

MA Information Packet

Master's Degree and Class A Teacher Certification in Secondary Education and Single Subject K-12

Welcome to UAB's MA program in secondary education. The first purpose of this program is to guide educators in meeting the evolving needs of learners, primarily in grades 6-12, within today's rapidly changing society. This program's second purpose is to deliver cutting-edge instruction through a standards-based, inquiry-focused approach based on constructivism that prepares educators to use state-of-the-art instructional strategies in their own classrooms. Its third purpose is to ensure that a quality program is available to educators unable to come to campus during traditional class hours. This program is unique in how it combines online support from Blackboard with a variety of delivery formats: blended (online and face-to-face evenings), flexible summer programming, totally online platforms, and Saturday classes.

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*In this information packet, the words "student" and "candidate" are used interchangeably.
Candidate refers to current and prospective students in UAB's School of Education (SOE).*

The following information corresponds to UAB policies and procedures in effect on the date of this packet and also to codes and regulations mandated by the Alabama State Department of Education (ALSDE). Updated versions of this packet will take precedence over what is stated here. Such updates are usually in response to changes in ALSDE codes. The ALSDE periodically updates its codes to provide Alabama schools with educators prepared to meet the changing needs of today's society. NOTE: If an updated certification checklist offers more advantages to already-admitted students, these students may request switching to the updated checklist.

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Department of Curriculum and Instruction
EB 119, 205-934-8358, lkirk@uab.edu

Dr. Susan Spezzini, Program Director
Secondary Education and Single-Subject K-12
EB 120, 205-934-8357, spezzini@uab.edu

Teaching Fields and Faculty

Teaching Fields with Class A Certification	Faculty Members and Instructors	Office	Contact Information
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Secondary (Grades 6-12)

English Language Arts	Dr. Tonya Perry Dr. Michele Jean Sims	EB 110A EB 108	934-7896 tperry@uab.edu 934-8361 mjsims@uab.edu
Mathematics	Dr. Tommy Smith	EB 122	934-8089 tsmith@uab.edu
Science General Science Biology Chemistry Physics	Dr. Lee Meadows	EB 119	907-8371 lmeadows@uab.edu
Social Science Gen. Soc. Science History	Dr. Jeremiah Clabough	EB 112	934-8364 jclabou2@uab.edu

Single-Subject (Grades K-12)

Visual Arts	Ms. Janice Stephens	EB 119	934-5371 janices@uab.edu
Music Instrumental Choral	Dr. Denise Gainey Dr. Brian Kittredge	HC 241 HC 246	975-0558 dschmidt@uab.edu 975-2599 briank@uab.edu
Foreign Languages French Spanish	Dr. Krista Chambless	HB 405A	934-1828 kristachambless@uab.edu
English as a Second Language	Dr. Sue Seay Dr. Kristi Shaw-Saleh	EB 111 EB 123	975-6710 sueseay@uab.edu 996-8799 eslprof@uab.edu
Dual Certification ESL/French ESL/Spanish	Dr. Susan Spezzini	EB 120	934-8357 spezzini@uab.edu

Useful Acronyms

ALSDE	Alabama State Department of Education
C&I	Department of Curriculum & Instruction
EB	Education Building, 901 13 th Street South
ESL	English as a Second Language
GPA	Grade Point Average
GRE	Graduate Record Exam
HUC	Hill University Center, 1400 University Blvd
K-12	From Kindergarten to Grade 12
MAT	Miller Analogies Test
OSS	Office of Student Services, EB 100
P-12	From Pre-School to Grade 12
SOE	School of Education

