

## Information Packet

### Master of Arts in Education and Class A Teacher Certification

Welcome to the MA program in UAB's Department of Curriculum and Instruction. The first purpose of this program is to guide educators in meeting the evolving needs of learners 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 Canvas with a variety of delivery formats: totally online platforms, blended (online & face-to-face evenings), and flexible summer programming.

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*Driving and parking information is provided under the ABOUT tab at [www.uab.edu/education](http://www.uab.edu/education).*

*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, candidates may request switching to the updated checklist.*

*Candidates must submit their certification application to UAB's Office of Student Services within 60 months of having graduated. Failure to do so will result in no longer being eligible for obtaining Class A certification in this teaching field from the ALSDE.*

Dr. Jenn Ponder, Interim Chair  
Dept. of Curriculum & Instruction  
205-934-5371, [jponder@uab.edu](mailto:jponder@uab.edu)

## **Faculty Advisors/Mentors of MA Candidates**

*Faculty advisors/mentors are assigned by program area.*

### **ELEMENTARY EDUCATION and EARLY CHILDHOOD EDUCATION**

Early Childhood Education	Dr. Cora Causey	EB 106	975-6495 <a href="mailto:ccausey@uab.edu">ccausey@uab.edu</a>
Elementary Education	Dr. Jennifer Summerlin	EB 110B	996-3540 <a href="mailto:jsummerl@uab.edu">jsummerl@uab.edu</a>

### **SPECIALIST**

Reading Specialist (K-12)	Dr. Jennifer Summerlin	EB 110B	996-3540 <a href="mailto:jsummerl@uab.edu">jsummerl@uab.edu</a>
School Psychometry	Dr. Stephanie Corcoran	EB 114	934.6477 <a href="mailto:corcoran@uab.edu">corcoran@uab.edu</a>

### **SPECIAL EDUCATION**

Collaborative Teacher (K-12)	<b>Dr. Robin Ennis</b>	<b>EB 122</b>	<b>975-6152</b> <a href="mailto:rennis@uab.edu">rennis@uab.edu</a>
Early Childhood Special Educ.(birth-grade 3)	Dr. Jennifer Kilgo	EB 212	975-9613 <a href="mailto:jkilgo@uab.edu">jkilgo@uab.edu</a>

### **SECONDARY EDUCATION & ESL**

English Language Arts (6-12)	Dr. Sharonica Nelson	EB 110A	934-5878 <a href="mailto:snelson1@uab.edu">snelson1@uab.edu</a>
Mathematics (6-12)	Dr. Tommy Smith	EB 104	934-8089 <a href="mailto:tsmith@uab.edu">tsmith@uab.edu</a>
Science (6-12)	Dr. Lee Meadows	HHB 210	934-8371 <a href="mailto:lmeadows@uab.edu">lmeadows@uab.edu</a>
Social Science (6-12)	Dr. Jeremiah Clabough	EB 112	934-8364 <a href="mailto:jclabou2@uab.edu">jclabou2@uab.edu</a>
English as a Second Language (P-12)	Dr. Josie Prado	EB 111	975-5045 <a href="mailto:jprado@uab.edu">jprado@uab.edu</a>

### **COLLEGE OF ARTS AND SCIENCES**

Music	Instrumental Advisor	Dr. Denise Gainey	HC 241	975-0558 <a href="mailto:dschmidt@uab.edu">dschmidt@uab.edu</a>
	Choral Advisor	Dr. Brian Kittredge	HC 246	975-2599 <a href="mailto:briank@uab.edu">briank@uab.edu</a>
	Education Advisor	Dr. Susan Spezzini	EB 100	934-8357 <a href="mailto:spezzini@uab.edu">spezzini@uab.edu</a>
Visual Arts	Education Advisor	Dr. Tommy Smith	EB 104	934-8089 <a href="mailto:tsmith@uab.edu">tsmith@uab.edu</a>
	Visual Arts Advisor	Ms. Lindsay Parris	EB 100	<a href="mailto:lparris@uab.edu">lparris@uab.edu</a>
	Art Department faculty	Dr. Doug Baulos	HB 113	934-2492 <a href="mailto:dbaulos@uab.edu">dbaulos@uab.edu</a>
French & Spanish		Dr. Krista Chambless	HB 405A	934-1828 <a href="mailto:kristachambless@uab.edu">kristachambless@uab.edu</a>

