GRADUATE PROGRAM IN EDUCATION
STUDENT & ADVISING HANDBOOK

2018-2019
(Updated 07/21/18)
# TABLE OF CONTENTS

**INTRODUCTION TO THE PROGRAM** ................................................................. 2  
  Mission of Messiah College .............................................................................. 2  
  Mission of the Graduate Program in Education .............................................. 2  
  Design of the Graduate Program in Education ............................................... 2  
  Master of Education degree ........................................................................... 2  
  Non-degree Program Options--PDE Certification only ................................... 3  
  Messiah College Certificates ......................................................................... 3  
  SAS and Inclusive Classroom Courses. ............................................................ 3  
  PA Act 48 Credits .......................................................................................... 3  
  Post-Baccalaureate Teacher Certification Options ......................................... 3  
  Program Learning Objectives GLOs ............................................................... 4  
  Evaluation of Critical Competencies .............................................................. 5

**ACADEMICS** .................................................................................................. 6  
  Admission ....................................................................................................... 6  
  Transfer Credits ............................................................................................. 7  
  Academic Advisors ........................................................................................ 8  
  Registration .................................................................................................... 8  
  Course Schedule ............................................................................................ 8  
  Curriculum ...................................................................................................... 8  
  Course Descriptions ...................................................................................... 9  
  Advising Guides ............................................................................................. 9  
  E-Portfolio ..................................................................................................... 10  
  Field Experiences .......................................................................................... 10  
  Completion of the Program .......................................................................... 10  
  Graduation Requirements .............................................................................. 11  
  Pennsylvania Educator Certification Test (PECT) ......................................... 11  
  Certification and Good Moral Character ....................................................... 11

**ONLINE EDUCATION AT MESSIAH COLLEGE** ............................................ 11

**GENERAL POLICIES** .................................................................................... 12  
  Academic Appeals .......................................................................................... 12  
  Academic Integrity ......................................................................................... 12  
  Professional Ethics and Standards ................................................................. 12  
  Student Membership ....................................................................................... 12

**GOVERNANCE** ............................................................................................. 13  
  Graduate Program in Education Committee .................................................. 13

**ADDITIONAL COSTS AND FEES** ............................................................... 13

**CONTACT INFORMATION** ......................................................................... 15
INTRODUCTION TO THE GRADUATE EDUCATION PROGRAM

INTRODUCTION
This handbook serves as a guide for students in the Graduate Program in Education at Messiah College. In addition to this document, students should also be familiar with the policies and requirements for graduate students contained in the practicum and internship handbooks.

MISSION OF MESSIAH COLLEGE
Messiah College is a Christian college of the liberal and applied arts and sciences. The College is committed to an embracing evangelical spirit rooted in the Anabaptist, Pietist, and Wesleyan traditions of the Christian Church. Our mission is to educate men and women toward maturity of intellect, character, and Christian faith in preparation for lives of service, leadership, and reconciliation in church and society.

MISSION OF THE EDUCATION PROGRAM
The Graduate Program in Education at Messiah College is designed to advance the fields of Teaching English to Speakers of Other Languages (TESOL), Special Education, Online Instruction, Curriculum and Instruction, and Christian Education and Ministry by developing leaders, practitioners, and collaborators whose growing commitment to reconciliation, justice, and the dignity of all people compels them to pursue excellence in their professional understanding and practice.

DESIGN OF THE EDUCATION PROGRAM
The Graduate Program in Education is designed for 1) those who have graduated from an accredited undergraduate institution; 2) those who wish to become competent educators who are capable of working with a variety of learners in multiple settings; 3) those who wish to serve others in the learning process, develop their leadership abilities in the field of education, and seek to reconcile relationships within the education setting; 4) those who are interested in exploring how the Christian faith is related to the teaching profession; and 5) those who wish to be educated and prepared by experienced, Christian faculty members.