Class A Certification in Secondary Education, 6-12

Prerequisite: Class B in Secondary Teaching Field

Secondary Education in a Teaching Field *(currently under revision)*

		<i>Delivery Format</i>	<i>Credit Hours</i>
either EHS 612 or EHS 614 or EHS 615 or EHS 616	Methods of Teaching English Language Arts Methods of Teaching Social Science Methods of Teaching Science Methods of Teaching Mathematics	<i>612 Spring: Blended evenings</i> <i>614 Spring: Blended evenings</i> <i>615 Spring: Blended evenings</i> <i>616 Spring: Blended evenings</i>	3
either EDF 600 or EDF 601 or EDF 606	Urban Education History of American Curricular Thought Social Movements in Education	<i>Blended or online:</i> <i>EDF 600 – Spring odd years</i> <i>EDF 601- Spring even years</i> <i>EDF 606 - ??</i>	3
EHS 651	Innovative Practices in Secondary Schools	<i>Blended: Fall even years</i>	3
EPR 610/611	Child Psychology or Adolescent Psychology	<i>Blended: Fall</i>	3
EPR 688	Measurement and Evaluation	<i>Online: Fall and Spring</i>	3
EDC 706	Dynamics of Educational Change	<i>Blended: Fall odd years</i>	3
Teaching Field*	<i>12 credit hours of coursework approved in advance by the SOE faculty advisor</i>	<i>Weekly (evenings)</i>	12
Required if not previously completed: ECY 600 Introduction to Exceptional Learners			30-33

***ALSDE-approved courses at 500+ level:** Selected in conjunction with faculty advisor

English Language Arts		12 credit hours (9 hours in English and 3 hours in another area) Theater: THR 520 or THR 562 (offered during alternating summers) English: 3 courses with an EH prefix such as Grammar (EH552), Shakespeare (EH576), Writing (EH502, 504, 533), Multicultural Lit (EH592), YAL (EH519) <i>With 18 credit hours of English at the graduate level, teachers are eligible to teach English at the community college level.</i>
Mathematics		12 credit hours in math: Courses with an MA prefix
Science	General	12 credit hours with courses from at least two areas
	Biology	12 credit hours in biology: Courses with a BY prefix
	Chemistry	12 credit hours in chemistry: Courses with a CH prefix
	Physics	12 credit hours in physics: Courses with a PH prefix
Social Science	General	12 credit hours with courses from at least two areas: History: Courses with an HY prefix Political Science: Courses with a PSC prefix Anthropology: ANTH 605, 606, 607, 609, 655, 657, 660, 664, 675 Criminal justice: JS 540, 541, 544, 583, 601, 603 Economics: EC 520, EC 540 Psychology: PY 702, 703, 704, 705, 707, 708, 709 Public administration: MPA 601, 605, 662, 668 Sociology: SOC 716, 740, 755, 759, 760, 775, 778
	History	12 credit hours in history: Courses with an HY prefix

Class A Certification in Single Subject K-12 Teaching Fields

PREREQUISITE: Class B Certification in the same teaching field as the targeted Class A Certification

Required if not previously completed: ECY 600 Introduction to Exceptional Learners

Visual Arts

		Delivery Format	Credit Hours
Teaching Field	9 hours in art major field 500/600 level courses 3 hours art history (studio art majors) or studio art (art history majors)		12
EDA 680	Art experiences in the teaching of art		3
EDA 651	Innovative practices in teaching art in school		3
EDA 591	Art education final exhibition		3
EDC 706	Dynamics of Educational Change	<i>Blended: Fall odd years</i>	3
EDF 600+	Any EDF-prefix course at the 600 level	<i>Blended or online</i>	3
EPR 688	Measurement and Evaluation	<i>Online: Fall, Spring</i>	3
One of these:	Either EPR 610, EPR 611, EPR 613, EPR 614, EPR 616, or EPR 622	<i>Blended or online</i>	3
Elective	Advisor-approved graduate course in education or teaching field	<i>Blended or online</i>	3
Instructional technology (EDT 610, 620 or 630) if not previously completed.			33-36

Music: Choral and Instrumental

		Delivery Format	Credit Hours
Teaching Field	Music Ensemble (MUP 520, 535, or 536), Music Theory (MU 545, 548, 555, or 558), Applied Music in field (MUP 540, 550, 560, 570, 580, or 590), Music History (Mu 561, 564, or 566)		13
MU 521	Foundations of Graduate Study in Music		3
MU 529/530	529-Choral Methods & Materials or 530-Instrumental Methods & Materials		3
MU 615	Technology for Music Instruction		3
EMU 502	Methods of Teaching Music N-6		3
EMU 503	Methods of Teaching Music N-6, Lab		1
EPR 688	Measurement and Evaluation	<i>Online: Fall, Spring</i>	
One of these:	EPR 610, EPR 611, EPR 613, EPR 614, EPR 616, or EPR 622	<i>Blended or online</i>	3
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Foreign Language: French* and Spanish*