## **Requirements for Seeking Admission to UAB's Traditional MA Program**

### **1) Becoming Informed**

- Attend an MA information session: Thursdays, 4:00-4:45 in EB 100  
→ Confirm your attendance (RSVP) by emailing Dr. Spezzini ([spezzini@uab.edu](mailto:spezzini@uab.edu)), who facilitates these sessions.
- Visit the website for the Department of Curriculum and Instruction [www.uab.edu/education/ci](http://www.uab.edu/education/ci) and also other SOE sites.
- For information purposes, you may wish to look at the Program of Study Checklists: [www.uab.edu/education/checklists](http://www.uab.edu/education/checklists)  
→ Click on **Traditional Master's** in the left column, scroll down on right, and click on a program area/teaching field.  
These checklists were approved by the ALSDE for students admitted to UAB in the current school year.  
*NOTE: Candidates must follow the checklists in effect for the semester in which they are admitted.*

### **2) Class B certification in the same teaching field from the ALSDE**

Class B certification must be valid when seeking admission to the traditional MA and a Class A program

### **3) Official Transcripts**

- Request official transcripts from all colleges attended, even if you took just one course and it appears on another transcript.
- Have official transcripts from each college attended (except for UAB) emailed to [SOEtranscripts@uab.edu](mailto:SOEtranscripts@uab.edu)  
OR mailed to **SOE Office of Student Services (OSS)**, 1720 2<sup>nd</sup> Avenue South—EB 232; Birmingham, AL 35294-1250

### **4) Admission Exams: Miller Analogies Test (MAT) or the Graduate Record Exam (GRE)**

Miller Analogies Test (scaled score 388 = raw score 35): [www.MillerAnalogies.com](http://www.MillerAnalogies.com)

UAB testing center: <http://www.uab.edu/testing/institutional-tests/mat>

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

*NOTE: If you have a passing score from several years ago, scan your score report and send it to Dr. Spezzini at [spezzini@uab.edu](mailto:spezzini@uab.edu).*

### **5) Candidates must ...**

- Take a Special Education course (ECY 600) if they have not yet had such a course.
- Complete their master's program within 5 years of completing their first course.
- Submit certification application within 60 months of having graduated in order to remain eligible for certification.

## Admission as a Degree-Seeking Student

- 1. Create Application Account/Portal with the Graduate School at: [www.uab.edu/graduate](http://www.uab.edu/graduate)** (click Apply Now/Begin at center)
  - a) Click on "Sign up" which is at the bottom of the screen below the "Sign in" button (*if first graduate application since 2017*)
  - b) Enter first name, last name and email address on the sign-up page, and click submit.
  - c) After you receive an email from the Graduate School, follow instructions and create your Application Portal password.
  - d) After this, go to the online application dashboard where you will now begin your application (and all future applications).
  - e) If you need help, please contact the Graduate School at 205-934-8227 or by emailing [gradschool@uab.edu](mailto:gradschool@uab.edu).

