EASTERN ILLINOIS UNIVERSITY

Master of Science in Education: Curriculum and Instruction

Handbook

Mission of the Curriculum and Instruction Master's Program

The graduate curriculum encompasses comprehensive content knowledge and promotes the use of critical thinking and problem solving to cultivate teacher-researchers who are empowered to serve as leaders in the profession. This mission includes:

- Challenging students to bridge the gap between theory and practice
- Developing skills required for ethical and effective collaboration
- Fostering relationships within your local school community
- Strengthening students' ties with the culturally diverse, and technologically advanced global environment.

Mission of the EIU Graduate College

The mission of graduate education at Eastern Illinois University is to provide superior graduate degree, certificate, and post-baccalaureate options designed for career specialization and advancement, certification and credentialing, professional and leadership development, and preparation for advanced scholarship. The mission includes:

- Strengthening the quality, diversity, and internationalization of the University's student body by attracting candidates who have the potential for academic and professional achievement;
- Fostering advanced scholarship through a depth of content knowledge, critical thinking, problem solving, oral and written communication, application of technology, research/creative activity, and commitment to professional ethics;
- Expanding the curriculum with rigorous advanced courses and options offered through lectures, laboratories, seminars, forums, practicum field experiences, internships, and partnerships with education, business, and industry;
- Building and enhancing the excellence of the University's undergraduate majors and options through mutual and reciprocal research/creative activity with graduate students and faculty; and,
- Developing opportunities for the discovery and application of knowledge with graduate faculty members who reflect the University's teaching and mentoring priority and who have a record of research/ creative activity and professional service.

Program Delivery

The Curriculum and Instruction Master's Program is designed with practicing teachers in mind. The program is provided entirely online and allows for currently practicing teachers to complete the work within their classes at their own pace within the timeframe set by the instructor. Eastern Illinois University utilizes D2L Brightspace and Outlook Email to provide students instruction and feedback.

Programs

Within their program, students can expect at least 36 semester hours of course work consisting of departmental/college basic education courses, an area of emphasis (ESL, Reading, or Curriculum Development, which enables an individualized, discipline-specific focus), and a research component (i.e., action research or thesis). Students select one of the following areas of emphasis within the program:

Curriculum Development

This general option may be selected for practicing teachers interested in choosing coursework that best fits their grade level, content area, and interests without gaining an endorsement. The program is designed to meet the needs of practicing teachers who wish to take part in a planned program of study focusing on Curriculum and Instruction. Students will be challenged to link theory and practice as they develop the skills required for ethical and effective collaboration and communication within the local school community and a culturally diverse, technologically advanced global environment.

ESL Instruction

This program is designed for educators who hold a valid teaching license, have previous coursework/experience in reading and language arts methods and want to develop their professional knowledge and skills in regard to teaching English as a second language. Specific courses may be selected in this area that may lead to the English as a Second Language (ESL) Teacher Endorsement in Illinois, including a graduate level practicum.

Reading Teacher

Specific courses in reading may be selected that will lead to the Reading Teacher Endorsement in Illinois including a graduate level practicum. Also addressed are foundations of reading, content area reading, assessment and diagnosis of reading problems, developmental reading methods and remedial reading instruction. In addition to the course work, you will receive an endorsement as a reading teacher through taking the content test (ILTS test 222). *Please note this program does not lead to the Reading Specialist Endorsement and is strictly for the Reading Teacher. For more information please visit:* https://www.isbe.net/Pages/Subsequent-Teaching-Endorsements.aspx

Admissions

Students may begin the Curriculum and Instruction Master's or the Certificate in Reading Instruction programs in the Fall, Spring or Summer semesters. The department accepts applications to these graduate programs throughout the year for full-time or part-time graduate study. Although many of the students enrolled in these programs are full-time practicing teachers who have chosen to pursue a

degree or certificate program as part-time graduate students, we do offer graduate assistantships to qualified candidates who wish to pursue full-time graduate study.

To start the application process, first proceed to MyEIU; https://www.eiu.edu/myeiu/.

Frequently Asked Questions

Q: What if I'm a current student teacher looking to apply?
A: The only difference is on the application you will put a word document with when you anticipate you will have your PEL instead of the actual certificate.