		Delivery Format	Credit Hours
Teaching Field	12 credit hours of coursework in teaching field (French or Spanish) approved in advance by the SOE faculty advisor	<i>Weekly (evenings): Usually Tues. or Thurs.</i>	12
EHS 611	Advanced methods for teaching foreign languages	<i>Monday 5:00 pm: Fall</i>	3
EESL 610	Second Language Acquisition (pre-req/co-req for all other courses)	<i>Monday 5:00 pm: Fa & Sp</i>	3
EESL 625	Phonology for Second Language Teachers	<i>Tues. 5:00 (Fa), Sat. (Sp)</i>	3
EESL 640	Teaching New Languages through Reading & Writing	<i>Online: Fall, Spring</i>	3
EPR 688	Measurement and Evaluation	<i>Online: Fall, Spring</i>	3
Elective	Advisor-approved graduate course in education or teaching field	<i>Varies</i>	3
One of following	One of the following: FR/SP 590 Study Away FR/SP 599 Independent Study EEC 694 Field Study EHS 692 Field Studies	<i>TBA</i>	3
			33-36

English as a Second Language (ESL)*

		Delivery Format	Credit Hours
EESL 610	Second Language Acquisition	<i>Mon 5:00 PLCs (fall/spring)</i>	3
EESL 613	Teaching ESL in a Multicultural Society	<i>One-week institute (summer)</i>	3
EESL 615	Grammar for ESL Teachers	<i>Wed 5:00 (fall), 1-week (sum)</i>	3
EESL 620	Special Topics in ESL, K-12	<i>One-week institute (summer)</i>	3
EESL 625	Phonology for Second Language Teachers	<i>Tues 5:00 (fall), Saturday (spr)</i>	3
EESL 630	Methods and Materials for Teaching ESL	<i>Tues 5:00 PLCs (fall/spring)</i>	3
EESL 640	Teaching ESL through Reading and Writing	<i>Online (fall/spring)</i>	3
EESL 690	Internship in ESL, K-12	<i>Summer</i>	3
EEC 674	Language Development	<i>Online (fall, spring, summer)</i>	3
EPR 688	Measurement and Assessment	<i>Online (fall, spring)</i>	3
elective	3-hour graduate course in education	<i>Varies</i>	3

*Dual Certification (ESL/French and ESL/Spanish): EHS 611; EESL 610, 613, 615, 620, 625, 630, 640, 690; and 12 graduate credit hours in either French or Spanish.

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Preparations for Seeking Admission to the MA Program

1. Learn about UAB's MA program in Secondary Education and Single Subject K-12

Contact the Program Director: Dr. Susan Spezzini (spezzini@uab.edu)

Read the following documents:

Information packet for MA students (which is what you are reading right now)

Website for the Department of Curriculum and Instruction (C&I): www.uab.edu/ci

Class A certification checklist for your targeted teaching field (subject to change)

<http://www.uab.edu/soestudentservices/general-information/checklists>

Attend an information session for prospective MA students: Thursdays at 5:00 pm (EB 120)

NOTE: Please confirm your attendance by sending an email to Dr. Spezzini spezzini@uab.edu

Complete *Inquiry Sheet from Prospective MA Students* (page 10) and give it to Dr. Spezzini.

2. Fulfill the admission criteria required by the ALSDE

a) Valid Class B Alabama teacher certification in the field required for seeking Class A certification

b) 2.5 GPA unrounded on degree-issuing transcript from a regionally accredited college

c) Background clearance posted at <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>

NOTE: Newcomers to Alabama may need fingerprints taken; register at www.cogentid.com/AL.

d) Maximum of 5 courses on certification checklist before being unconditionally admitted to the MA program

3. Fulfill the admission criteria required by UAB's Graduate School gradschool@uab.edu

1720 2nd Avenue-HUC 511; Birmingham, AL 35294-1150 (TEL 205-934-8227; fax 205-934-8413)

a) Official transcripts from all colleges attended (even if just one course) sent by issuing institution to 2 addresses:

UAB Graduate School, 1720 2nd Avenue South-HUC 511, Birmingham AL 35294-1150

SOE Office of Student Services (OSS), 1720 2nd Ave South-EB 100; Birmingham, AL 35294-1250

Candidates who obtained an earlier degree at UAB should check if these transcripts are still on file.

b) Immunizations (measles/mumps/rubella and diphtheria/pertussis/tetanus) and negative tuberculosis test

c) Miller Analogies Test—MAT (score of 388) <http://main.uab.edu/show.asp?durki=121822>

OR Graduate Record Exam—GRE (score of 290 current or 850 former) <http://www.ets.org/gre>

Upon taking the exam, you must request that a score report be sent directly to UAB's Graduate School.

