
• Sussex, Kent and New Castle counties
• Delaware municipalities.
This includes all Delaware public and charter school teachers and administrators. Graduate students must be employed by a state or local agency at the time of course registration and must retain their employment to continue to qualify for the scholarships. This applies to graduate students who are already matriculated, enrolling in a program for the first time, or taking EDUC or HDFS courses through Professional and Continuing Studies. A letter from the student’s employer should be submitted with application materials for the program of interest, or for non-matriculated students, brought with them to PCS at the time of registration. Annual reconfirmation of employment with the graduate program coordinator is required. The policy can be found at http://www.cehd.udel.edu/students/graduate-students/resources-for-graduate-students/de-resdt-and-govt-schol/.

APPLICATION FOR GRADUATION
To begin the process for degree conferral, it is the responsibility of the student to apply for the advanced degree. Students can download an Application for Advanced Degree at:
http://www.udel.edu/gradoffice/forms/application_for_advanced_degree.pdf

To complete the application process, the candidate must have his/her application signed by his/her advisor and the director of SOE graduate programs (Dr. Gail Rys). A payment of $50 for master’s degree candidates and a fee of $95 for doctoral candidates is required when submitting the application.
The **application deadlines** to apply for graduation and submit the **Application for Advanced Degree** are:

- February 15 for spring candidates
- December 15 for winter candidates
- May 15 for summer candidates
- September 15 for fall candidates.

**GRADE POINT AVERAGE**

According to the University of Delaware Student Handbook a student must have a minimum cumulative grade point average of 3.0 to be considered for an advanced degree. In addition, all grades received from courses applied toward the degree program must equal 3.0 or higher. All courses taken after the student has acquired a graduate student classification are applied to their cumulative index. Courses for which the grade is below a C- will still be applied to their cumulative index however do not count toward the degree.

Students must also maintain a 3.0 grade point average to receive an assistantship, fellowship or block tuition scholarship.

**COMPLETION OF DEGREE TIME LIMITS**

The time limit for the completion of a degree begins with the date of matriculation and is specified in each student’s letter of admission. The University requires the completion of a master’s degree at the maximum of ten consecutive semesters. Doctoral degree students who have already acquired a master’s degree are given ten consecutive semesters and those who have not received a master’s degree are given the time limit of 14 consecutive semesters. A student completing all requirements for a master’s degree and subsequently given permission to continue toward the doctoral degree are given ten additional consecutive semesters. Students who declare a change in their degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

If circumstances arise that make it impossible to complete their degree program in the allotted time, a student may request a time extension. An extension petition must be approved first by the student’s advisor and then by the SOE Graduate Director.

**PROFESSIONAL DEVELOPMENT**

Graduate students cannot use EDUC 500-level courses to satisfy degree requirements in their education graduate programs. These courses are designed to be professional development courses and are intentionally not as rigorous as 600-, 700- and 800-level graduate courses. This is a University policy, outlined in the Graduate
Catalog as "Courses numbered 500 to 599." These courses are designed for the non-specialist and may not be counted for graduate credit in the student's degree program. With the pre-approval of the student's advisor, 500-level courses taken outside the student's major department may be applied toward a graduate degree. For example, an M.I. student with a specialization in math education may count MATH 500 towards their degree if it is pre-approved by the student’s advisor and the faculty in that specialization area.

This policy would also apply to education graduate students who take courses as non-matriculated, continuing education students prior to matriculating in an education graduate program. These students are not grandfathered and are responsible for knowing that these courses do not count towards degree requirements.

Graduate students also cannot use education courses that are numbered EDUC 700-729 to satisfy degree requirements in their education graduate programs. These course numbers are reserved for participants in the Alternative Route To Certification (ARTC) program, and are not considered graduate courses. Education courses beginning with EDUC 730 may be used in an education graduate program if required in the program or approved by the student’s faculty advisor.

ACADEMIC HONESTY

All graduate and undergraduate students at the University of Delaware are expected to act in an honest and moral manner in representing their work to others. Students are expected to neither give nor receive answers during quizzes, examinations, and class assignments. In addition, the University has no tolerance for plagiarism, which is often a challenging and confusing issue for graduate students. Students are encouraged to communicate with faculty members on individual procedures for tests, papers, and other course requirements if they have any doubt or question about the nature of an assignment or project. Academic dishonesty is taken very seriously and those found guilty of an offense may incur serious penalties, as determined by the Graduate Student Judicial System. The minimum sanction if found guilty of academic dishonesty is an automatic failure from the course or an expulsion from the University as adjudicated by the Office of Graduate and Professional Education. Procedures and sanctions governing academic honesty are found in the University student handbook.