Q: After submitting the application, on average, how long should it take to receive my admission decision?
A: After you have fully completed the application for admission to the C&I program you can expect an email with your admission status within two weeks.

Q: Do I have to fill out the page about graduate assistantships?
A: No, you do not have to fill this page out unless you are interested in applying for an assistantship within the course of your program.

Q: When can I apply and start classes?
A: Admission takes place each term and students can choose to begin the program in the fall, spring, or summer semester.

Graduate Faculty

The department faculty are always open to questions and would love for you to reach out. For an up-to-date list of faculty and their areas of specialization please refer to the department's website: https://www.eiu.edu/curriculum/faculty.php.

Advising

Academic Advising
The C&I master's program is proud to have Mr. Jeff Duck as the advisor for all graduate students. For questions regarding advising feel free to contact him by email at jaduck@eiu.edu.

Required Classes

All students must complete the following courses and the requirements found under their specific emphasis.

Course Code	Course Name	Credits
EDF 5500	Curriculum Development	3
EDF 5510	Social Foundations for Educational Practice	3
EDF 5560	History and Philosophy of American Education	3
EDU 5050	Research 1: Introduction to Reseach	3
EDU 5200	Research 2: Research Methods *(Pre-Requisite: EDU 5050)*	3
ELE 5900	Applied/Action Research *(Pre-Requisite: EDU 5200)*	3
OR		
ELE 5950	Thesis *(Pre-Requisite: EDU 5200)*	3

Curriculum Development

Course Code	Course Name	Credits
EDU 5680	Educational Assessment	3
EDU 5300	Educational Technology	3
EDU 5100	Professional Learning Communities	3
EDU 5520	Supporting High Quality Instruction	3
ELE/MLE 5270	Content Area Literacy Instruction	3
ELE/MLE 4890	CLD/ELL: Instructional Methods	3

English as a Second Language

Course Code	Course Name	Credits
EDU 5350	Foundations of Reading: Literacy & Linguistics	3
EDF 5320	Foundations of Cross-Cultural Education – 10 Hour Practicum	3
ELE/MLE 4890	CLD/ELL: Instructional Methods	3
ELE 5310	Foundations: ESL-Bilingual Education – 10 Hour Practicum	3
EDU 5360	Assessment of the Bilingual Student – 20 Hour Practicum	3
ELE 48553	ESL Clinical Experience – 100 Hour Practicum	3

* All of the above listed practicum hours are accurate as of the 2024-2025 academic catalog

Reading Teacher

Course Code	Course Name	Credits
ELE 5260	Advanced Developmental Reading	3
ELE 5270	Content Area Literacy	3
ELE 5600	Diagnosis of Reading Problems	3
ELE 5610	Remediation of Reading Problems	3
ELE 56201	Remedial Reading Practicum – 18 Hour Practicum	3

ENG 4903/4905	Children's Literature Graduate Elective	3

Please note this program does not lead to the Reading Specialist Endorsement and is strictly for the Reading Teacher. For more information please visit: https://www.isbe.net/Pages/Subsequent-Teaching-Endorsements.aspx

Guidelines for Field Experiences/Practicums as of the 2024-2025 Catalog

Reading Teacher Practicum
- ELE 5600: The graduate student will administer reading assessments to at least one student throughout the course. (There are no clock hour requirements for this field experience).
- ELE 56201: The graduate student will administer pre and post reading assessments, remedial lessons, and necessary coursework requirements to two students within the grade ranges attached to their teaching licensure. In total the graduate student will complete 18 hours for this reading practicum experience.

English as a Second Language Practicum
- ELE 5310: The graduate student will experience 10 clock hours observing in an ESL/Bilingual classroom.
- EDF 5320: The graduate student will experience 10 clock hours observing in an ESL/Bilingual classroom.
- EDU 5360: The graduate student will experience 20 clock hours observing in an ESL/Bilingual classroom.
- ELE 48553: The graduate student will experience 100 clock hours working with ESL students.
  - OR: If you have prior experience teaching ESL populations, it can be evaluated to determine if additional coursework is required or if these experiences meet the specific requirements as set forth by the State of Illinois.