- 2. Click Master's degree.** From among the program options, select your **program** and then select your **concentration**:

Arts Education - <b>Concentration:</b> Visual Arts or Music, and then select either choral or instrumental ( <i>Certification, grades P-12.</i> )
Early Childhood Education ( <i>Certification, from birth to grade 3</i> ), Elementary Education ( <i>Certification, grades K-6.</i> )
English as a 2 <sup>nd</sup> Language - <b>Concentration:</b> ESL cert., ESL & French, ESL & Spanish ( <i>cert. P-12</i> )
High School Education—English, math, biology, chemistry, physics, gen. science, history, gen. social science ( <i>Cert., 6-12</i> ), World Languages ( <i>Certification, grades P-12.</i> ): French, Spanish
Kinesiology - <b>Concentration:</b> Physical Education ( <i>Certification, grades P-12.</i> )
Special Education - <b>Concentration:</b> Collaborative Teacher ( <i>cert: P-12</i> ), Early Childhood Special Education ( <i>cert: birth-g3</i> )

**Term:** Spring 2019, Summer 2019, Fall 2019, Spring 2020, Summer 2020, Fall 2020 (*TERM will appear after you select a concentration.*)

**Admission Exams:** Select the exams that you have taken or plan to take (e.g., MAT or GRE).

If you have already received your unofficial exam score reports, expedite your application by uploading a PDF.

**Education Background:** Identify all community colleges, colleges, and universities that you have attended.

**Transcripts:** Expedite your application by uploading a PDF of your unofficial transcripts from all colleges attended (except for UAB)

**Personal Essay** (statement of purpose, academic interests, career goals, relevant background experience): Upload essay as a PDF.

**Resume/CV:** Update your resume or Curriculum Vitae (CV) and upload it as a PDF.

**References** (*waive right*): Include names and emails of three recommenders. UAB will automatically email them the reference form.

**In-state Residency:** If you believe you are a resident of Alabama, respond "yes" to **Do you claim to be a resident of Alabama?** Provide the following information: birth state, high school graduation state, dates resided in Alabama, address, and reason for relocating to Alabama. If you are classified as a non-resident, you can submit a residency reclassification form.

**Disciplinary and Criminal History:** Respond to all questions and provide explanations if needed.

**Application Fee:** \$50 (\$60 for int'l applicants). Pay online using a credit card or debit card. If you need help, contact the Graduate School.

- 3. 100% Complete** Once payment is submitted, you must go back to the application, sign electronically, and click SUBMIT button to send your application to the Graduate School. After your application is successfully submitted, you will receive a confirmation email.
4. Be sure to submit your application by the deadline for when you want to start. (NOTE: Official test scores can arrive a few days later.)  
**November 15** (admission to spring)      **April 15** (admission to summer)      **July 15** (admission to fall)
5. **International applicants:** Pass the TOEFL, the IELTS, or the Level 5 classes at INTO UAB's English Language Programs.  
Meet requirements for international students: <http://www.uab.edu/global/international-students-and-scholars>
6. **Interview:** When called for an interview, applicants should come professionally dressed (such as when doing a job interview).
7. **Application Status:** Check your application account periodically and/or contact the Graduate School, 205-934-8227, [gradschool@uab.edu](mailto:gradschool@uab.edu).
8. **Program Review:** After ALL materials arrive at the Graduate School, the application is reviewed by the targeted program in the SOE.  
After all materials have arrived, it usually takes from 2 to 10 weeks for an application to be fully processed (goal = ASAP).
9. **Admission email:** After your application has been processed, you will receive an email from the Graduate School with the subject line: "UAB Graduate School Admission Decision". This email will prompt you to go to your application account and retrieve your letter:  
Your student number (letter "B" followed by 8 digits) *NOTE: You will need this number for identification purposes.*  
Your program (e.g., MAEd) and, if applicable, your concentration (e.g., Math)  
Your status as an Alabama resident (with in-state tuition) or as a non-resident (with out-of-state tuition)
10. **BlazerID:** Follow the instructions in your admission letter with respect to processing a BlazerID (or reactivating your inactive BlazerID).  
Go to BlazerNet Central: [www.uab.edu/blazerid](http://www.uab.edu/blazerid) and immediately process your BlazerID (or reactivate a former BlazerID).  
Your BlazerID serves as your UAB email. Select 8 letters/digits that convey a professional image. (*Alias emails are available.*)  
You should check your UAB email regularly and must always use it in official communication with UAB.  
If you have linked your new UAB email to your home email, check frequently to make sure this connection is working properly.
11. **Faculty Advisor:** After being admitted with as a degree-seeking student, you should contact your faculty advisor as listed on page 2.
12. **Financial Aid** (if needed): To be eligible for a student loan, graduate students must enroll in at least 5 graduate credit hours in a given semester.
13. **HEALTH:** All students (degree-seeking and non-degree seeking) must obtain medical clearance. After you are admitted, you will receive an email about obtaining medical clearance. It will have links to UAB's Student Health and Wellness (SHW) website and to the Patient Portal: <http://www.uab.edu/studenthealth/medical-clearance>. Links to these SHW webpages are also available on your BlazerNET account.  
You must meet the medical clearance deadline. If not, you will be blocked from registering for class.  
**Which immunizations do you need?** To find out, go to [Medical Clearance](#) and answer these questions:  
-When did/will you matriculate (begin classes) at UAB? Summer term 2016 or later      Prior to summer term 2016  
-Are you a clinical or non-clinical student? Non-clinical (no patient contact)      Clinical (patient contact)  
-Are all of your courses completely online? Yes, all courses are completely online.      No, at least one class will be on campus.  
-Are you a United States citizen? Yes, I am a U.S. citizen.      No, I am not a U.S. citizen