GRADES AND ACADEMIC STANDING

The following quality point scale is used in the University of Delaware’s grading system:

- A  Excellent    4.00 quality points per credit
- A-            3.67 quality points per credit
B+              3.33 quality points per credit
B              Good    3.00 quality points per credit
B-             2.67 quality points per credit
C+             2.33 quality points per credit
C              Fair   2.00 quality points per credit
C-             1.67 quality points per credit
D+             1.33 quality points per credit
D              Poor   1.00 quality points per credit
D-             0.67 quality points per credit
F              Failure 0.00 quality points per credit

X-Failure, Academic Dishonesty….0 quality points per credit
Z-Failure, Unofficial Withdrawal….0 quality points per credit
L-Listener, Registration without credit or grade. Class attendance is required, but class participation is not.
LW-Listener Withdrawal. A Listener who does not attend sufficient class meetings to be eligible in the judgment of the instructor for the grade of L will receive the grade of LW.
NR-No grade required.
P-Passing. Used only for 969. Until the dissertation is defended, the temporary grade of S or U is given for 969; after that a final grade of P or F is given. P grades are not calculated in the index. F grades are calculated in the index.
W-Official Withdrawal. Passing at the time of withdrawal.
WF-Official Withdrawal. Failing at the time of withdrawal.

**TRANSFERRING CREDIT**

Students who have earned credits as a continuing education non-degree student (CEND) at the University of Delaware may “roll in” a maximum of 9 previously earned graduate credits after they matriculate in a program. The CEND courses can be transferred if they are courses at the 600-, 700- or 800- level (*except* 700-729), if the course was appropriate to the specific degree program, if the course was taken within the last 5 years, and if the course is approved by the student’s advisor and the Director or Graduate Coordinator of the SOE.

Graduate credits that have been earned from another institution will be evaluated by the student’s academic department. A maximum of 9 credits can be transferred in from an accredited college or university provided the coursework was not used to satisfy previous degree requirements, it was taken within the previous 5 years, and the student earned a grade of no less than a “B-“. University policy states that any courses used in fulfillment of a previous degree cannot be counted towards a subsequent degree. The
request must be submitted by using a *Request for Transfer of Graduate Credit* form found at [http://www.udel.edu/gradoffice/forms/credittransferform.pdf](http://www.udel.edu/gradoffice/forms/credittransferform.pdf).

**Residency Requirement for Ph.D. Students**

University policy states that for all Ph.D. students, at least one continuous academic year must be devoted exclusively to full-time study (9 credits/semester) in their major field. The residency requirement may be fulfilled in the fall and spring semesters or in the spring and fall semesters, but not during summer or winter sessions. This policy does not apply to Ed.D. or masters students.
GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

FELLOWSHIPS

Fellowships are awarded to full-time graduate students with high academic standing who are usually in an advanced standing within their program. Graduate departments and programs must nominate students to be considered for these awards. Fellowships usually provide full tuition and University’s Accident and Sickness Insurance Plan at a reduced cost. Master’s and doctoral students who have received fellowships but have not been admitted to candidacy must be enrolled in a minimum of nine credit hours of coursework during the semester in which they are receiving the fellowship.

Fellows are normally given a one-year contract and must maintain a minimum of a cumulative grade point average of 3.00 each semester to continue eligibility. In addition, awardees are expected to give full attention to graduate studies and may not be dually employed. If a special request is needed in this area, it must be presented in writing to the Office of Graduate and Professional Education (OGPE).

UNIVERSITY GRADUATE FELLOWS

Departments and programs are invited to submit names and dossiers of their nominees to the Office of Graduate and Professional Education for the annual competition for these awards.

UNIVERSITY GRADUATE SCHOLARS

Departments and programs are invited to submit names and dossiers of students who have faced challenging social, economic, educational or cultural circumstances in their lives to the Selection Committee. Awards are granted for one year. Students may be nominated for the award each year of their matriculation in the program. University Graduate Scholars awards may be either fellowships or assistantships.

