



**TEACHING AND TEACHER
EDUCATION PROGRAM**

**MASTER'S DEGREE
HANDBOOK**

ARIZONA'S FIRST
College
of
Education
THE UNIVERSITY OF ARIZONA.



Dear TTE MA Student,

Welcome to the University of Arizona graduate program of Teaching and Teacher Education (TTE), a program located within the department of Teaching, Learning and Sociocultural Studies (TLS). We are excited to have you join our program. This handbook provides a summary of our master's degree program. It is important that you read this handbook now and keep it to refer at least once each semester and when you see your advisor as you progress through the program. You need to work closely with your advisor who can elaborate on the information included in this packet. Reading this handbook and regularly talking with your advisor will help to ensure that you are making good progress toward your degree.

All graduate degrees at the University of Arizona are administered by the Graduate College in collaboration with the major program. Thus, the degree you receive will be from the Graduate College of The University of Arizona. The Graduate College provides a wide range of services, financial as well as academic. Please visit the Graduate College website for more information on their role: <https://grad.arizona.edu/general/roles-and-responsibilities>. The TLS faculty are responsible for working with you to develop the graduate program of courses and experiences best suited to your goals. The TLS Graduate Coordinator, Adriana Miramontez, helps to guide you and your advisor through the rules and guidelines that need to be considered as you complete your program. Adriana can be reached by phone (621-7820) or email (agaribay@email.arizona.edu), or you can find her in Education room 512.

This handbook gives you a picture of those rules and guidelines. While not everything that you need to attend to is included here, we do present descriptions of major mileposts and requirements. Furthermore, links to forms that will be needed for completing the official paperwork are included.

We are happy that you have joined our program; we look forward to the contributions that you will make to our academic community. We hope that this handbook will be helpful in orienting you to your new program. Please do not hesitate to contact any of us if you have questions.

TLS Faculty



**Master’s Handbook
 MA in Teaching and Teacher Education
 Department of Teaching, Learning and Sociocultural Studies
 College of Education, University of Arizona**

The TLS Office

The TLS Office is located in the College of Education building, Room 512. It is open between 8:00a.m. and 5:00 p.m. We suggest that you introduce yourself to the TLS Graduate Coordinator, Adriana Miramontez.

TLS Office
 Department of Teaching, Learning and Sociocultural
 Studies College of Education
 P.O. Box 210069
 The University of
 Arizona Tucson,
 AZ 85721-0069
 520-621-1311

A Timeline for Imagining Program Length and Time to Completion

The length of time necessary to complete the TTE MA Degree may vary considerably depending upon many variables, including whether the student is transferring credits from a previous program elsewhere, whether a student takes classes full time or part time, the type of final project, a student’s own comfortable working pace, and extenuating circumstances and life events.

The following timeline may be helpful, however, for imagining a typical timeline for a student who is able to take classes full time.

Semester in Program (does not include summer)	Progress
1	Completion of 6-9 units
2	Completion of 6-9 units
3	Completion of 6-9 units
4	Completion of 6-9 units
5	Completion 6-9 units

Steps to Completing Your Degree_

Meet with Your Advisor

Meet with the initial advisor assigned to you as soon as possible to discuss your first semester of coursework. The mentoring relationship between a student and an advisor is based on mutual agreement. You may keep the advisor originally assigned to you, or you may find another faculty member in the department to be your advisor.

It is possible that you may want or need to change advisors during the course of your program. Remember that paperwork will need to be signed by your present advisor and your new advisor noting that they approve of the change. It is your responsibility to complete the appropriate paper work. A form for making this change is available in the Graduate Coordinator's office.

Draft Your Plan of Study

In consultation with your advisor, make an initial draft of your plan of study. There are credit requirements and limits to transfer credits you should keep in mind while drafting your plan of study. Students who wish to transfer credit must submit a Transfer Credit Form on Grad Path before the end of their first year of study. The minimum grade for transferred credits must be an A or B or the equivalent at the institution where the course was taken. Please note, however, that transfer credits must be approved by the student's advisor, and the major department, as well as the Graduate College. As part of this process, students may be asked to describe or provide documentation of topics covered and/or work completed in previous classes taken elsewhere.