**Level 1 Immunization.** Most AMP students are classified as Level 1 immunization: **MMR** (Measles, Mumps, Rubella), **Tdap** (Tetanus, Diphtheria, Acellular Pertussis), **Varicella** (Chickenpox/Shingles); and **TB** (Tuberculosis) screening. Immunizations and TB screening are available at SHW (1714 Ninth Avenue South) for a fee. Make an appointment by calling 205-934-3581 or by accessing the Patient Portal at <http://www.uab.edu/studenthealth/services/immunizations-and-tb-tests>. If you have questions, contact [medclearance@uab.edu](mailto:medclearance@uab.edu)

**Submitting health records.** Click "Forms" on Patient Portal. Then click "Immunizations entry form" and "Add immunization record." Upload scanned documents as JPEG, JPG, PNG, or GIF. Or, fax forms to 205-996-7468.

## Test-Taking Tips

- 1) Free Webinars:** ETS offers free live webinars some certain exams. These webinars offer in-depth information, study plan examples and the opportunity to ask questions. Topics include test overviews, free resources for test preparation and tips for reducing test anxiety.
- 2) Study materials:** Students should prepare by purchasing study materials, which can usually be purchased online or at the UAB bookstore as well as at major book stores in shopping malls. Students are encouraged to take several practice tests (included in purchased test preparation materials) in a secluded area and by setting a timer for the allotted time.
- 3) Disability Support:** If students have a disability, they should register with UAB's Disability Support Services (205) 934-4205. This takes time. So, if students plan to seek a disability designation at UAB, they must start this process at least 3 months before the test date. Once students have been designated by UAB's Student Disability Services as having a disability, they will be allowed to take an admission exam with accommodations. The exact accommodation depends on the type of disability.
- 4) Arriving on Time:** Test takers should arrive at the test center at least 30 minutes before the test is scheduled to start. Test-takers must be inside of the designated testing room before the time indicated on the instructions. For example, if test-takers are told to arrive by 10:30, this means that the door of the testing room closes at 10:30 and no one else is permitted to enter.
- 5) Default Response:** If test takers do not know the answer to a question, they should mark their default response rather than leaving it blank. "C" is often recommended. Test takers should not worry about marking "C" numerous times. Using a default response works well since the passing scores on the MAT often correspond to about 35% of the questions being correct. Of a test taker's default responses, about 25% are often correct, e.g., Of 20 "simply mark C" responses, about 5 will be correct. For some test takers, this is the difference between passing and not passing. Instead of "C," test takers may wish to use "B" or another letter. *NOTE: This approach will not work as well when a higher cut score is required. It also does not work on other types of exams, e.g., Advanced Placement or Nursing Boards; it depends on the test design.*
- 6) Slow Readers:** If test takers are slow readers, they can avoid getting bogged down with reading long questions. When slow readers see a confusing question, they may wish to consider not taking lots of time to think about it. Instead, they could "simply mark C" and go on to the next question. If they have time left at the end, they can come back to the long questions where they had "simply marked C."
- 7) Keeping track of time:** One minute before the test ends, test takers should "simply mark C" on the remaining questions. That way, if they run out of time, they will have responded to all questions. For computer-based tests, the time appears on the screen. Test takers cannot rely on their cell phone for telling time because they are not allowed to bring cell phones into the testing room.