GRADUATE STUDENT ASSISTANTSHIPS

Graduate assistantships are offered to regular, full-time graduate students with a high academic standing. Assistantships may include up to full tuition and a stipend. Students receiving this award are eligible for the University’s Accident and Sickness Insurance Plan at a reduced cost.

Students must be in good standing and receive a minimum cumulative grade point average of 3.00 each semester to be eligible for assistantships. Students who receive assistantships must enroll in at least nine credit hours per semester unless otherwise specified in the contractual agreement. Students are normally contracted to work
twenty hours a week.

TEACHING ASSISTANTSHIPS

Teaching assistantships are awarded through the individual departments. Teaching assistants are required to perform teaching and other instructional activities up to twenty hours each week from September through May.

In the School of Education, teaching assistantship are most frequently awarded to Ph.D. students.

RESEARCH ASSISTANTSHIPS

Research assistantships are generally funded by research grants and contracts provided by external funding agencies or by the student’s academic department. Research assistantships require twenty hours of service or research a week. Research assistants are expected to work on their assigned research projects during winter session as well as during the fall and spring semesters. The amount of each student’s stipend will be calculated in accordance with the number of months that the student is appointed as a research assistant. (Unlike TAs, some grant funded RAs continue into the summer.)

GRADUATE ASSISTANTSHIPS

Academic departments and other University offices award graduate assistantships to students in exchange for specialized tasks. Graduate assistants are appointed for twenty hours a week in a variety of capacities as administrative assistants to University faculty and administrators.

BLOCK TUITION SCHOLARSHIPS

Recipients of this award receive full-time tuition but do not receive an additional stipend. The block tuition scholarship is awarded to students who are nominated by their department or programs. Eligible candidates must be regular full-time students with a high academic standing. These students may be dually employed with another job on or off campus. Tuition scholars will receive the University’s Accident and Sickness Insurance Plan at a reduced cost.

RESIDENCE HALL ASSISTANTSHIPS

Graduate students have the option of applying for a hall director position in the Office of Residence Life. Candidates for these assistantships must be regular, full-time graduate students. Applicants must have experience in residence life or significant background in leadership or supervisory skills. Applicants are chosen after personal interviews are held with Residence Life staff early in the spring semester for assistantships commencing the following academic year.
OTHER FINANCIAL AID

For further financial aid options, contact the Office of Financial Aid at (302) 831-8761 or at finaid@udel.edu. Their Web site is www.udel.edu/finaid.

Information in this section taken from the University of Delaware Undergraduate and Graduate Catalog. http://academiccatalog.udel.edu.
SCHOOL OF EDUCATION POLICIES AND PROCEDURES

BUILDING KEYS FOR FUNDED STUDENTS

Students who have an office in Willard Hall or who have a business reason for needing keys to Willard Hall (office suites and/or the outer building) may obtain keys from Ms. Ann Marie Green, 120 Willard Hall, 831-8695, amgreen@udel.edu. A $20 cash deposit is required and will be refunded when you return the key. (The $20 deposit covers all keys needed.)

Willard Hall is normally unlocked very early in the morning through the end of classes each weekday.

GRADUATE STUDENT LOUNGE

School of Education graduate students are welcome to use the lounge in room 009 Willard Hall. Please feel free to use this area between classes and for small group meetings. It should be left unlocked throughout the day. Please help us save energy and turn off the lights when you leave.

Supporters have generously donated equipment like a coffee maker, refrigerator, tea kettle, etc. Students are responsible for cleaning up after use of any of the equipment. Donations of supplies for coffee and tea are always welcome. There is also a computer for checking email, etc.

We hope that you will regularly use this valuable space. If there are any problems with the lounge, please notify an EGA officer or our office staff.

MAILBOXES

Students who are funded by the School of Education will have a mailbox in room 130. Correspondence for other students will be sent to their home or email address.

SCHOOL OF EDUCATION TRAVEL AND FINANCIAL POLICIES

Depending on budget allocations each year, the School of Education may have money to support graduate student travel to research conferences if a student is making a presentation on behalf of the University. Funding for student travel is never guaranteed and students seeking support must abide by University purchasing and reimbursement guidelines.