WHAT WE OFFER
Degree: Master of Education

Thirteen Tracks (choose one):
  i. Special Education with a PreK-8 Grade Teaching Certification (39 credits)
  ii. Special Education with a 7-12 Grade Teaching Certification (39 credits)
  iii. Special Education (already certified or not seeking teacher certification) (30 credits)
      • Autism Spectrum Disorders
      • Emotional and Behavioral Disorders
      • Specific Learning Disabilities
  iv. TESOL with ESL Program Specialist Certification (37 credits)
  v. TESOL (33 credits)
  vi. Curriculum and Instruction (30 credits)
  vii. Curriculum and Instruction Online Teaching (30 credits)
  viii. Online Teaching (33 credits)
  ix. Special Education with Online Teaching (36 credits)
x. TESOL with Online Teaching (39 credits)
xi. Christian Education (36 credits)
xii. Intercultural Studies (36 credits)
xiii. Teaching Language and Content (33 credits)

In addition to specialized coursework, students in these tracks will complete a thesis/research project in their area of concentration prior to graduation.

Non-Degree
i. English as a Second Language (ESL) Program Specialist (PDE, K-12)** (16 credits)
ii. Autism Spectrum Disorders (ASD) Endorsement (PDE, K-12) (12 credits)
iii. Special Education Certification Only (PDE, PreK-8) (24 credits)
iv. Special Education Certification Only (PDE, Grades 7-12) (24 credits)

Messiah College Certificates
i. Messiah College Certificate in Teaching English to Speakers of Other Languages (TESOL) (12 credits)
ii. Messiah College Certificate in Autism Spectrum Disorders (ASD) (12 credits)
iii. Messiah College Certificate in Bilingual Education and TESOL (15 credits)
iv. Messiah College Certificate in SE with PDE Certification PreK-8 (24 credits)
v. Messiah College Certificate in SE with PDE Certification 7-12 (24 credits)
vi. Messiah College Certificate in Online ESOL Instruction (12 credits)
vii. Messiah College Certificate in Online Instruction (12 credits)
viii. Messiah College Certificate in Online Special Education Instruction (12 credits)
ix. Messiah College Certificate in TESOL with Online Teaching (18 credits)
x. Messiah College Certificate in Exceptional Children and Youth (12 credits)
xi. Messiah College Certificate in Teaching Language and Content (12 credits)

Messiah College offers multiple courses that meet the PDE Standards and Aligned System (SAS) and Inclusive Classrooms requirements.

All courses are eligible for Act 48 Credits in Pennsylvania

**Requires current Pennsylvania teacher certification in any content area or grade level

Post-Baccalaureate Teacher Certification Options
The Graduate Program in Education (GPE) at Messiah College currently offers four Pennsylvania Department of Education (PDE) approved post-baccalaureate teacher certification programs. Our post-baccalaureate programs allow teachers who have already earned a bachelor’s degree and an initial teacher certification to add certified areas of expertise to their existing credentials.

The post-baccalaureate certification options include PreK-8 Grade Special Education, Grades 7 to 12 Special Education, K-12 English as a Second Language (ESL) Program Specialist Certification, and Autism Spectrum Disorder Endorsement.
Students may choose to complete all of the coursework for the add-on certification in the Graduate Program of Education at Messiah College or they may elect to transfer credits into the post-baccalaureate program. Students may transfer credits from undergraduate and/or graduate coursework as long as the completed courses meet the following criteria:

- They address PDE competencies required for the certification being sought.
- They are taken at an accredited Pennsylvania institution of higher education that is approved by PDE to offer the desired add-on certification.
- The course is taken within five years of the completion of the post-baccalaureate certificate program.
- The student earns a grade of B or higher in the course.
- All transfer courses must be approved by the GPE Program Director.

To take advantage of the transfer credit option students must submit the course title, description, and objectives for review and audit by the GPE program director to ensure that PDE certification competencies have been met. In some instances, the course syllabus may also be required. Once the program director receives the course information an audit will be completed. Next the student will receive an individualized post-baccalaureate list of courses that must be completed in order to fulfill the requirements of their selected track of study and earned certification. Students that complete half or more of their courses in the Graduate Program in Education at Messiah College will be eligible for a Messiah College Certificate. This makes the student eligible for financial aid.

The post-baccalaureate program is a non-degree program, although many of the graduate credits will transfer into one or more of the graduate degree programs.