## Non-Degree Seeking Status

UAB Graduate School, 205-934-8227 [gradschool@uab.edu](mailto:gradschool@uab.edu)

*Applicants (secondary & K12 single subject) who do not meet degree-seeking application deadline and wish to start taking courses that semester.*

- 1. Instructions:** Read the instructions for non-degree seeking students at <http://www.uab.edu/graduate/nondegreestudents>
- 2. Non-degree application:** Submit a non-degree seeking application five business days before the start of the targeted term.
- 3. Degree choice:** After clicking "Start new application", respond to the four key questions as follows:
  - For which of the following are you applying? **Non-Degree Seeking**
  - Intended Program of Study: **Education Non-Degree**
  - Concentration: **Not Applicable – the selected program does not offer concentration options**
  - Term: Select the term that you are interested in registering for as a non-degree seeking student.
- 4. Payment:** Pay \$40 online (debit card or credit card) and click SUBMIT.
- 5. Transcripts:** Non-Degree students must submit a copy of their transcript from a regionally accredited university showing that a bachelor's degree or higher has been awarded. This transcript may be unofficial, and can be uploaded within the application prior to submission. If you would like to submit an unofficial copy of your transcript after submission, please send it via email to [gradschool@uab.edu](mailto:gradschool@uab.edu). Your application cannot be processed until the Graduate School has received a copy of your transcript.
- 6. Fingerprints:** Follow instructions on page 3, step 4. You must have background clearance to do field experiences. The first field experience takes place in EDU 500, which you will take in your first semester.
- 7. Admissions:** Once you have completed your application by paying the fee and submitting a copy of your unofficial transcript showing a bachelor's degree or higher has been awarded from a regionally accredited university, the Graduate School will process your application within 1-3 business days. Once an admissions decision has been rendered, you will be notified via email and will need to log back into the application dashboard to view your decision. You will find crucial information within your decision letter, such as a link to complete the Acknowledgement of Non-Degree Policies form, how to create your BlazerID if you do not already have one, and information regarding required overrides that must be issued to non-degree seeking students.
- 8. No financial aid:** During the terms in which you take courses as non-degree seeking, you are NOT eligible for student loans.
- 9. [Change Non-Degree Seeking Credit to Degree-Seeking Credit](#):** Submit this form after you earn degree-seeking status.



# Teaching Fields at UAB that lead to Class A Certification

ECY 600 *Introduction to Exceptional Learners* - Required if not previously completed

**Program of Study Checklists:** [www.uab.edu/education/checklists](http://www.uab.edu/education/checklists)

## Arts Education

**Prerequisite:** Valid Class B in the same teaching field

**Visual Arts (art history or studio art)**

**Music (choral or instrumental)**

## Elementary Education

**Prerequisite:** Valid Class B in Elementary Education

## Early Childhood Education (ECE)

**Prerequisite:** Valid Class B in Early Childhood Education

## Reading Specialist

**Prerequisites:** Valid Class B in Elementary Education or Early Childhood  
SUP EXP showing 2 full years of teaching experience