- Funding will be provided only for students who have publications accepted for presentation.
• Students seeking funding must apply to both the School of Education and to the Office of Graduate and Professional Education for their competitive Professional Development Award. Information can be found at http://www.udel.edu/gradoffice/financial/profdev.html. The School of Education will provide a maximum of $300 and the Office of Graduate and Professional Education will provide a maximum of $500. If the travel expenses are less than $500, the split will be 50% from each unit.

• The School of Education will announce an application period each September and all money will be allocated in early fall. You must apply in September even if you have not yet had your submission accepted, but money will only be dispersed to students whose presentations have been accepted.

• **Under no circumstances should a student independently make travel reservations that will be covered under these funds without permission.** All travel reservations are made through a University approved corporate travel service using University purchasing cards and/or a declining balance card issued to the traveler. Prior to any transportation or hotel arrangements being made, please contact David Hannah (113 WHL, 831-1165, dhannah@udel.edu).

• The travel awards generally cannot be used for food or alcoholic beverages. In order to be reimbursed, the traveler must provide original itemized receipts.

• There may be other policies and procedures associated with travel using University funds so please work closely with David Hannah.
GUIDELINES FOR DISSERTATIONS, EXECUTIVE POSITION PAPERS AND THESSES

Doctoral dissertations, Executive Position Papers, and Masters Theses are a reflection of the ability to conduct scholarly research and to report the results in a manner worthy of publication. The University of Delaware’s *Thesis and Dissertation Manual* is available online at: [www.udel.edu/gradoffice/forms/thesismanual.pdf](http://www.udel.edu/gradoffice/forms/thesismanual.pdf) or it may be purchased in the University Bookstore. The Manual defines the required elements of the paper and contains specific instructions for the organization and structure of the final document. The degree program in which a student is matriculated may have additional specific requirements relating to the format or content of the thesis.

DISSERTATIONS AND EXECUTIVE POSITION PAPERS

The Doctoral Dissertation and the Executive Position Paper are the final degree requirements in the Ph.D. and Ed.D. degree respectively. They are expected to reflect the results of original and significant research written in a scholarly and literate manner worthy of publication. The oral defense of the dissertation/EPP is considered to be a public event, and an announcement of the event is posted at least ten days prior to the defense.

Students must submit an approved copy of their thesis as a PDF file to the Office of Graduate and Professional Education by the submission date listed in the University’s academic calendar. Generally, this date falls around mid-November for fall degree conferral, mid-April for spring degree conferral, and mid-July for summer degree conferral. Since this is the deadline for students to submit final, approved copies of their thesis/dissertation/EPP, most students should schedule their oral defense at least 2-4 weeks prior to these submission dates to allow time to complete any edits that may have been required by their faculty committee members.

All doctoral students should make an appointment with Mr. David Hannah, Administrative Assistant for the graduate programs, (dhannah@udel.edu) at least one month prior to their anticipated defense date. He can then supply the student with the correct forms necessary for completing degree requirements, as well as ensuring that the dissertation/EPP defense is publicized in a timely manner.

Doctoral students are responsible for becoming familiar with the procedures for formatting their dissertation or EPP, as well as completing all of the necessary steps related to their proposal defense, final defense, preparing signature pages on bond paper, etc. Rather than be caught surprised when you are trying to complete your degree, please see David Hannah with any questions.
THESES

When a master’s thesis is required as a degree requirement in a student’s academic program, the chair of the committee in charge of the candidate’s degree program or the advisor must give approval for the topic and general content of the thesis. The student, with the help of his/her advisor, selects the other faculty members to serve on the thesis committee. The School of Education requires a total of three faculty members, including the chair, to serve on a thesis committee.

When a student has successfully defended his/her thesis, all members of the thesis committee, including the chair sign a form that advances them to candidacy. The Director or Graduate Coordinator of the SOE and the Vice Provost for Academic Programs and Planning will also sign the candidacy form.

Students must submit an approved copy of their thesis as a PDF file to the Office of Graduate and Professional Education by the submission date listed in the University’s academic calendar. Generally, this date falls around mid-November for fall degree conferral, mid-April for spring degree conferral, and mid-July for summer degree conferral. Since this is the deadline for students to submit final, approved copies of their thesis/dissertation/EPP, most students should schedule their oral defense at least 2-4 weeks prior to these submission dates to allow time to complete any edits that may have been required by their faculty committee members. All master’s theses must include an abstract within the text of the paper as the last section of the preliminary pages.