For most students, the MAT offers greater advantages than the GRE. The MAT is shorter, less expensive and conducted at UAB several times a week. Students can usually improve their MAT score by marking "C" on all questions they don't know. For additional strategies, contact Dr. Spezzini.

If your MAT or GRE score report is from 5+ years ago, email it to Dr. Spezzini or Dr. Emfinger as an attachment so that an appeal can be sent to the Graduate School for accepting an expired score.

d) Degree-seeking application submitted online by deadline for targeted term:

November 1st for admission to spring, April 1st for summer, and July 1st for fall

• Create application account: <https://app.applyyourself.com/?id=uab-grad> (log-out and then log-in)

• Submit a degree-seeking application

• Pay application fee of \$45 (Int'l = \$65)—Highly recommended that students pay online by credit card.

• Provide names of 3 people for recommendations (UAB will automatically send them a form by email.)

4. Consider submitting a non-degree seeking application

If you are unable to submit a degree-seeking application by the Graduate School's deadline and you wish to start taking courses that will count towards your master's degree, you may consider submitting a non-degree seeking application. If so, you should follow these instructions:

a. Go to the *ApplyYourself* website: <https://app.applyyourself.com/?id=uab-grad>.

b. Create an application account, write down your user name and password, and log-out.

c. Log back in, select non-degree seeking, and mark education as your intended major.

d. With non-degree status, you can only take 12 credit hours towards your degree. NOTE: While taking courses with non-degree seeking status, you are not eligible for financial aid.

Steps for Submitting Admission Application

1. Submit your degree-seeking application and accompanying documents by the deadline for the targeted term:
Nov. 1st for admission to the spring term
April 1st for admission to the summer term
July 1st for admission to the fall term
2. Submit your degree-seeking application online to UAB's Graduate School: gradschool@uab.edu
1720 2nd Avenue-HUC 511; Birmingham, AL 35294-1150 (TEL 205-934-8227; fax 205-934-8413)
Go to the ApplyYourself website: <https://app.applyyourself.com/?id=uab-grad>
Create an application account, write down your ApplyYourself username and password, and then log-out.
Return to your ApplyYourself account, log-in, and submit your application.
Insert a well-written and polished essay (*Suggestion: Carefully write and edit your essay before filling out the application*)
Include the names and email addresses of three people for letters of recommendation
NOTE: When you submit your application, UAB will automatically email a recommendation form to each of these people.
Select the following categories on the application form:
On the application form, you'll find a section entitled INTENDED DEGREE. Here you will select the following categories:
Program applying to (select from drop down menu):
Education—High School Education (MAE)
Concentrations: English, math, biology, chemistry, physics, gen. science, history, gen. social science, French, Spanish
NOTE: Although the UAB designation says High School Education, the corresponding certification is for grades 6-12.
Education—Arts Education (MAE)
Concentrations: music-choral, music-instrumental, or visual arts
Education—English as a 2nd Language traditional (MAE)
Concentrations: ESL certification, ESL & French certification, or ESL & Spanish certification
Degree: MAE
3. Pay an application fee of \$45 (\$60 for international candidates). It is highly recommended that you pay this fee online with a credit card. *NOTE: Mailing a check may delay the application process by several weeks.*
4. Periodically check the status of your application by clicking here:
<http://www.uab.edu/graduate/area-3/prospective-students/213-check-admission-status>
You may also inquire about your status by contacting the Graduate School (205-934-8227) gradschool@uab.edu.
Once you receive confirmation that all of your application materials have been received, it will take approximately 6 to 8 weeks for your application to be processed. If you are experiencing difficulties in confirming the status of your application materials, you should contact Dr. Susan Spezzini (spezzini@uab.edu).
5. Scan your health records and send them as email attachments to UAB's One Stop Shop at submitmyshots@uab.edu
Immunizations: measles/mumps/rubella and diphtheria/pertussis/tetanus
Negative tuberculosis test (3-year validity)
6. **Non-native speakers of English:** Oral and written language assessments at the Graduate School naramor3@uab.edu
International applicants: 90 on the internet-based TOEFL with a 4 in writing
International applicants must meet additional requirements listed here: <http://main.uab.edu/Sites/students/32678/>
7. If admitted, you will receive a letter from the Graduate School congratulating you on your admission as a degree-seeking student to the MA program. Your admission letter will provide the following information:
Your student number (letter "B" followed by 8 digits) *NOTE: You will need this number for identification purposes.*
Your degree: MAE
Your major/program: high school education, arts education, or ESL
Your concentration: English, math, biology, chemistry, physics, gen. science, history, gen. social science, French, Spanish
Your residency status: either as a resident (with in-state tuition) or as a non-resident (with out-of-state tuition)
Be sure to read this letter very carefully in order to make sure that all of the above information is correct. If you have concerns about the information in your admission letter, be sure to contact Dr. Spezzini.
8. Follow the instructions in your admission letter from the Graduate School with respect to processing your BlazerID.
You must process your BlazerID at the following website: <https://idm.blazernet.uab.edu/bid/reg>
If you already have a BlazerID from an earlier degree at UAB, you need to activate it by going to this website.
Your BlazerID will also serve as your UAB email account.