Frequently Asked Questions

Q: How long do I have to complete the requirements once I have begun my program?
A: Once you have started your first semester, you have 6 years to complete the program.

Q: Can I call or email with a "quick question"?
A: Absolutely. However, quick questions often lead to lengthy conversations with reference to documents and/or websites. Since our departmental graduate advisor is available year-round, please make an effort to meet by appointment for the most accurate and comprehensive exchange of information. Drop-in appointments may be available during some periods of the semester.

Q: What is required for my program of study?
A: Your advisor will assist you with understanding your catalog and curriculum requirements by using a checklist. Feel free to ask your advisor for an updated copy during your registration advisement appointment. Printable blank copies are available on the website. Students should become familiar with the online degree audit available through their PAWS account. Advisors can teach you how to use this tool as well.

Q: Minimum Grade Requirement in Courses for Teacher Certification Programs

A: All students must receive a grade of "C" or better in all courses, regardless of where they are taken, used toward graduation including general education, professional education, major and minor courses, all university required courses, and electives. Furthermore, any course used for the purpose of adding endorsements to a teaching certificate must be completed with a grade of "C" or better. While in the program, students are required to have a minimum of a 3.0 GPA.

Q: How many credit hours am I required to take a semester?
A: We have flexible credit hour enrollment. Typically, students take 2 courses per term, so they complete the program in two years. Students do have 6 years to complete the program and can pause to take a semester off. If you choose to do this, you just need to be readmitted to the graduate school, but will be able to pick up where you left off.

Q: When do I register?
A: While in the program, Mr. Duck will be your point of contact and will directly register you for classes after your advising session when the classes open up for registration.

Capstone Options

Thesis Overview

One of the options for the capstone project is to write a thesis. Students pursuing this option will work with a faculty member of their choosing throughout their project ensuring that they are on track. In order to earn a thesis credit, the thesis candidate must complete all of the requirements which can be found in the thesis manual located on the graduate school website. Once your thesis has been completed and approved by your committee, you will submit it to Booth Library to receive your credit.

Thesis Chair
Thesis candidates will choose a thesis chair within their department. The job of the thesis chair is to guide the candidate in their research. The candidate and their chair will also establish regular meetings to review progress, verify that the project continues to meet the academic standards of the program, and to address concerns or other issues that would impede progress.

Selecting a Committee
Thesis committees are typically composed of three members of the graduate faculty. This committee is composed of their thesis chair and a minimum of two additional members. The additional members will be chosen by the candidate with the help of their thesis chair. These members will also have an interest in the topic which has been chosen.

Timeline for Completion
The timeline for this option's completion is flexible in that you can complete it at any point after you have passed both the Research 1 and Research 2 methods courses, but before the end of your program, of which you have 6 years to complete.

Thesis Outline

A thesis is composed of several sections. The following are the sections that are required by the graduate school:

- **Title Page**. Thesis titles should be succinct and reflect the variables or issues represented by the research. The title page also includes the name of the author, the degree program, and year the thesis was completed.
- **Copyright Page**. All candidates may include a Copyright Page that provides the following information centered both vertically and horizontally on the page: Copyright [Year] by [Author's Name].
- **Abstract**. The abstract is a synopsis of the project that provides a comprehensive summary of the whole project and its findings. Well written abstracts are precise and clearly written with sufficient content to independently represent the most important findings.
- **Dedication Page**. A dedication page is optional but when included recognizes people who have supported or assisted the candidate during the project.
- **Acknowledgments**. An acknowledgments page recognizes individuals who have been instrumental in the completion of the project.
- **Table of Contents**. The Table of Contents is a navigational tool that allows readers to quickly find the pages of the major parts of the manuscript.
- **List of Figures or Tables**. The List of Figures and Tables is a second navigational tool that allows a reader to quickly locate a visual image. All figures and tables should be concise and well-focused to further enhance the quality of the manuscript.
- **Introduction**. The introduction section presents the question or problem to be investigated and links the problem to the research strategy.
- **Literature Review**. The literature review provides a summary of the current status of the problem being studied. There should be a logical relationship between prior investigations and the current research.
- **Methodology**. The methodology section provides details on how the investigation was conducted.
- **Results**. The results section offers a summary of the data collected and its interpretation.
- **Discussion**. The discussion offers an evaluation and explanation of the findings of the study and offers guidance for additional research.
- **Conclusions**. The concluding section of the project provides an opportunity to state the author's confirmation of the original question or failure to confirm the original problem.
- **References**. The References section includes an alphabetical listing of all of the literature citations that were used within the content chapters of the thesis.
- **Appendices**. The use of appendices is indicated when a detailed description or summary of an issue or entity is important to understand or evaluate the project.