## School Psychometry

**Prerequisite:** Valid Class B

Supplement EXP showing 2 full years of teaching experience

## Special Education

**Prerequisite:** Valid Class B in any teaching field

**Collaborative Teacher (CT)**

**Early Childhood Special Education (ECSE)**

## Secondary Education

**Prerequisite:** Class B in Secondary Teaching Field

**English Language Arts**

**Mathematics**

**Science (biology, chemistry, physics, general science)**

**Social Science (history, general social science)**

**Visual Arts (art history, studio art)**

### Required Courses in Secondary Education:

**EHS 651** (only in Fall)

**EDC 706** (only in Spring)

**EDC 655** (only in Summer)

**Advanced Methods:** usually as independent study with advisor

**Diversity** (options are often offered each semester)

*Content Courses: provided on the following page.*

## Content Courses: English, Math, Science, Social Science, and Visual Arts

30-33 credit hours <i>Program courses were provided on the preceding page.</i>		<b>ALSDE-approved courses at the 500-600 level in each of the Teaching Fields (TF)<sup>1</sup></b> You should meet with your advisor before selecting content courses in your teaching field (TF). You must adhere to stipulations listed below in order to meet requirements on your checklist.
<b>English Language Arts</b>	12 graduate credit hours <sup>2</sup> with 9 hours from English & 3 hours from another area <b>English:</b> 3 courses with an EH prefix selected in conjunction with SOE faculty advisor. <b>Theater:</b> THR 520 or THR 562 (offered during alternating summers)	
<b>Mathematics</b>	12 credit hours in math: Courses with an MA prefix selected in conjunction with SOE faculty advisor	
<b>Science</b>	Biology	12 credit hours in biology: Courses with BY prefix selected in conjunction with SOE faculty advisor
	Chemistry	12 credit hours in chemistry: Courses with CH prefix selected in conjunction with SOE faculty advisor
	Physics	12 credit hours in physics: Courses with PH prefix selected in conjunction with SOE faculty advisor
	<b>General</b>	12 graduate credit hours with courses <sup>2</sup> from at least 2 areas, selected in conjunction with SOE faculty advisor: <b>Biology:</b> Courses with a BY prefix <b>Chemistry:</b> Courses with a CH prefix <b>Physics:</b> Courses with a PH prefix <b>Geology/Earth Science:</b> ES 609
<b>Social Science</b>	History	12 credit hours in history: Courses with an HY prefix selected in conjunction with SOE faculty advisor
	<b>General</b>	12 graduate credit hours with courses <sup>2</sup> from at least 2 areas, selected in conjunction with SOE faculty advisor <b>History:</b> Courses with HY prefix <b>Psychology:</b> PY 702, 703, 704, 705, 707, 708, 709 <b>Political science:</b> MPA 601, 605, 662, 668 <b>Sociology:</b> SOC 716, 740, 755, 759, 760, 775, 778 <b>Economics:</b> EC 520, EC 540 <sup>4</sup> <b>Criminal justice:</b> JS 540, 541, 544, 583, 601, 603 <b>Geography:</b> GEO 590 <b>Anthropology:</b> ANTH 605, 606, 607, 609, 655, 657, 660, 664, 675
<b>Visual Arts</b>	9 credit hours of advisor-approved courses in major fields of art (painting, sculptor, printmaking, drawing, photography, ceramic sculptor, time-based media, graphic design, art history); and also 3 hours in studio art (for art history majors) or in art history (for majors other than in art history)	