PROGRAM LEARNING OBJECTIVES
Graduates of the program in Education will demonstrate the following capabilities:

i) Leadership
   (1) Analyze, evaluate, and respond to current trends and issues in education.
   (2) Confront structural barriers that impede student learning.
   (3) Apply ethical principles to complex problem solving and decision-making.
   (4) Conduct quality research to address issues in student learning.
   (5) Recognize the broad vision of schools and their role in shaping school culture and practice.
   (6) Promote collective responsibility for the well-being and development of all learners.

ii) Practice
   (1) Locate, evaluate, and apply appropriate educational research.
   (2) Reflect on current practice and adapt as needed.
   (3) Apply relevant research-based learning theories to educational contexts.
   (4) Differentiate instruction to promote learning for all students.
   (5) Design instruction and assessment for in-person and virtual classrooms.
   (6) Demonstrate appropriate use of technology to support student learning.
(7) Use quality assessment data to inform instructional practices.
(8) Analyze, critique, and develop effective curriculum.
(9) Assess, modify, and develop curriculum.
(10) Develop and apply varied assessment and instructional strategies firmly grounded in theory, research, and practice.

iii) Collaboration
(1) Foster collaborative relationships among students, families, and educators to foster the well-being of all learners.
(2) Demonstrate intercultural competence.
(3) Communicate effectively with a broad range of audiences.
(4) Recognize the sociopolitical realities of schools and work to empower all students and families.
(5) Prevent, manage, and resolve conflict within and between groups.
(6) Build and maintain hospitable professional environments

These objectives are intentionally assessed throughout the program of study.

Evaluation of Critical Competencies
The Messiah College Graduate Program in Education is committed to ensuring that graduates are well-suited for the professional demands, roles, and responsibilities of the teaching profession. In order to help assess students’ preparation for this profession, we have two critical competencies that all students must achieve throughout the program. These critical competencies provide the foundation for acquiring the program learning objectives. The two critical competencies are:

1. **Interpersonal and professional competence** including:
   a. the student’s ability to relate to peers, faculty, professionals, the public, and individuals from diverse backgrounds or histories in an appropriate manner
   b. the student’s ability to resolve problems or issues that interfere with professional development or functioning in an appropriate manner
   c. the student’s willingness to respond constructively to feedback from supervisors or program faculty.

2. **Self-awareness, self-reflection, and self-evaluation** including:
   a. the student’s knowledge of the content and potential impact of one's own beliefs and values on peers, faculty, professionals, the public, and individuals from diverse backgrounds or histories
   b. the student’s ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning in educational contexts.

Students will assess their status regarding these competencies multiple times--from their application for admission to their application for graduation, and throughout the program. Course instructors will also
assess each student on these competencies. Advisors will complete competency forms that will accompany the students’ applications for advancement and graduation. Finally, the Graduate Education Program Committee will review the assessments of these competencies along with the student’s application for graduation.

ACADEMICS

ADMISSION

Admission Process
Applications are accepted and reviewed throughout the year on a rolling basis, therefore students may apply for entry into the program at any point.

Application materials can be found on the graduate programs website. As indicated on the application, materials should be uploaded online.

Admission decisions will be made by the Graduate Program in Education Committee upon review of the application materials, interviews (when applicable), and other relevant information provided by the student. The decision to admit a student is based upon both quantitative and qualitative criteria that in combination lead the committee to believe that the applicant possesses 1) the academic background and drive to successfully complete the program; 2) the potential to contribute positively to the field of special education, Curriculum and Instruction, Online Teaching, or TESOL; and 3) the desire to grow personally and professionally without impeding the progress of other students.

Admission Requirements
1. Bachelor’s or master’s degree from an accredited institution
2. Completed application and $30 application fee (No application fee is required if applicant is a Messiah College alumnus.)
3. Official transcripts from all colleges or universities attended. (The Graduate Program will secure Messiah College transcripts for all Messiah College graduates who sign the release included in this application. Applicants are responsible for securing all other transcripts.)
4. Cumulative GPA of 3.00 or above*
5. General admission essay
6. Two recommendations (professional and/or academic)*
7. Resumé or Curriculum Vita*
8. Certification:
   • Copy of valid PA El. Ed. or Early Childhood Ed. certificate for Spec. Ed. with certification
   • Copy of valid PA certificate in any area for TESOL with certification
   • Master’s only tracks do not require certification
   • Interested candidates with invalid (lapsed) certification, please inquire for details
   • Interested candidates with out-of-state certification, please inquire for details
   • Program includes courses that meet PDE requirements for conversion from Level I to Level II certification
9. Completion of at least one face-to-face interview (e.g. in person or via webcam, etc.) will be required.*
* This information is not required for applicants pursuing Act 48 credit, audit, or personal enrichment. If students complete courses for Act 48 credit or personal enrichment and later choose to pursue a degree, all of the above requirements are necessary for admission to the degree program.