Oral Defense of Thesis

The candidate must formally present their completed project to their committee during an oral thesis defense.

Thesis Examples

For examples of what a thesis looks like, visit the following link https://thekeep.eiu.edu/theses/.

Action Research Overview

Action research is defined as any systematic inquiry conducted by teachers, administrators, counselors or others with a vested interest in the teaching and learning process or environment for the purpose of gathering information about how their particular schools operate, how they teach, and how their students learn (Mills, 2011). Action research is characterized as research that is done by teachers for themselves as a systematic inquiry into one's own practice (Mertler, 2020).

Action Research Outline

1. Prospectus: The prospectus is a summary of the proposed study. The summary includes the title of the study, rationale, purpose, hypotheses, research questions, theoretical framework, and methodology of the study (design, sample, setting, instrumentation, data collection procedure, and data analysis). Depending on the title and design of the study, the prospectus is between 6-10 pages long. Students are also required to include their instruments/data source for the proposed study.
2. Report: The report is the final paper of the action research study. The report includes the title of the study, abstract, rationale, purpose, hypotheses, research questions, theoretical framework, methodology of the study (design, sample, setting, instrumentation, data collection procedure, and data analysis), results, findings, discussion, reflection, references, and appendices. Depending on the approach and design of the study, the final report is usually between 35-75 pages long.
3. PowerPoint Slides E-Presentation/Podcast: Students will develop Power points slides with a narrative or podcast and present to the Chair and committee members.

Action Research Report Rubric

Objective/Purpose	1 – insignificant	2 – somewhat significant	3 – critically significant
Perspective(s) or theoretical framework	1 – not articulated	2 – stated but not quite clear	3 – well-articulated
Methods, techniques, or modes of inquiry	1 – not well executed	2 – executed with some issues	3 – well-executed
Data source, evidence, objects or materials	1 – inappropriate	2 – some were appropriate	3 – appropriate
Results and/or substantiated conclusions or arguments/points of view	1 – not grounded	2 – some conclusions substantiated	3 – well-grounded and supported by data
Scientific or scholarly significance of the study	1 – routine	2 – moderately significant	3 – highly original and significant

> Notes or comments for the candidate:

Timeline for Completion

The timeline for the completion of Action Research is flexible in that you can complete it at any point after you have passed the Research 1 and Research 2 Methods courses but prior to the end of your program, of which you have 6 years to complete.

Action Research Examples

For examples of an action research paper, you can visit the following link https://www.eiu.edu/researchinaction/graduate_2023.php.

Journal information

Journal information can be found at the following link https://www.eiu.edu/researchinaction/about.php.

Academic Policies & Processes

Graduation Requirements

All students must receive a grade of "C" or better in all courses, regardless of where they are taken, used toward graduation including general education, professional education, major and minor courses, all university required courses, and electives. Furthermore, any course used for the purpose of adding endorsements to a teaching certificate must be completed with a grade of "C" or better. While in the program, students are also required to have a minimum of a 3.0 GPA.

Institutional Review Board (IRB)

The Institutional Review Board reviews any *research* activities that involve *human subjects*. *Research* means a systematic investigation—including research, development, testing, and evaluation—designed to develop or contribute to generalizable knowledge. Dissemination of findings to a scientific audience is a sufficient criterion for identifying generalizable knowledge. Dissemination includes, but is not limited to, honor's, master's, and doctoral theses; presentation at a scientific meeting or conference; submission to or publication in a scientific journal; and Internet postings.