For more information on Graduate College degree requirements please go to <http://grad.arizona.edu/gsas/degree-requirements/masters-degrees>

To see the TTE advising sheet, which explains TTE requirements, please go to:

<https://www.coe.arizona.edu/tls/studentforms>

Credit Requirements

A minimum of 33 units of coursework in the area of the major subject. To meet the minimum Graduate College residence requirement, you must complete a minimum of 30 units of graduate credit in residence at The University of Arizona.

As described above, the exact number of courses that you will need for your individual plan of study will be determined by your advisor and committee members.

Continuous Enrollment Policy for MA programs

<http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment>

TTE MA Handbook 9/1/2017

Timelines and Time Limitation

Students are expected to make satisfactory progress throughout their program (see Student Satisfactory Progress Guidelines). All requirements for the degree must also be completed within 6 years.

HOODING AND GRADUATION

We hope that you and your family and friends will be able to celebrate your accomplishments in two ceremonies.

The College of Education Convocation takes place 2 days prior to the larger University Commencement. It is a smaller ceremony in which the graduating student's advisor or another faculty mentor places the ceremonial hood on the student's shoulders. Family and friends are invited to this ceremony. The University of Arizona Graduation is a larger ceremony in which all graduating undergraduates and graduates are recognized. Families and friends are also invited to this ceremony. The College Convocation is held in fall and spring semesters. The University Commencement is only held in the spring semester.

Important Additional Materials

We ask that you read and research these additional materials:

The Graduate College New and Current Students

Available online at <http://grad.arizona.edu/current-students>

Forms Online

Available online at <https://grad.arizona.edu/gcforms/academic-services-forms>

GradPath: <http://grad.arizona.edu/gradpath>

Manuals for Theses & Dissertations

Available online at <http://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides>

Department Structures

The Department of Teaching, Learning, and Social Cultural Studies holds a monthly meeting, usually the last Tuesday of the month, from 2-3:45. These meetings consist not only of updates, and voting upon matters such as new course approvals, but also of decision-making and discussions of matters like hiring and other plans for the future, new developments and considerations, social justice

principles, and program directions. While certain discussions towards the end of meetings may be open only to tenure-track faculty members, at least part of the meetings are open to the TLS community, and graduate students are invited to attend and take part of these open discussions.

A Curriculum Committee also meets on a monthly basis in order to plan course scheduling for future semesters.

A TTE Student Affairs Committee (SAC) meets monthly from 1-2PM before TTE program meetings. Students who want to bring items to SAC for discussion should email the Graduate Student Coordinator, Adriana Miramontez, to get on the agenda. TLS also has an Operations Committee and students on the operations committee work with faculty representatives to plan the Graduate Student Colloquy, special Brown Bag talks throughout the year, and additional social events for the department.

Students are encouraged to serve on the SAC and Operations committee, and can ask the Graduate Student Coordinator how to become involved.

Both the TTE and LRC Program faculty meet once a year, usually in early Spring, to review the progress of each graduate student. Graduate students may not attend these meetings, but should know that they take place, and that their advisors and/or the SAC committee members may convey information about this progress review in the weeks after the meeting.

Opportunities for Funding through the Department

The Department sometimes offers assistantships on a need-based and competitive basis. Students should ask their advisors and the Graduate Student Coordinator about how and when to express interest, and apply for aid. Graduate Tuition Scholarship and Fellowships are offered through the Department on a competitive and need-based basis, as well.

Students must submit financial aid applications to the college and the department by the spring semester deadlines to be considered in the regular financial aid allocation process for the following year. The college and departmental financial aid applications are typically due in February, and information about how to apply is sent out to all students on the graduate student listservs. Since funding through the department is limited, students are also encouraged to seek additional teaching and research opportunities both on and off campus, and apply for additional scholarships elsewhere. Should unforeseen emergencies arise, students should also let their advisors know, and can make inquiries about possible additional funding through the department, though such additional, off-cycle support is very limited and not always available.