HUMAN SUBJECTS REVIEW

Any student or faculty member engaging in research involving people (or human subjects) needs to be reviewed and approved by the Institutional Review Board (IRB). Some situations may receive expedited review and others may need a full review. All doctoral, including Ed.D. and Ph.D. students must be aware of the requirements and timelines associated with the process. Sometimes the process can be lengthy. Please consult the web pages below for more information or contact the chair of the School of Education Human Subjects Review.

http://www.udel.edu/education/graduate/human-subjects.html
http://www.udel.edu/research/preparing/humansub.html

Dr. Kristen Ritchey, Chair of Human Subjects Review for School of Education. kritchey@udel.edu, or 831-2325.
Information in this section taken from the University of Delaware Undergraduate and Graduate Catalog. [http://academiccatalog.udel.edu](http://academiccatalog.udel.edu).
RESEARCH CENTERS

CENTER FOR DISABILITIES STUDIES
The mission of the Center for Disabilities Studies (CDS) is to enhance the lives of individuals and families in Delaware through education, prevention, service, and research related to disabilities. The Center for Disabilities Studies is one of over sixty University Centers for Excellence in Developmental Disabilities in the country.

Center for Disabilities Studies
461 Wyoming Road
Newark, DE 19716
(302) 831-6974
http://www.udel.edu/cds/

DELAWARE CENTER FOR TEACHER EDUCATION
This support center’s aim is to strengthen both the pre-service and in-service teacher. DCTE provides avenues for access to the education community within the University’s teacher and professional development programs. Likewise, the staff supports the state’s philosophy to enhance teachers and professional development using content standards as the model to design curricula. Visit the web to learn of the many programs that are offered with the support of DCTE.

Delaware Center for Teacher Education
200 Academy Street
Newark, DE 19716
(302) 831-3000
http://www.udel.edu/dcte/

DELAWARE EDUCATION RESEARCH AND DEVELOPMENT CENTER
The Delaware Education Research and Development Center (DERDC) conducts high quality research and human service evaluations. Since 1993, DERDC has served as a bridge from the university to schools, human service providers, policymakers, and the wider community. The center’s work encompasses three areas:

- Program and organizational evaluation
- Policy analysis
- Research

Research Delaware Education Research and Development Center
MATHEMATICS AND SCIENCE EDUCATION RESEARCH CENTER

The Mathematics & Science Education Resource Center (MSERC) at the University of Delaware is dedicated to helping Delaware's K-12 mathematics and science teachers implement new content and performance standards in their classrooms.

MSERC, in partnership with the Delaware Mathematics Coalition, offers a variety of professional development opportunities for public school teachers in Delaware.

Mathematics and Science Education Center
200 Academy Street, Room 103
Newark, DE 19716
(302) 831-4447
http://www.udel.edu/mserc/

THE COLLEGE SCHOOL

The College School (TCS) is a private school serving children ages 6-14 with learning differences. It is located in modern facilities on Wyoming Road, and is part of the College of Education and Human Development.

The College School serves as a laboratory school for our students in fields such as school psychology and various curricular areas of education. TCS provides an individualized and innovative curriculum for children who have previously had unsuccessful school experiences. The professional staff’s goal at The College School is to identify and ameliorate areas of academic and behavioral need so that the child can return to a more traditional school environment within an average of two to three years. A number of graduate students are awarded assistantships within TCS, especially those with a teaching background.

The College School
461 Wyoming Road
Newark, DE 19716
(302) 831-1097
http://www.udel.edu/collegeschool/
SUPPORT SERVICES AND OTHER IMPORTANT RESOURCES

BANK OF AMERICA CAREER SERVICES CENTER

This office is a valuable resource for students of all academic levels. The center provides assistance in areas of career planning, locating job opportunities, and suggestions for preparations needed for future career goals. Programs have been developed which offer a series of workshops discussing a variety of topics, such as writing resumes, interviewing, searching for employment, etc. Unlike many other centers of its kind, the Bank of America Career Services Center, here at the University of Delaware, not only assists their current students, but offers placement and advisement aid to alumni as well.

Ms. Cindy Holland is the Career Services Center professional who assists with all SOE grad students. Ms. Holland can be reached at clh@udel.edu or 831-8570.