## Content Courses and Program Courses: Music, ESL, French and Spanish

<b>Music</b> (31-34 hours) Choral & Instrumental	<b>Music:</b> MU 521, MU 531, MU 532/533, MU 562/563, MU 615 Music Ensemble (2 hours: MUP 520, 535, 536), Music Theory (3 hours: MU 545, 548, 555, 558) Music History (3 hours: MU 561, 564, 566); Applied Music (2 hours: MUP 540, 550, 560, 570, 580, 590) <b>Education:</b> Education (6 hours: EPR 688 or EDF 600/602, or other)	
<b>ESL</b> (33-36 hours)	EESL 610 <sup>34</sup> (first term—fall or spring), EESL 612 <sup>5</sup> , EESL 613 <sup>5</sup> (first term—summer), EESL 615 <sup>35</sup> , EESL 625 <sup>34</sup> , EESL 630 <sup>34</sup> , EESL 640 <sup>34</sup> , EESL 660 <sup>345</sup> , EESL 690 <sup>5</sup> , EEC 674 <sup>345</sup> (or another) and an elective <sup>345</sup>	
<b>Foreign Languages</b> (30-33 hours)	French	12 credit hours in French (FR), EHS 611, EESL 610 <sup>34</sup> (first or second term), EESL 625 <sup>34</sup> , EESL 640 <sup>34</sup> , a practicum course or field study course <sup>345</sup> and an elective <sup>345</sup> . <i>One graduate French course is offered each term (fall &amp; spring). Since these courses might conflict with other courses, candidates may consider studying abroad for a summer. NOTE: Candidates cannot receive credit towards certification for a 500-level course that has the same title as a 400-level course or that meets concurrently with a corresponding 400-level course that they used towards their Class B certificate.</i>
	Spanish	12 credit hours in Spanish (SPA), EHS 611, EESL 610 <sup>34</sup> (first or second term), EESL 625 <sup>34</sup> , EESL 640 <sup>34</sup> , a practicum course or field study course <sup>345</sup> and an elective <sup>345</sup> . <i>Usually 2 graduate Spanish courses are offered in fall and spring, and one course in the summer. Students cannot receive credit towards teacher certification for a 500-level Spanish course that has the same title as a 400-level course or that meets concurrently with a 400-level course that they used towards Class B.</i>
<b>Dual Certification</b> (42-45 hours)	ESL/French	EESL 610 <sup>34</sup> (first term—fall or spring), EESL 612 <sup>5</sup> , EESL 613 <sup>5</sup> (first term—summer), EESL 615 <sup>35</sup> , EESL 625 <sup>34</sup> , EESL 630 <sup>34</sup> , EESL 640 <sup>34</sup> , EESL 660 <sup>345</sup> , EESL 690 <sup>5</sup> , EHS 611, and 12 credit hours in French (FR). <i>Same comment as above for French</i>
	ESL/Spanish	EESL 610 <sup>34</sup> (first term—fall or spring), EESL 612 <sup>5</sup> , EESL 613 <sup>5</sup> (first term—summer), EESL 615 <sup>35</sup> , EESL 625 <sup>34</sup> , EESL 630 <sup>34</sup> , EESL 640 <sup>34</sup> , EESL 660 <sup>345</sup> , EESL 690 <sup>5</sup> , EHS 611 and 12 credit hours in Spanish (SPA). <i>Same comment as above for Spanish</i>

<sup>1</sup> Some courses may have UG prerequisites. If candidates have not yet had the prerequisite UG courses, they must first take those prerequisites.

<sup>2</sup> Before taking a graduate content course at another institution, candidates must first receive SOE approval.

NOTE: If you have already completed graduate courses in your Teaching Field (TF) and did not use them towards another graduate degree, you might be able to use some of these TF courses (e.g., biology) towards traditional Class A teacher certification issued by the ALSDE. This does not apply to education courses taken at another institution. Since each applicant's situation is different, individual approval must be sought. After submitting your admission application to UAB, you must send corresponding transcripts and course syllabi electronically to Dr. Spezzini and the faculty advisor for your TF (p. 2). The advisor selects potential TF courses and sends selected courses to Ms. Tashara Walker ([tawalker@uab.edu](mailto:tawalker@uab.edu)), Director of the SOE Office of Student Services. If a course prefix differs from the TF prefix (i.e., a science course has a PT prefix) and the course has not been approved previously by ALSDE, Ms. Walker submits a request to the ALSDE for approval/denial. NOTE: After completing an MA and 18 graduate hours in a single teaching field (not a comprehensive field such as English Language Arts), you will be eligible to teach that subject in a community college.