Important Dates

Although dates for subsequent years are often based on the dates in preceding years, changes in scheduling may occur.

Application for Admission Graduate School (205-934-8227) <https://app.applyyourself.com/?id=uab-grad>

Projected Admission	Degree-seeking Admission*	Non-degree Seeking*
Summer 2013	April 1, 2013	May 6, 2013
Fall 2013	July 1, 2013	August 19, 2013
Spring 2014	November 1, 2013	December 20, 2013

*Subject to change; updates will be posted here: <http://www.uab.edu/graduate/deadline-dates>

Application for Degree

Graduate: <http://www.uab.edu/graduate/images/acrobat/forms/app-for-degree-masters.pdf>

All SOE graduate students must submit their Applications for Degree to Room 100 by the SOE deadlines**.

Anticipated Graduation	SOE Deadline: Submit to OSS (Room 100)	Graduate School Deadline**
Summer 2013	May 1, 2013	June 7, 2013
Fall 2013	<i>(Last year it was Aug., 1, 2012)</i>	<i>September 13, 2013</i>
Spring 2014	<i>(Last year it was Dec., 5, 2012)</i>	<i>January 24, 2014</i>

**This deadline is for the OSS to send the SOE graduate students' Applications for Degree to the Graduate School.

Comprehensive Examination Sign up two weeks in advance with Nancy Timpa (EB 119), ntimpa@uab.edu

Anticipated Graduation	First Attempt (1:00-4:00 p.m.)	Second Attempt
Summer 2013	Friday, June 28, 2013	July 26, 2013
Fall 2013	<i>(Last year it was Fri., Oct. 26, 2012)</i>	<i>(Last year it was Nov. 16, 2012)</i>
Spring 2014	<i>(Last year it was Fri., Feb. 22, 2013)</i>	<i>(Last year it was March 29, 2013)</i>

*ESL students will sign up with Dr. Sue Seay (EB 120), sueseay@uab.edu. Their comps will be from 8:30 to 11:30 am.

Application for Certification OSS (EB 100) <http://www.uab.edu/soestudentservices/certification-process/timeline>

Anticipated Graduation	Due Date for Preferential Processing
Spring 2013	April 26, 2013
Summer 2013	July 26, 2013
Fall 2013	<i>(Last year it was November 30, 2012)</i>

