



Master of Education General with Specialization with Certificate Options

Program Handbook

2025-2026

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Welcome

Dear Student,

Welcome to the Sul Ross State University Master of Education General with Specialization Program and congratulations on making the decision to continue your formal education. The purpose of the Master of Education General Program is to offer students a customized experience to meet their specific career and personal growth goals. You have many specializations to consider in disciplines such as English, History, Mathematics, or Business. The program also offers certificate options.

This handbook will serve as your guide throughout the program; however, information contained in this handbook does not replace information from your advisor. When in doubt, please contact me with your questions or concerns. I always are happy to help you in any way I can.

I commend you for your commitment to your own personal growth and to the betterment of society through excellence in education. I wish you great success as you pursue your Master of Education General with Specialization Degree.

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Program Overview

Master of Education General with Specialization Program

This is a 30-hours graduate program leading to a Master of Education degree in a specialization of the student's choice. The program provides students with a comprehensive and life changing education to expand their content knowledge cultural awareness, creativity, and service. The program is online, so students have flexibility to select courses that meet their individual schedules.

The Master of Education degree is designed for students who wish to acquire a solid foundation in the practical and theoretical aspects of education, considering past and contemporary issues. Students who complete the program will acquire professional knowledge, conceptual understanding, and instructional applications to enable them to assume leadership positions improving the overall quality of education in their selected areas of specialization and deepening their knowledge of this important field of study. Interdepartmental collaboration among graduate students, Education Department faculty, and other department professors, in the students' selected areas of specialization, enrich students' experiences. SRSU offers a unique approach to degree plan development through consultations among graduate students and department advisors. Graduate students tailor their own degree plans to best meet their interests and needs.

The degree leads to a variety of opportunities including:

- Eligibility to teach dual-credit courses in high schools (with existing educator certificate).
- School or district level leadership positions.
- Eligibility to teach courses at community colleges.
- Professional and personal readings and research in the field of education.
- Preparation for doctoral work in university graduate programs.

Certificate Options

Once admitted to the Master of Education General program, graduate students meet with the program advisor to create a plan that is unique to meet their needs. Certificate options are offered.

- Certificate in Content Specialization (for due credit teachers) –18 hours
- Certificate in Dual Credit Advanced Pedagogy—21 hours

Marketable Skills

These skills are more global in nature and would have application in any professional setting.

1. Students will develop writing skills for effective communication.

2. Students will develop research skills to promote life-long learning.
3. Students will demonstrate an understanding of diversity.

Student Learning Outcomes

As a member of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Sul Ross State University requires that all degree programs include Student Learning Outcomes (SLO). The SLO's are more academic and infused in all of the courses. The assessments for the SLO's are embedded in designated courses.

1. Students will demonstrate writing skills and the ability to use research methodology to design a research proposal (measured in EDUA 5307).
2. Students will interpret diversity practices in society (measured in EDUA 5316).
3. Students will demonstrate their understanding of content in their chosen area of specialization (measured in Comprehensive Exam).

Admissions

There is a two-tiered admission process.

Tier One: Application

Students should begin the application process on the Sul Ross State University webpage at www.sulross.edu. Access and submit the online application at Apply Texas. If you have questions regarding applying, please contact Graduate Admissions at 432 837 8052 or email admissions@sulross.edu.

Tier Two: Conference with MED General Program Coordinator

Candidates Seeking Specialization in Other Disciplines Interview with the MED General Coordinator

- The program coordinator will schedule a conference with each candidate (in-person or virtual) to discuss career goals and chosen discipline for specialization.

Probationary Admission

Although a 3.0 GPA or higher in the Bachelor's Degree is required for full admission, the MED General degree does accept students into the program with a lower GPA on a probationary basis. However, to earn the Master of Education degree, all students must achieve and maintain a 3.0 GPA or higher in their graduate studies.