Bank of America Career Service Center
401 Academy Street
Newark, DE 19716
(302) 831-2392
http://www.udel.edu/CSC/

COMPUTING HELP

The IT Help Center can be accessed through http://www.udel.edu/help/ (302) 831-6000.

A list of computing sites can be found at http://www.udel.edu/sites/.

The Technology Purchase Consulting http://www.tsc.udel.edu/ can assist with computing system configuration & purchase consulting help, both for personal use and for ordering for the institution. You may take advantage of special pricing for hardware and software for your educational use.

EDUCATION GRADUATE ASSOCIATION (EGA)

The Education Graduate Association (EGA) is the official student organization of full- and part-time graduate students at the University of Delaware's School of Education. Officers are elected to EGA each year for a one-year term. You are granted membership in this association upon acceptance to the school, and its officers are elected from among your peers and colleagues. The EGA is your link to news, information, and events within the school that affects you. It also serves as your advocate and representative to
the faculty and administration of the school on matters ranging from quality of life to programs and advising.

**EDUCATION RESOURCE CENTER**

The Education Resource Center is a library designed for educators. The ERC is conveniently located in the lower level of Willard Hall. This library specializes in curriculum materials and many resources that cannot be found at other locations on campus.

Additionally, the ERC contains specialized technology that is available to be checked out to assist students with research, coursework, or other academic needs. Equipment such as laptops, digital voice recorders, camcorders, portable projectors, etc., is all available through the ERC.

Education Resource Center  
012 Willard Hall  
Newark, DE 19716  
(302) 831-2335  
[http://www.udel.edu/erc/](http://www.udel.edu/erc/)

**GRADUATE HOUSING**

The University of Delaware understands the need for graduate students to find convenient, affordable housing while pursuing their studies. To fulfill this need the University has facilities created solely for graduate students. These on-campus rooms or apartments can be rented by individuals, as well as families.

Housing Assignment Services  
5 Courtney Street  
Newark, DE 19716  
(302)831-3676

[http://www.udel.edu/has/](http://www.udel.edu/has/)

**GRADUATE STUDENT SENATE**

The Graduate Student Senate is an organization that provides opportunities for all graduate students to communicate their concerns on pertinent issues. GSS is also a means for networking and becoming acquainted with fellow graduate students and other
opportunities offered in programs campus-wide. When visiting the GSS website one will find a handbook, which provides an extensive list of resources located on campus and in the community on topics such as, banking options, places of worship, recreational suggestions, shopping centers, etc.

http://www.udel.edu/gradoffice/gradsenate/

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

The Office for International Students and Scholars is a support center for both graduate and undergraduate students. The center includes services in the area of immigration regulations, counseling, informing of various laws and support in adapting to a new culture. English tutoring, field trips, and orientation seminars are all provided to make the transition as smooth as possible. This center also distributes information on studying abroad and international employment opportunities.

Office for Foreign Students and Scholars
30 Lovett Avenue
Newark, DE 19716
(302)831-2115
http://www.udel.edu/oiss

STUDENT HEALTH SERVICES

Student Health Services (SHS) has four types of clinical services: outpatient/general medical; immunization; gynecology; and sports medicine. These services are available during the academic year to all full-time students who are required to pay the semester and winter session health fee. Part-time matriculated students can elect to pay the health fee and be eligible to receive all services, or use the SHS on a fee for service basis.

The University of Delaware also offers an Accident and Sickness Insurance Plan. There are two plans: The Blue Plan (Comprehensive Major Medical Benefits) and the Blue & Gold Plan (Enhanced Medical Benefits). All matriculated, full-time and part-time undergraduate and graduate students enrolled at the University of Delaware are eligible to enroll in the Plan. Insured students may also enroll their eligible dependents (spouse residing with the student and unmarried children under age 19 who reside with the student and are not self-supporting.)

Funded graduate students and Post-Docs are eligible to purchase a Dental Plan.

For more information visit the Dental Plan link at:
http://www.udel.edu/shs/insurance/index.html

Student Health Services
Laurel Hall
Newark, DE 19716
(302)831-2226
http://www.udel.edu/shs/

University of Delaware Library

The Morris Library is the main branch of the University of Delaware libraries. The collection in this library supports all disciplines. The library has over 2.8 million printed volumes. In addition, 80% of the 31,000 journals and magazines to which the Library subscribes are electronic journals available 24/7 to all University students, faculty and staff. Over 300 databases speed research with links to full articles via “Get It” buttons. Users can even create bibliographies with RefWorks.