**General Essay**

Please describe how you have prepared for graduate work, your reason for applying for the Graduate Program in Education, and how this program will help you meet your professional goals. (300-500 words)

**Mission Statement for Master of Education Program**

The Master of Education is designed to advance the fields of TESOL, Curriculum and Instruction, Online Instruction, and Special Education by developing leaders, practitioners, and collaborators whose growing commitment to reconciliation, justice, and the dignity of all people compels them to pursue excellence in their professional understanding and practice.

As a result of the application process, applicants will be granted full or conditional admittance, or be denied entry into the program. Students will be notified of their admission status in writing. Generally, students are expected to maintain continuous enrollment in the program throughout the fall and spring semesters.

**Transfer Credits**

Up to 20 percent of the total number of credits required for the degree may be accepted as transfer credits provided:

1. the credits were taken at a regionally accredited college or university
2. the credits were completed at the graduate level
3. a minimum grade of a B was earned for each course
4. the credits were taken within the past seven years.

**The following courses are distinctive to the program and must be taken at Messiah College:**

- EDME 503 Advanced Instructional Design and Assessment
- EDME 530 Special Education Internship and Seminar
- EDME 531 Special Education Thesis and Seminar
- EDME 541 Special Education Project and Seminar
- EDME 532 TESOL Internship and Seminar
- EDME 533 TESOL Thesis and Seminar
- EDME 543 TESOL Project and Seminar
- EDME 534 Curriculum and Instruction Thesis and Seminar
- EDME 544 Curriculum and Instruction Project and Seminar
**Academic Advisors**
Students who are granted admission to the Graduate Program in Education will be assigned an academic advisor. This faculty member will assist students with their academic and professional goals and growth (e.g. course selection and preparation for advancement through the program).

Academic advisors are charged with the responsibility of communicating with each of their advisees at least once during each term in which the student is enrolled. However, it is ultimately the student’s responsibility to keep their advisor informed of any changes in their student record information or circumstances that may prohibit the student from staying on track with the required course work.

**Registration**
Students admitted to the College formally register for classes through the academic advisement process. Prior to registration, students must ensure their accounts are up-to-date with the Business Office and their health records file is current with the Engle Center for Counseling and Health Services. Any student not in compliance with these requirements will be blocked from registration.

Students should make arrangements to communicate with their academic advisor prior to registration to discuss course selections. Typically, registration materials are made available around April 1 for the late summer and fall semesters, and around November 1 for the spring and early summer terms.

**Course Schedule**
All program courses are available online. We expect most students will take two, eight-week courses each semester, one course in early May, and one-week residential course on Messiah’s campus.

The Graduate Program in Education operates on a modified version of the undergraduate calendar. Early and late fall and spring semesters are eight weeks in length.

The early summer sessions are eight weeks in length and conclude before the one-week intensive course.

The one-week residential requirement in the summer includes 42 hours of instruction. Students may be required to read an assignment prior to the first class of the one-week intensive course.

**Curriculum**

**Graduate Program in Education Mapped Curriculum**

The fundamental educational task of Messiah College is to promote successful and meaningful learning and to help students attain the Graduate Learning Outcomes (GLOs), the Graduate Program in Education Program Objectives, and the objectives for each course in a student’s program. The college and program objectives measured through an assessment plan that allows the graduate faculty and college administrators to routinely evaluate and maintain the Graduate Program in Education’s effectiveness in meeting the required objectives. Student work samples are collected in accordance with
the assessment plan and are anonymously evaluated using the assessment plan rubrics. You are invited and encouraged to read the objectives and assessment plan in the linked attachments.