Program Transfers

To transfer from the MED General to a MED with TEA certification, the student must reapply through Apply Texas. However, the student may avoid paying the fee a second time by selecting the option, “pay by check” and then completing the application. Students admitted on probation may transfer to a MED with TEA certification after completing 12 credits with a 3.0 GPA or higher. Students may be able to transfer credits from their MED General program to the new program, if they are the same or could be substitutions. Substitutions would be determined by the Program Coordinator of the new program.

Program Requirements

Attendance

Courses are online, and it is important to adhere to the attendance policy for online courses in the M.Ed. General Program. The university online attendance policy is addressed below:

- You are expected to login to Blackboard several times each week. The University policy for attendance in web-delivered courses states that non-participation (not logging in) for more than 3 weeks in a long session, or for 1 week during a summer session, may result in the student being dropped from the course by the professor.
- Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and Zoom courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences.
- In Web courses, this policy is interpreted as not participating for more than 3 weeks in a long semester or 1 week in a summer session.
- Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:
 - not logging on to the course
 - not submitting assignments
 - not participating in scheduled activities
 - not communicating with the instructor by phone or email
- Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:
 - not logging on to the course
 - not submitting assignments
 - not participating in scheduled activities
 - not communicating with the instructor by phone or email, and/or
 - not following the instructor's participation guidelines stated in the syllabus

Excessive absences could be grounds for a reduced grade and possible dismissal from the course.

Course Requirements

The Master of Education General Program offers students the opportunity to customize their degrees. The entire program is delivered online to increase accessibility for students. Graduate students enroll in 12 credit hours of core courses in education and then select 18 credit hours in a specialization area of their choice.

The following courses are required for a Master of Education General with Specialization.

Core Education Component (12 Semester Credit Hours)

- **EDUA 6308 Advanced Human Growth and Development (3-0).** A study of the human life span from conception to death, with emphasis on childhood and adolescence, and the implications for effective academic and interpersonal experiences.
- **OR**
- **EDUA 5362 Innovative Teaching and Theory (3-0).** This web course explores instructional strategies and methods to highly engage students in the college classroom. The course will introduce a variety of strategies to support teachers seeking to transform their classrooms to promote learning for all students. The focus is on student-centered instruction. Projects will be assigned in class to integrate theory and practice.
- **EDUA 5316 Multicultural Perspectives in Education (3-0).** A study of theory, research, and methodology relative to the needs of multicultural and special student populations.
- **EDUA 5307 Graduate Research (3-0).** A course designed to broaden the perspectives of graduate students and to introduce them to the techniques of research and the various fields of graduate work offered on this campus. Must be completed in first 12 sch.
- **EDUA 5317 History, Philosophy, and Trends in Education (3-0).** This course is a survey of the historical, philosophical and contemporary landscape of schools in the United States. Emphasis is placed on enduring debates about the purposes of education in a democratic society.

Specialization Component (18 Semester Credit Hours)

Students choose these courses in consultation with their advisors.

Degree Plan: MED General with Specialization

Education Department Master of Education General with Specialization

Name: _____ Date: _____

Address: _____ A #: _____

_____ Phone (H): _____

E-mail: _____ Phone (W): _____

Certificate(s) now held: _____ Admission Status:

_____ Full _____ Probationary _____

30 Semester Credit Hours for Masters All courses must be completed in a 6-year period.	
<i>These courses are taken first: EDUA 5307 Graduate Research must be taken with first 12 hours</i>	

		EDUA 5307	Graduate Research
		EDUA 5317	History, Philosophy and Trends in Education
		EDUA 5316	Multicultural Perspectives in Education
		EDUA 6308 OR EDUA 5362	Advanced Human Growth and Development Innovative Teaching and Theory

<i>Area of Specialization (18 semester hours)</i>		

<i>Transfers/Substitutions with approval only.</i>	

Dr. Jeanne Qvarnstrom, Advisor Date Chair or Director Date

Additional Requirements: **Pass Comprehensive Exam (during last semester of program)**
Maintain a 3.0 GPA

Master of Education General with Specialization Degree Course Rotation

Marking Period	Recommended Core Education Courses
Semester I	EDUA 6308 Adv. Human Growth and Development or EDUA 5362 Innovative Teaching and Theory
Semester II	EDUA 5307 Graduate Research EDUA 5317 Hist. Phil. And Trends in Education
Semester III	EDUA 5316 Multicultural Perspectives in Education

Customized Specialization

Since the courses in the specialization vary per student, they may be taken during any of the terms the courses are offered. Depending upon how many specialization courses are added each term, a student may be able to graduate within one year. However, a student does have the latitude to take up to six years to complete the degree.