Opportunities for Professional Development

The annual TLS Colloquy, which usually takes place on the third Wednesday and Thursday in February, is a conference held by TLS Graduate students, for the presentation of papers by graduate students, with the support of TLS faculty and staff. The Colloquy offers graduate students the opportunity to gain guided experience in all aspects of making scholarly presentations at professional conferences: creating proposals for conference presentations, making the presentations, and receiving feedback and comments after the presentation. Graduate students who volunteer for the conference

steering committee participate in selecting the theme for the upcoming conference, selecting, inviting, and hosting nationally important scholars from other universities, reviewing conference proposals, and organizing the conference schedule and work.

Satisfactory Academic Progress Guidelines

Teaching and Teacher Education Program

Graduate Students

In addition to meeting Graduate College rules for Satisfactory Academic Progress (<http://grad.arizona.edu/academics/policies/academic-policies/satisfactory-academic-progress>), students must adhere to the Teaching and Teacher Education Program Satisfactory Academic Progress policies as outlined below.

Criteria for Satisfactory Academic Progress

1. Program course requirements

- a. Students must successfully complete core courses in TTE program as outlined on the TTE PhD/EdD/EdS/MA advising sheets.
- b. Students must complete the minimum number of TTE credits as outlined on the TTE advising sheets.
- c. All courses must be completed maintaining a minimum overall GPA of 3.0.
- d. All programs (master's, specialists, and doctoral) must be completed within the time limits specified by the Graduate College.
- e. Courses may not be taken for Graduate Replacement Option (GRO).

2. Scholarly Attributes:

The student must demonstrate increasing and adequate proficiency in the scholarly skills, knowledge, and disposition appropriate for a graduate degree. While the exact definition of increasing and adequate proficiency will vary depending upon the student's area of expertise and career goals, students must, at a minimum demonstrate:

- a. increasing sophistication in research skills with clear evidence of the likelihood of developing the necessary skills to succeed in a dissertation.
- b. increasing sophistication in writing and presentation skills including knowledge of scholarly genres and clear evidence of the potential to successfully engage in scholarly conversations (e.g. conference proposals and presentations, manuscripts for publication);
- c. if applicable, increasing proficiency in teaching skills including clear evidence of the potential to successfully manage all portions of a course as appropriate for the student's area of expertise and career goals;

3. Professional Development:

The student must consistently demonstrate growth in professional engagement with faculty, staff, administrators, and other students (undergraduate and graduate). The student will adhere to the professional behavior as outlined in the University of Arizona Code of Ethical Conduct which will be sent to all graduate students each semester by the TLS Graduate Coordinator.

4. TTE Faculty review of student progress

Students must meet with their major advisors at least once a semester to discuss

progress. TTE faculty as a whole meet to discuss and evaluate all TTE graduate students' progress annually early in the spring semester. At the meeting, each faculty member provides a brief summary of his/her students' progress including academic or other concerns. Graduate students who are identified as failing to meet program guidelines for satisfactory progress will receive written notification from the TTE Student Affairs Committee with a clear statement of what the student must do and a date by which such action must be completed. Within a week of notification, the advisor and student will meet to discuss how the student will remediate and make a plan with timelines and specific actions to remediate. Students who fail to remediate successfully by the specified deadlines will be dismissed from the program. The Graduate College will receive copies of all letters of unsatisfactory progress.

5. Student appeal process

Students will have the opportunity to appeal the notification of failing to make satisfactory progress. The following summarizes the appeal process. The student must notify the faculty Chair of the TLS Student Affairs Committee in writing within 21 days of decision the student wishes to appeal, stating the reasons for the appeal.

a. The Chair of the TLS Student Affairs Committee will form a committee of 3 TLS Faculty members not involved in the decision being appealed. The appointed committee will meet, review the student's written appeal and any relevant documents, and consult with additional faculty involved in the case. The appointed committee will then prepare a written decision. The TLS Student Affairs Committee Chair must respond to the student with a decision on the appeal within 21 days of receipt of the student's appeal. If the Student Affairs Committee Chair has been involved in the student's case, the department head will appoint a temporary replacement chair to lead faculty consideration of the appeal.

b. If the TLS Student Affairs Committee does not support the student's appeal, the student has the right to appeal the Department's decision to the Graduate College, but the Graduate College's review is limited to whether or not the program faculty followed their established process.