**Course Descriptions**
Follow this link for Course descriptions.

**ADVISING GUIDES:**

**Master of Education**
- Special Education with a PreK-8 Grade Teaching Certification
- Special Education with Grades 7-12 Teaching Certification
- Special Education
- Special Education with Online Teaching
- Curriculum and Instruction
- Curriculum and Instruction with Online Teaching
- Intercultural Studies
- Christian Education
- Teaching Language and Content
- Online Teaching
- TESOL with ESL Program Specialist Certification
- TESOL
- TESOL Online Teaching

**Pennsylvania Department of Education-Certifications and Endorsements**
- Special Education Certification (PDE, PreK-8)
- Special Education Certification (PDE, Grades 7-12)
- ASD PDE Endorsement in Autism Spectrum Disorders
- ESL Program Specialist Certification

**Messiah College Certificate of Graduate Study**
- Messiah College Certificate in TESOL
- Messiah College Certificate in TESOL with Online Teaching
- Messiah College Certificate in Online ESOL Instruction
- Messiah College Certificate in Autism Spectrum Disorders (ASD)
- Messiah College Certificate in Online Special Education Instruction
- Messiah College Certificate in Bilingual Education and TESOL
- Messiah College Certificate in Online Teaching and Learning
- Messiah College Certificate in Exceptional Children and Youth
- Messiah College Certificate in Teaching and Language Content
**E-Portfolio**

The Graduate Program in Education at Messiah College requires degree students to create an electronic portfolio as they progress through the program. An e-portfolio is a type of learning record that provides tangible, actual evidence of achievement. By collecting and organizing critical documents and assignments, students have a means to document and display the knowledge, skills, and dispositions they have attained over time.

The e-portfolio will also serve as an invaluable tool for the academic advisor and Graduate Program in Education Committee as they review the student’s progress and academic accomplishments. The portfolio will also be a useful tool for students seeking employment in their chosen field. Having carefully selected artifacts for inclusion in the portfolio, the student/graduate will be more readily able to articulate the strengths and the experiences that have shaped the development of important professional skills and characteristics. Consequently, regular and careful updating is recommended.

Completion of an e-portfolio is a graduation requirement for degree students of the Graduate Program in Education from Messiah College. E-portfolios are optional for non-degree students.

**REQUIRED:**

1. The student’s resume or CV (updated yearly), with electronic links
2. Course descriptions of program classes completed, with electronic links
3. Two representative items (papers, projects, field experience, etc.) for each of the three hallmarks of the program:
   a. Leadership
   b. Practice
   c. Collaboration

Directions and a template for creating an e-portfolio are available on the Messiah College GPE website at http://www.messiah.edu/info/21264/academic_resources/1984/e-portfolio_directions.

**Field Experiences**

Course-based field experiences and Internships are planned community or school experiences in which the student learns to develop instructional, leadership, and collaboration skills and integrate professional knowledge under the supervision of an experienced educator in the chosen field.

Both the course-based field experiences and internships have a prescribed set of prerequisites, hour requirements, course requirements, and student responsibilities. For more information on either of these experiences, refer to the course syllabi and/or the internship handbook for graduate students.

**Completion of the Program**

Each student must complete their degree within six years of their entry into the program. Students are expected to be continuously enrolled from the time they begin their program.
**Graduation Requirements**
Completion of this program requires 1) an overall minimum GPA of 3.0; 2) successful completion of all of the coursework for the chosen track of study or certification; 3) successful completion of the field and internship(s) experiences for the chosen certification; 4) recommendation of the students’ academic advisor; 5) must be known and regarded by the college as a person of good moral character and in possession of those personal qualities and professional knowledge and skills that warrant issuance of the requested certificate; and 6) completion of the applicable PECT Exam (as appropriate).

**Pennsylvania Educator Certification Tests (PECT)**
All candidates for Pennsylvania Special Education PK-8 or Special Education 7 to 12 certification must take the PECT administered by Pearson Evaluation Systems.

Students are responsible for any costs associated with the preparation for and taking of this examination. For information on PECT preparation, please see the following link:

**Certification and Good Moral Character**
The Pennsylvania Department of Education (PDE) requires all applications for credentials be completed and submitted through the Teacher Information Management System (TIMS). PDE no longer accepts paper applications. TIMS can be accessed on the PDE website. Please check the Messiah College website for detailed instructions about certification in Pennsylvania and other states at http://www.messiah.edu/info/21105/teacher_education_and_certification.