Human subject means a living individual about whom an investigator obtains (a) information or biospecimens through interaction with the individual, or (b) identifiable private information.

For more information, please visit the IRB website at https://www.eiu.edu/grants/COMP_IRB_FAQ.php.

Degree Audit

In-State Tuition

Graduate students from outside Illinois can obtain in-state tuition by establishing in-state residency. Graduate students who need to do this should start the process for establishing in-state residency the

first summer, which would make them eligible for in-state tuition rates beginning in the spring and continuing for the rest of their graduate program (even if you go back out of state for internships). At EIU, you can get in-state tuition rates as a graduate student if you establish Illinois residency and live in the state for 4+ months. To establish residency, you will need to change your address through the US Postal Service and be registered to vote in Illinois. Both of those steps can be completed online. When you register to vote and finish the paperwork, you will be sent a confirmation postcard that you need to fax or take to the Registrar on campus. This starts the 4-month time clock for establishing in-state residence.

For current in-state and out-of-state cost of attendance, see: http://www.eiu.edu/finaid/cost.php. Note that fees include a textbook rental charge, which covers some of the cost of textbooks for graduate students.

Scholarships

Scholarships play a vital role in making higher education more affordable and accessible to students and their families. That's why we created our easy-to-use EIU Scholarship Search, which helps you explore all the scholarship and award opportunities available at Eastern. Admitted students can log in and see more personalized scholarship information based on their academic profile. If you have any questions about the EIU Scholarship Search site, please contact Mallorie Fonseca, at 217-581- 6405 or eiu-scholarships@eiu.edu.

To learn more about specific scholarships that you could qualify for while getting your masters in Curriculum and Instruction visit https://www.eiu.edu/curriculum/scholarships.php.

Graduate Assistantships

The Department of Teaching, Learning, and Foundations awards a number of graduate assistantships. Awarded on a competitive basis, graduate assistantships are generally hired for the nine-month academic year and include a stipend and tuition waiver (graduate assistants are responsible for student fees). Graduate assistants must be enrolled as full-time students in courses approved by the graduate coordinator. They are required to work an average of 18 hours a week under the direction of the coordinator or department chair. Graduate assistant duties provide a substantive introduction to the academic world—mirroring the teaching, research, and service-oriented work expected of department faculty members. Graduate assistants may be expected to act as research assistants, proctor exams, serve as tutors, give occasional guest lectures, and provide other services for the department.

Currently we offer assistantships varying in length, such as full (fall and spring) and summer. Full graduate assistantships come with fall, spring, and summer tuition remission. Summer assistantships carry tuition remission for summer only.

Graduate Tuition Waiver Guidelines

Tuition waiver scholarships may not be applied to any fees. Tuition waiver scholarships may not be applied to audited courses, sponsored-credit courses, and study abroad courses.

Tuition waiver scholarships may not be applied to some courses offered through the School of Extended Learning or to any Study Abroad course. To verify the application of a tuition waiver scholarship, candidates must check the "Attribute Type" section in the published Course Schedule to determine the status of the course. Courses not covered by an assistantship tuition waiver scholarship will be identified by the statement "Waivers May Not Be Used" in the Attributes Type category. Candidates who enroll for these courses will be billed tuition.

Graduate students who have held standard, Provost, or Presidential assistantship contracts or Fellowship contracts for at least four months immediately preceding a Summer Term or who have signed a graduate assistant contract for Fall Semester may apply for a summer term tuition waiver scholarship. Summer tuition waiver scholarships require that students remain enrolled for a minimum of three semester hours and no more than 13 semester hours in graduate level course work. Coursework fulfilling approved prerequisites for the graduate program is eligible for the tuition waiver scholarship. Only one summer tuition waiver scholarship per 9-month graduate assistant contract may be claimed. The summer tuition waiver application can be found on the D2L orientation or the Graduate School web site and must be submitted by the student one month prior to the end of the spring semester.

Academic Integrity
The Department of Teaching, Learning, and Foundations is committed to the learning process and academic integrity as defined within the Student Conduct Code Standard I. "Eastern students observe the highest principles of academic integrity support a campus environment conductive to scholarship." Students are expected to develop original and authentic work for assignments submitted in this course. "Conduct in subversion of academic standards, such as cheating on examinations, plagiarism, collusion, misrepresentation or falsification of data" or "submitting work previously presented in another course unless specifically permitted by the instructor" are considered violations of this standard.