Dual Credit Specialization

Students who already have a teaching credential may select the 18 credits in the discipline they will be teaching.

Graduation

Students will apply for graduation one semester before the anticipated date. Before you can graduate, an audit of your records is performed by the Registrar's office to determine if all requirements for your degree are met. This process does not begin without an application to graduate. This application must be submitted even if you do not intend to participate in a ceremony. Students must complete the application and submit the application to the registrar's office and pay the appropriate fees. The application is found at <https://www.sulross.edu/registrar/graduation/>

Comprehensive Examination

All students are required to pass a comprehensive exam that is administered during the last semester of the course work. The exam consists of four essay questions with two addressing the four required courses and two addressing the six courses in the specialization. The

questions are developed and graded by the faculty who teach the respective courses. All faculty use the same scoring rubric to evaluate a student's response and indicate if the student's response is failing, proficient, or exemplary. Students are given the scoring rubric in advance, so they understand how they will be evaluated. To earn exemplary, students must receive that overall rating on each of the four questions. If students do not receive an overall rating of proficient on each of the four essay questions, they will be given an additional testing opportunity. Each comprehensive exam will be different depending upon the area of specialization that the student selected and the faculty who taught the courses and wrote the exam questions.

Your participation in the Comprehensive Final Exam is an important step in completing your journey in earning a degree. You have the opportunity to show the faculty what you have learned during your time here at Sul Ross State University. You also will be confirming to yourself, that the learning experiences you have engaged in are meaningful and worthwhile to your growth as a professional. While the examination will challenge your thinking and your ability to communicate, we are confident that you will be successful.

Per university policy, you must be enrolled in one or more courses your last semester in order to take the comprehensive exam. If you have completed all required course work for the degree, there is a one credit course (EDUA 6040 Graduate Studies in Education) that is available to comply with university policy.

GENERAL DIRECTIONS:

The examination is a take-home and open-book exam, and students have five days to complete the exam. When you begin the exam, read each question carefully. Pause and reflect on what each question is asking. Then, answer each question as completely as possible. Make sure you type the question prompt and then begin typing your response. You are expected to support your response to each question using the course textbook(s) or research-based articles using APA format. Make sure to include a reference page.

FORMAT:

Complete the Exam in MS Word. Use Times New Roman Font and 12-point font size and line spacing is set at "double". Include page numbers, a title page, and a reference page. However, the title page and reference page are not included in the total page count. Make each question and response a separate document.

SCORING RUBRIC: The Comprehensive Exam Scoring Rubric is on the next page. It was revised in June 2025 by a committee of professors who teach the graduate level courses.

Sul Ross State University

Master of Education-General Comprehensive Exam Scoring Rubric

Student_____

Faculty Committee Member_____

Course Evaluated__

Date of Exam_____

To the student: All writing should be done in APA format. Students are required to include three or more citations for each response. All completed scoring rubrics will be given to the student when faculty complete the evaluations.

To the evaluator: Review the components below. Provide a rating for each of the components. Please include comments or explanations in the selected rating boxes. Then provide an overall recommendation. To earn an overall rating of distinction, a student must score distinction in three or more of the components. Please email this evaluation to Dr. Jeanne Qvarnstrom.

Components	Fail	Proficient	Exemplary
Key terms & concepts: The student demonstrated understanding of key terms, concepts, and/or processes of the content addressed in the course.			
APA format: The student used APA format with effective writing skills to communicate his/her understanding of the content. The student will include three or more citations for each response			
Writing quality: Each response is well			

organized and written succinctly in no more than four pages (not including the title page nor reference page). Language choices are thoughtful and effective.			
Academic rigor: The student's response demonstrates in depth knowledge and critical thinking skills reflective of graduate level work.			