PDE is required by law to only issue Pennsylvania certificates to applicants who possess good moral character. (24 P.S. § 1209, 22 Pa. Code § 49.12.) The good moral character requirement applies to all applicants for any certification or permit type, including applicants for Level II certification. For more information regarding good moral character requirements, please check the PDE website and the Messiah College website at http://www.messiah.edu/info/21105/teacher_education_and_certification/1813/statement_of_good_moral_character.

**ONLINE EDUCATION AT MESSIAH COLLEGE**
The emergence of web-based technology and electronic media has brought exciting opportunities for student learning. It has also provided the flexibility that graduate students desire as they seek to balance home, work, family, and education.

**Graduate Program in Education Listserve**
We invite you to join our listserve-- it is a trusted tool that is dedicated to you, as a means to receive professional information about the program at Messiah, conferences, job openings, as well as an avenue for you to post any questions you may have for your peers and faculty. They, in turn, will respond to your questions via the listserv.

The listserv is also available as an avenue to sell your books and network with others. To assure ease and trust, we are asking everyone to comply with some simple rules. Use good Netiquette. Also be respectful.
and considerate of one other. We can all benefit by having a secure, trustworthy site to share ideas, ask questions, and make announcements related to the Graduate Program in Education and our professions.

We encourage you to join, and get in on the conversation. Once you have received your Orientation letter, you will be added to the GRADEDME list.

When you receive a confirmation email, click on the link contained in the email to join the listserv. And then you will be all set!

GENERAL POLICIES

Academic Appeals
A student wishing to appeal an academic decision must first initiate contact with the immediate person involved (course instructor, faculty member completing evaluation), to discuss concerns about the issue in question. If the issue is not satisfactorily resolved, the student must request, in writing, a meeting (in person or via webcam) with the Director of the Graduate Program in Education. The written request must outline the dispute and suggest a resolution. Following that meeting, if the issue remains unresolved, the appeal will follow the process and procedures currently governing academic appeals at Messiah College.

Academic Integrity
Penalties for Violations of the Academic Integrity Policy - A faculty member may exercise broad discretion when responding to violations of the Academic Integrity Policy. The range of responses may include failure of the course to a grade reduction of the given assignment, or in the event of a particularly egregious offense, suspension, or dismissal from the Program. The academic integrity policy in its entirety can be found in the School of Graduate Studies Catalog and should be reviewed by every student.

Professional Ethics and Standards
Students in the Graduate Program in Education are expected to know and abide by the ethical standards that govern the practice of education in general.

Student Memberships
Students are required to become student members of one of the following professional organizations: CEC (Council for Exceptional Children), ASCD (Association for Supervision and Curriculum Development), AERA (American Educational Research Association), TESOL, Inc. (Teaching English to Speakers of Other Languages), or NAGC (National Association for Gifted Children).

Memberships must be in effect prior to taking part in a practicum experience, but students are encouraged to apply for membership upon entry into the Graduate Program in Education.

Student membership in local chapters of national associations is also suggested, as student membership is relatively inexpensive but provides many of the same opportunities as professional membership would.
Websites and Membership Fees

Council for Exceptional Children (CEC): students enjoy a reduced rate for any membership rate
http://www.cec.sped.org/

ASCD (formerly the Association for Supervision and Curriculum Development): $29
http://www.ascd.org/Default.aspx

American Educational Research Association (AERA): $55
http://www.aera.net/

Teachers of English to Speakers of Other Languages (TESOL, Inc.): $35 ($60 for 2 years)
http://www.tesol.org/

National Association for Gifted Children (NAGC): $59
http://nagc.org/

GOVERNANCE

Graduate Program in Education Committee
The Graduate Program in Education Committee consists of the Program Director, a special education faculty member, a TESOL faculty member, and a faculty member from outside the education department. The Committee assists the Program Director in determining criteria for student admission and continuation in the program, making faculty hires and performance reviews, developing future directions/tracks for the program, and making governance decisions.