Use of AI tools
Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

If permission is granted to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2), they must be properly documented and credited. Text generated using ChatGPT-3 should include a citation such as" Chat-GPT-3. (YYYY, Month DD of query). "Text of your prompt."

Written work will be submitted through Turnitin in D2L. Turnitin includes an AI detection tool which indicates the amount of qualifying text within the submission that Turnitin's AI written detection model determines was generated by AI. This information may be used, in addition to other evidence, if there are concerns with academic misconduct.

Grade Appeal Process
The procedures described in the Grade Appeal Policy are available only for appeal of a semester or term grade based on one or more of the following reasons:

1. A mathematical error in calculation of the grade or clerical error in recording of the grade that remains uncorrected;
2. The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course;
3. The assignment of a grade to a particular student on some basis other than performance in the course;
4. The assignment of a grade by a substantial departure from the faculty member's previously announced standards.

If you meet at least one of the previous requirements, you can begin the appeal process at https://www.eiu.edu/acaffair/gradeappeal/.

Awards and Grants

As a graduate student within the Department of Teaching, Learning, and Foundations, you are eligible to compete for several awards with the nomination of the graduate coordinator and/or graduate faculty:

- Hamand Award
- EIU College Thesis Award of Excellence
- King-Mertz Research/Creative Activity Award
- Distinguished Graduate Students

Grants

As a graduate student within the Department of Teaching, Learning, and Foundations, you are eligible to apply for various grants to further support your graduate student research suhc as:

- William's Travel Grant
- College of Education Student Research Grant
- Graduate School Research/Creative Activity Grant
- Student Impact Grant

Student Conference Opportunities

The TLF department believes strongly that participation in professional conferences, whether attending or presenting, is a worthwhile part of graduate education. As such, we strongly encourage such participation and may have limited means to support it. Please check with your faculty members.

Link for the conference opportunities: https://www.eiu.edu/curriculum/conference_presentations.php

More information about these awards, grants, and opportunities can be found at:
https://www.eiu.edu/graduate/students_awards_competitivestudent.php.

Campus Resources

Booth Library

The Department of Teaching, Learning, and Foundations has collaborated closely with EIU's Booth Library to build resource collections that include traditional resources (books and periodicals), non-traditional (electronic databases), and has built partnerships with a content test prep site (Mometrix). Through Booth Library, Curriculum and Instruction graduate students have access to a plethora of both

primary and secondary materials. Virtually all of these resources are accessible through our off-campus proxy.

Tech Support - Panther Help Desk
When seeking technical assistance from EIU Campus Technology Support, you have multiple options.
1. Call them at 217-581-4357
2. Email them at support@eiu.edu
3. Use the live chat option that can be accessed at https://www.eiu.edu/panthertech/index.php

Student Disability Services
If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

D2L Help
D2L Brightspace is a learning management system that provides tools for students, faculty, and staff at EIU to succeed in creating educational experiences. D2L Brightspace is available for all courses at EIU including online, hybrid, and face-to-face.
If you have questions or would like more information about how to use D2L Brightspace visit https://www.eiu.edu/d2lsolutions/.

Tips for Success!
Use your Faculty Resources
Our graduate faculty welcome questions and they want to see you succeed. If you have questions (or even if you don't) reach out to them as they are more than willing to help you.

Manage Time Wisely
Graduate students often have a lot going on between work and school. Because of this it is important to manage your time wisely in order to be successful in all that you do. One trick that might help you with this is to devise a study plan so that you have an account of when you need to complete certain tasks.

Maintain Scholarly Writing Skills that Reflect Research
The type of writing that you do in graduate level courses is different than that of most undergraduate experiences. Because of this, you need to make sure that you are using clear academic language while writing. If you are struggling with this, it might be helpful to reach out to your professors or even the EIU writing center.

Appendix

For all necessary forms, please visit our website, under the student tab:

https://www.eiu.edu/curriculum/requirements.php?menu=0