Responsibilities after being Admitted to UAB

1. The day after you process your BlazerID, you will be able to register for class. You should consult with your Program Director prior to registering for courses. Upon registering, check when the deadline is for paying 50% of your tuition. If you do not pay by this deadline, you will be automatically withdrawn from your courses and must pay a reinstatement fee.
Tuition and fees = \$1,200 for 3-hour graduate education course in 2012-13. (NOTE: Yearly increments may occur.)
2. As needed, you should seek information from the following offices on campus:
Calendar: <https://www.uab.edu/students/academics/academic-calendar>
Registrar 205-934-8222 (Hill University Center: HUC 250) registrar@uab.edu
Class registration: <http://main.uab.edu/Sites/students/services/registration/classes/>
Tuition payment: <https://www.uab.edu/students/current/paying-for-college/detailed-tuition-and-fees>
Cashier—Student Accounting: 205-934-3570 (HUC 322)
Financial Aid 205-934-8223 (HUC 317) <http://main.uab.edu/Sites/students/32625/>
Student ID Card: <http://main.uab.edu/Sites/students/facilities-finance/50702/>
3. **Pending final approval:** After starting your first course, you must purchase an online TaskStream account to submit key assessments for certain MA courses. After creating this account, you should post the following admission artifacts: your Class B certification from the ALSDE and the certification checklist on which you were admitted.
4. If recommended by an instructor and/or faculty advisor, you must take GRD 727 Academic Writing.
5. You should avoid taking more than 4 program courses (12 credit hours) before being admitted to the MA program.
6. You should meet each term with your faculty advisor or send an email. If needed, you should seek advising more frequently.
7. You should submit an Application for Degree to the Office of Student Services about 7 months before you plan to graduate
<http://www.uab.edu/graduate/apply/acrobat/app-for-degree.pdf>
You must complete this form online, print it, SIGN it, make a copy for yourself, and submit it in person or by fax or email. This deadline and other important dates were provided on the preceding page.
Failure to meet the deadline for submitting the application for degree may delay graduation by a full semester.
8. During your final semester, you should do the following:
 - a) Ask your advisor if your Class A program requires a comprehensive exam. If so, you should contact Nancy Timpa mtimpa@uab.edu at the beginning of your final semester and submit a comps sign-up sheet.
 - b) Submit an Application for Certification and accompanying documents to the OSS (EB 100):
-Follow instructions in the Class A Certification Handbook:
http://www.uab.edu/soestudentservices/images/certification_handbooks/traditionalclassacertificationhandbook.pdf
- Pay \$34 fee online to ALSDE <http://www.alsde.edu/html/OnLinePayments.asp> and print receipt.
- Request an official transcript from UAB to the OSS (EB 100). Be sure to indicate “upon posting of degree.”
 - c) Pay degree fee (\$50), either online or in person, to Student Accounting: Cashier 205-934-3570
 - d) To be eligible for a higher salary bracket, submit an online request to the UAB register for an official UAB transcript to be sent to your school system. When requesting your transcript, be sure to mark “upon posting of degree.”

Graduation and Teacher Certification

UAB's School of Education (SOE) recommends candidates to the Graduate School for all graduate degrees. After verifying documentation, the Graduate School approves and awards the degree. This process is usually completed 2 weeks after graduation.

Requirements for being awarded an MA degree

Completion of the degree program (which is based on the corresponding certification checklist)
Master's degree GPA of at least 3.0
Satisfactory professional dispositions
Satisfactory completion of key assessments
Electronic assessment portfolio (probably on *TaskStream*)

The SOE recommends candidates to the Alabama State Department of Education (ALSDE) for teacher certification in a targeted teaching field. After verifying documentation, the ALSDE approves and issues certification. This process may take several months.

Requirements for being issued Class A Certification

Completion of the certification checklist (without any course substitutions)
<http://www.uab.edu/soestudentservices/general-information/checklists>
Practicum and/or field experiences if such are required in the targeted certification area
Fulfillment of all criteria stipulated by the ALSDE in its teacher certification codes and regulations

“To-Do” List

DONE: <i>Check off</i>

Preparing for Admission (summary of page 5)

1.	Participate in an information session for prospective MA students: a) Contact Dr. Spezzini (spezzini@uab.edu 205-934-8357) and confirm that you would like to attend b) Attend Thursday, 5:00 to 5:45, in EB 120 (Education Building, 901 13 th Street South)	— — —
2.	Receive this Information Packet for Prospective MA Students: a) Complete the Inquiry Sheet on page 10 b) Give this Inquiry Sheet to Dr. Spezzini (spezzini@uab.edu) c) Read this Information Packet	— — — —
3.	Meet all admission requirements: a) Have a valid Alabama Class B certificate in the area required for your targeted Class A program b) Locate an unrounded 2.5+ GPA at the bottom of your degree-issuing bachelor's transcript c) Find background clearance posted at https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx d) Order official transcripts from all colleges attended (even if just one course) and have them sent to UAB's Graduate School and to UAB's School of Education (if not already on file)	— — — — —
4.	Obtain a passing score on either the MAT (388+) or GRE (290+ current or 850+ former) prior to the deadline for submitting an application for admission. Detailed information about these exams is provided on page 5. <i>NOTE: An acceptable alternative is to have registered to take the MAT or GRE by the application deadline. However, although you will not yet have received your test score, you must submit your admission application to the Graduate School by the deadline.</i>	—
5.	Take ECY 600 <i>Intro to Exceptional Learners</i> if not already taken as an UG (ECY 300 as an UG student)	—