Overall recommendation: ____fail ____proficient ____ exemplary

Candidacy

Graduate students are expected to maintain a 3.0 GPA average throughout the program. No final grade lower than a B will be accepted.

Break in Enrollment

Non-enrollment for one semester will require reapplying to the university. Reapplying will necessitate an additional fee.

Graduation

Students should be aware of the deadlines for graduation and submit the necessary forms and paperwork. All forms are located at this link: <https://www.sulross.edu/registrar/graduation/>

Student Information

Instruction for this program occurs primarily online between the instructors and the students through Blackboard.

- Online students are subject to the same university policies and procedures applicable to students attending face-to-face courses on campus.

- The course syllabus is available on Blackboard. This document describes the course content, goals, assignments, due dates, and student expectations. Criteria for success for online students is as rigorous and comprehensive as those used in face-to-face courses.
- Communication between instructor and student occurs through Blackboard and/or SRSU email. Students can expect to receive feedback for their assignments within five working days and responses to their emails within 48 hours.
- Technical support is available 24/7 by calling 888.837.6055 or emailing blackboardsupport@sulross.edu
- Attendance policies in effect for face-to-face instruction also apply to online students. This policy is interpreted as not participating for more than three weeks in a long semester or one week in a shorter session. Any student dropped for non-participation will receive an F in the course dropped.
- Academic integrity is crucial for online instruction. To ensure academic integrity, online students are expected to honestly identify themselves. If AI-generated content is approved by the instructor to use, it must be cited in APA format; reference the organization behind the AI, include the year of the version used, and provide a link to the source.
- The program is designed to accommodate working schedules.
- The program is designed so that it may be completed in one year (with some exceptions in specialization courses)

Graduate Student Center-Briscoe Building 300

The mission of the Graduate Student Center at Sul Ross State University is to increase access to post-baccalaureate programs and to foster graduate student success by developing and providing pro-active support services in a centralized location.

The Center is equipped with desktops and a networked printer, copier, and scanner for student use. Other services include:

- A conference room for group study or meetings
- A projector and screen for student presentation rehearsals and workshops

The Center also provides students a place to study and provides pro-active graduate student services, which include **orientation, mentoring, workshops/direct assistance in financial literacy, academic research, writing, thesis preparation, preparing external funding requests, and career/education planning.**

Contact gradcenter@sulross.edu if you need to make a reservation, or if you have any questions.

Program Benefits

Students in the MED General Program are eligible for numerous departmental benefits.

MED General Student of the Year: Each year at the annual SRSU Honors convocation in April, one outstanding student in the MED General program is selected to receive the Education Excellence Award. Selection is based upon scholarly performance, professionalism, and potential to become an outstanding leader in education.

Education Honor Society Kappa Delta Pi: Graduate students may also be invited to join Kappa Delta Pi, an international honor society for education majors. Eligibility is based on a GPA of 3.5 or higher and a student's commitment to the field of education. Students become members of Kappa Delta Pi and the local SRSU Chapter, Zeta Delta. Initiation ceremonies are scheduled at the end of each semester.

Scholarships: The following scholarships are available for students pursuing a Master of Education degree.

For more information use this link: <https://www.sulross.edu/financial-aid/scholarships/>

Alonza G Vasquez and Mary Urias

Carl & Ellen Robinson Family Scholarship Endowment

John D. & Elizabeth Moorman Palmer

Graduates Reflect on the Program

Upon graduation, all students are surveyed to gain input for the program and monitor their level of satisfaction with the program. Student comments include:

I enjoyed all the classes, and I feel this was an amazing experience.

I would highly recommend this program to others.

It gave me the knowledge and skills needed to better my future.

I enhanced my research and writing skills through the assignments in the courses.

I easily was able to communicate with my professors (via email, zoom, etc.).

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No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by Sul Ross State University on any basis prohibited by applicable law, including but not limited to race, color, national origin, religion, sex, age, disability, sexual orientation, or gender identity.



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