ADDITIONAL COSTS AND FEES

Sonny Bloggie® or approved digital camera with good sound and picture fidelity........$15- $299
Logitech® ClearChat™ Comfort USB Headset (Required)...........................................$20
Laptop embedded camera or Logitech® Webcam C500 (USB) (Required) .....................$40
PA Child Abuse Clearance (per year) (Required for Field Exp)...........................................$10
PA Criminal Background Check (per year) (Required for Field Exp).................................$22
FBI Fingerprinting (per year) (Required for Field Exp)..................................................$28.75
PECT..................................................................................................................................$50/module
PA Certificate Application (for certification tracks only).......................................................$200
TB Testing (Required for Field Exp) ....................................................................................consult your physician
Membership in a professional organization (see pg 40)......................................................$25-$60

Technology Requirements
Students in the online program must possess basic computer skills and have regular access to a computer.
Technology Recommendations for cell phones, computers, software, and distance learning connectivity are included under “More Information” on the right side of the web page. These configurations are supported by the College and are suggested to ensure a high performance level with our LMS and synchronous software. Some courses may require additional software and/or hardware as it pertains to the instruction of the course. These additional requirements will be clearly spelled out in course syllabi.
CONTACT INFORMATION

Graduate Program in Education

Dr. Jennifer Fisler, Director of the Graduate Program in Education
jfisler@messiah.edu
(717) 796-1800, ext. 6715

Amanda Sigel, Field Placement and Certification Coordinator
asigel@messiah.edu
(717) 796-1800, ext. 6031

Allyson Patton, Assistant to the Director of the Graduate Program in Education
apatton@messiah.edu
(717) 796-1800, ext. 2388

Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allinger, Carmen (Rocky)</td>
<td>2250</td>
<td>3055</td>
</tr>
<tr>
<td>Anderson, Marnie</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Brosius, Joel</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Burchard, Jon</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Burwell, Ron</td>
<td>6730</td>
<td>3057</td>
</tr>
<tr>
<td>Davis, Kathryn</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Dormer, Jan, cell phone</td>
<td>7053</td>
<td>4506</td>
</tr>
<tr>
<td>Dormer, Jan, cell phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DeRosa, Janet</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Dyrli, Quinn</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Edwards, Laura</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Fisler, Jennifer</td>
<td>6715</td>
<td>4506</td>
</tr>
<tr>
<td>Gumboc-Turyan, Julie</td>
<td>2980</td>
<td>4506</td>
</tr>
<tr>
<td>Hasleton, William</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Mfum-Mensah, Obed</td>
<td>7380</td>
<td>4506</td>
</tr>
<tr>
<td>Patrick, Nancy</td>
<td>7239</td>
<td>4506</td>
</tr>
<tr>
<td>Sentman, Emily</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Simmons, Christina</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Sypolt, Bonnie</td>
<td>2388</td>
<td>4506</td>
</tr>
<tr>
<td>Yacapsin, Maude</td>
<td>2036</td>
<td>4506</td>
</tr>
</tbody>
</table>

 Messiah College Graduate Programs

Dr. Rob Pepper, Assistant Provost/Dean of the School of Graduate Studies
rpepper@messiah.edu
(717) 796-1800 ext. 7278
The Graduate Program in Education Student and Advising Handbook serves as a reference guide regarding the Program’s policies, procedures, and services. This handbook is not intended to, nor does it contain, the complete and exact text of all rules, regulations, policies, and procedures that relate to graduate students. The Messiah College School of Graduate Studies Catalog also contains policies, procedures, and information about services for graduate students and should be used in conjunction with this program-specific handbook. It is not uncommon for individual programs to establish policy and expectations that exceed the minimum standards delineated in the general graduate student catalog. When this occurs, the text of this program-specific handbook supersedes that which addresses the same topic in the general graduate student catalog.

The provisions and requirements stated in the Graduate Program in Education Student and Advising Handbook are not considered to be an irrevocable contract between the student and Messiah College. The College reserves the right to amend, revise, or modify content at any time and to revoke any rule, regulation, and schedule, both academic and financial, within this publication. Changes will be communicated to all students with the effective date that has been established by the College. The College will endeavor to inform graduate students of any changes. However, it is the students’ responsibility to keep themselves appraised of current policy and procedures by referencing the website. Publishing on the graduate programs website shall be deemed to be reasonable notice of any such change.