Applying for Admission (summary of page 6)

6	Submit your degree-seeking application by the deadline (Nov. 1 st for spring, April 1 st for summer, July 1 st for fall), list 3 people as references, and pay \$45 preferably online.	—
7	Periodically check the status of your application and accompanying materials by clicking on http://www.uab.edu/graduate/area-3/prospective-students/213-check-admission-status	—
8.	Follow up with the three people that you listed for providing letters of recommendation.	—
9.	Send your scanned health records as email attachments to submitmyshots@uab.edu . Be sure that these records have adequate identification as belonging to you. You must submit proof of a negative TB test and immunizations against measles/mumps/rubella and diphtheria/tetanus/pertussis. NOTE: If you had previously been a student at UAB, you may wish to check if your health records are still on file.	—
10.	After receiving your admission letter from the Graduate School, do the following: a) Process or reactivate your BlazerID https://idm.blazernet.uab.edu/bid/reg b) Follow all other instructions in your admission letter	— — —
11.	Contact Dr. Spezzini spezzini@uab.edu if you have any questions.	—
12.	<i>Applicants who are non-native speakers of English</i> Contact Graduate School (naramor3@uab.edu) and sign up for the oral and written language assessments.	—
13.	<i>International applicants</i> a) Obtain a score of 90 on internet-based TOEFL and 4 on the writing exam b) Meet all other criteria at the following website: http://main.uab.edu/Sites/students/32678/	— — —

Inquiry Sheet from Prospective MA Students

I would like to obtain an MA in the following area (please circle)

Mathematics English Science Social Sciences Visual Arts Music French Spanish ESL

Name _____ Preferred Name/Nickname _____

Name on Teaching Certificate _____ Date of Birth _____

Home E-mail _____ Work E-mail _____

Home Phone _____ Cell _____ Work Phone _____

Home Address _____ City _____ State _____ zip _____

Undergraduate Degree: college _____ year _____ major _____ minor _____

Graduate Degree: college _____ year _____ major _____ minor _____

Certification: Class B (bachelor's level) _____

For certification purposes, where and when did you take an introductory course to special education? _____

Current Employment as a Teacher: _____

Former Employment as a Teacher: _____

Total years of full time teaching in an accredited school: _____

Prerequisites:

Valid Class B Teacher Certification from the ALSDE in the area required by the targeted Class A certification
Minimum GPA of 2.5 (unrounded) on degree-issuing bachelor's transcript from a regionally-accredited college
Passing score on the MAT (388+) or GRE (290+ current or 850+ former)
Non-native speakers of English: Graduate School language assessments
International students: 90 on the internet-based TOEFL and a 4 in writing

I know that I must read and follow the stipulations in this information packet and keep myself informed regarding any changes in order to stay on track for successfully completing a master's degree at UAB.

I know that I must maintain a 3.0 GPA in UAB's master's degree program in order to continue from semester to semester and also to be eligible for obtaining a master's degree.

I know that I must take all of the courses on my certification checklist (no substitutions) and follow all procedures to obtain a master's degree from UAB with Class A certification from the Alabama State Department of Education (ALSDE).

I know that, if recommended by a course instructor or the program director, I must take GRD 727 Academic Writing.

I know that I must always demonstrate a high level of professional dispositions worthy of the teaching profession.

*I realize that I must confer with my SOE faculty advisor or with the program director when I have questions concerning my program.
I realize that advisors and program directors give advice but that they are not responsible for my program or my degree.*

I am aware that policies are established by the ALSDE, that these are subject to change, and that I must abide by all such changes.

I know that I must submit an Application for Degree to the program director and/or to the SOE Office of Student Services about 7 months before my anticipated graduation and that failure to do so may delay my graduation by a full semester.

I know that I must submit an Application for Certification to the Office of Student Services during my final semester.

I know that I must submit a request to UAB for official transcripts to be sent to my school system in order to initiate reclassification in a new salary bracket. I know that my reclassification will be finalized after my Class A certificate has been issued.

Prospective Student's Signature: _____ Date _____