For many graduate students, Morris is their “home away from home,” and many students and faculty consider their web site to be one of the best on campus. Graduate students are eligible to reserve study carrels.

The School of Education has a librarian responsible for collection development and library instruction in subject areas that support the curriculum and research needs of the University of Delaware. The School of Education contact is Margaret Grotti, mgrotti@udel.edu, 831-6310.

Morris Library
181 S. College Ave.
Newark, DE 19716
(302)831-2965
For library hours, call (302) 831-BOOK
http://www.lib.udel.edu/

University Transportation and Parking

The University of Delaware and the City of Newark offer a shuttle service to all students, faculty, and university staff free of charge. For your convenience, the shuttle service has many stops throughout campus along with nearby locations including apartment complexes.

For those who prefer to drive to campus, parking permits are available to be purchased on a semester or academic year basis. All vehicles must display a valid permit at all times for the lot in which it is parked. And don’t make the mistake of parking in a reserved spot, or you will likely be towed!
Department of Public Safety
413 Academy St.
Newark, DE 19716
(302) 831-2222 (public safety)
(302) 831-1164 (parking services)
http://www.udel.edu/transportation/parking/
http://www.udel.edu/transportation/ud_route/ (shuttle service)

WRITING CENTER
Do you need to brush up on your writing skills? The University of Delaware offers individual tutorial sessions for its students. This service is offered to students of any level and discipline and many graduate students use the services of The Writing Center on a regular basis. Students can schedule appointments on a one-time basis or they have the option of scheduling regular appointments throughout the academic school year.

The Writing Center
016 Memorial Hall
Newark, DE 19717
(302) 831-1168
http://www.english.udel.edu/wc/
SCHOOL OF EDUCATION ACADEMIC PROGRAMS

DOCTOR OF EDUCATION (ED.D.) IN EDUCATIONAL LEADERSHIP

CONCENTRATION IN CURRICULUM AND TECHNOLOGY (C&T)

This concentration within the Ed.D. program is designed to study the learning, teaching, and curricula of the major content areas taught in school. The six major areas within Curriculum and Instruction are: Curriculum Inquiry; Literacy; Educational Technology; Mathematics Education; Science Education; and Social Studies Education.

The program prepares students to do substantive research in their chosen area including research that will contribute to the body of knowledge within the area. The ultimate purpose is to design more effective curricula and instruction and thus enhance the learning opportunities of all students. The final requirement for the Ed.D. program is the writing and defense of an Executive Position Paper.

CONCENTRATION IN ADMINISTRATION AND POLICY (ADPO)

This concentration within the Ed.D. program is designed for individuals who wish to specialize in the leadership of significant academic units such as school district superintendents, principals, and program directors. Reflective practitioners in the Ed.D. program will improve their ability to analyze problems, manage and use data, write effectively, speak articulately, and make wise decisions. The program combines academic rigor with a focus on real-world problems and solutions. With reflective practice and the guiding principle, the program provides the foundations for scholarship, including knowledge about theory and research relating to leadership management, organizations and curriculum.

DOCTOR OF PHILOSOPHY (PH.D.) IN EDUCATION

The Doctor of Philosophy represents the highest level of achievement in formal education. As such, this degree signifies the attainment of an advanced level of scholarship and the possession of scholarly dispositions and habits. Individuals awarded a Ph.D. in Education are prepared to make significant contributions to the field of education, and they do this, first and foremost, by conducting research that answers important questions about the nature of education.

This program strives to develop reflective scholars who are expert sources of knowledge in their disciplines and who can tap the diversity of the education community at large to enrich their scholarly work. The core courses provide students with a foundation in educational theory and the major tools of research in education.
The final requirement for the Ph.D. program is the writing and defense of a dissertation that must be an original work of scholarship. Currently, there are nine concentrations within the Ph.D. program: Cognition, Development and Instruction (CDI); Curriculum Inquiry; Literacy Education; Mathematics Education; Research Methodology and Evaluation (RME); School Psychology; Science Education; Socio-Cultural Approaches (SCA); and Special Education.

PH.D. IN ECONOMIC EDUCATION

Offered jointly by the Department of Economics and the School of Education, the Ph.D. in Economic Education is designed to train the next generation of leaders in this important and fast-growing field. The program draws on the substantial strengths in graduate programs in Economics and Education at the University of Delaware and on the nationally recognized University of Delaware Center for Economic Education and Entrepreneurship (www.udel.edu/ceee).

Graduates of the program will have a wide range of professional and academic employment opportunities, including university departments of Economics and Education; Centers for Economic Education (approximately 300 nationally, most affiliated with universities); education units within regional Federal Reserve Banks and other private sector businesses and foundations with an interest in economic and financial literacy; school districts and state departments of instruction; and education consulting and evaluation firms.

MASTER OF ARTS (M.A.) AND EDUCATIONAL SPECIALIST (ED.S.) SCHOOL PSYCHOLOGY

The M.A./Ed.S. program in School Psychology provides students with a strong foundation in psychological theory and research and trains them to use a collaborative, problem-solving approach when applying this foundation to school-based problems. In addition to gaining theoretical and empirical knowledge, students acquire competencies in multiple skill areas, a problem-solving mindset, and sensitivity and respect for cultural and individual diversity. Consistent with the scientist/practitioner model, students also are expected to contribute to the knowledge base in psychology and education through practica and internships.

M.A. IN TEACHING (M.A.T.)

The M.A.T. is intended for students who wish to become certified in teaching at the secondary level (grades 6-12) in a single subject in the areas of Science (specialized by
content area), Mathematics, or English. Students in this program will have an academic major or at least 30 credit hours of undergraduate coursework in the subject they wish to teach. The 33 credit-hour M.A.T. program teaches students how to lead a classroom, plan lessons, assess student learning, reflect on their own teaching, and improve their practice over time. The M.A.T. is a cohort program beginning in the summer and students complete the program at the end of the following spring semester. Fellowships are available in the areas of math and science and are awarded on a competitive basis.

MASTER OF ARTS (M.A.) TEACHING ENGLISH AS A SECOND LANGUAGE (TESL)

The M.A. program in Teaching English as a Second Language has an explicit goal of preparing ESL and Bilingual teachers to teach children and adults for whom English is not their first language. The courses in this program help candidates become more comfortable with assisting students in the language learning process. Courses in the program address the issues of what it means to learn a second language and what it means to become a part of a new culture. Throughout the program, students engage in school observations and are required to develop a portfolio that illustrates the connection between bilingualism and biculturalism. Furthermore, course work provides opportunities to work within linguistic and educational modes of inquiry and draw upon research of previous scholars.

MASTERS OF EDUCATION (M.ED.) EDUCATIONAL TECHNOLOGY

This program is designed for individuals who seek both a theoretical and practical understanding of educational technology. This 33 credit hour program stresses the relationships among curriculum design, instructional theory, and information technology. Students may engage in full or part-time study and graduates of the program work in a variety of educational settings in K-12 and higher education institutions, as well as state and regional departments of education.
MASTERS OF EDUCATION (M.ED.) EXCEPTIONAL CHILDREN & YOUTH

The M.Ed. in Exceptional Children and Youth prepares candidates to become certified to teach special education in either elementary or secondary schools. It is also a program that certified special education teachers may enroll in who want to improve their practice or gain additional knowledge in a specialized area of exceptionality such as autism or severe disabilities. Students in this 33-credit hour program enroll on both a full- and part-time basis, but a full-time internship experience is required of anyone seeking certification through this program.

MASTERS OF EDUCATION (M.ED.) IN READING

The M.Ed. in Reading is designed to prepare practicing teachers to become Reading Specialists. This 33-credit hour program is designed to be completed on a part-time basis and it focuses on classroom teaching, intervention with students who struggle with reading, and the management and assessment of reading programs. Graduates will be granted reading specialist certification by the State of Delaware and all other states accredited by NCATE.

MASTER OF INSTRUCTION (M.I.)

The M.I. in Instruction is a program for current teachers who want to improve their instructional practice through reflection and focus on individualized goals. This 33-credit hour program is designed to be completed on a part-time basis by teachers throughout the State of Delaware, and many of the courses are offered during the summer in Newark as well as in Sussex and Kent Counties. Certification as a School Library Media Specialist may be obtained by completing the concentration in this area. A concentration in Agriculture Education is available through this degree.