**QuickLinks:** Click on [www.uab.edu/education](http://www.uab.edu/education) and look in the top right corner, under SEARCH.

**Education Quicklinks**

- Dept. of Curriculum & Instruction
- Class Schedule
- Financial Aid
- Graduate School (*applications & much more*)
- Office of Clinical Experiences (*internship*)
- Office of Student Services/OSS (*applications*)
- Scholarship Opportunities
- Sterne Library
- Task Stream
- Tuition and Fees

**UAB Quicklinks**

- Academic Calendar
- Apply (*seeking admission*)
- Ask IT (*technology problems*)
- BlazerExpress (*bus system*)
- BlazerNET (*registering, paying, etc.*)
- Campus Map
- Canvas (*online course access*)
- Directory (*names and contact info*)
- Email (*accessing your email account*)
- Emergency/B-Alert (*bad weather*)

EXAMPLES: Registering & Paying (UAB QuickLinks: Academic Calendar & BlazerNet); Tuition & Fees (Education QuickLinks: Tuition & Fees)

2018-19 Graduate	Each semester hour of coursework	Each 3-hour course
In-state residents	\$450	\$1,350
Out-of-state residents	\$1,030	\$3,090

Fees: online \$150, field supervision \$100, internship \$75, laboratory \$50; late payment \$50, payment plan \$25, reinstatement \$50 - \$150

**Application Deadlines**

**1) Application(s) for Admission Graduate School (LHL G03)** [www.uab.edu/graduate](http://www.uab.edu/graduate) click on **APPLY NOW**

Projected Term for Admission	Degree-Seeking Admission* (pages 2 and 3)
Spring 2019 (starts January 7 <sup>th</sup> )	November 15, 2018
Summer 2019 (starts May 6, June 3, and June 24)	April 15, 2019
Fall 2019 (starts August 26 <sup>th</sup> )	July 15, 2019

\*Subject to change: Updates will be posted at [Graduate School Deadlines](#)

**2) Application for Degree.** Graduate School's <http://www.uab.edu/graduate/online-forms>

Click on "Forms Used to Complete Graduate Study." Then scroll and click "Application for Degree – Master's and EdS". SOE graduate students must submit their Application for Degree about **six months before they intend to graduate**. Failure to do so will delay their graduation by at least one semester.

Anticipated Graduation	SOE Deadlines
Spring 2020	Nov. 1, 2019
Summer 2020	April 1, 2020
Fall 2020	July 1, 2020

**Information and instructions are provided at this website:**  
<http://www.uab.edu/education/home/studentservices/application-for-degree>  
SOE students must meet SOE deadlines and not the Graduate School's.

The School of Education (SOE) recommends students to UAB's Graduate School for graduating with an EdS degree. After approving the recommendation, the Graduate School awards the degree.

**3) Application for Certification Office of Student Services: EB 232**

Students receive detailed information regarding certification application processing during the student teaching semester.

Anticipated graduation	Due date for submitting to OSS
Spring 2020	April 1, 2020
Summer 2020	August 1, 2020
Fall 2020	November 1, 2020

Basic information is provided at the bottom of this website:  
<http://www.uab.edu/education/home/studentservices/teacher-certification/>

If students have specific questions regarding certification, they should contact Ms. Ekandrea Tarver [edtarver@uab.edu](mailto:edtarver@uab.edu)

The SOE recommends candidates to the ALSDE for alternative **Class A Teacher Certification** in the targeted teaching field. After approving the recommendation, the ALSDE issues the certification. This process may take several months. Certification eligibility expires if candidates do not submit application within 60 months of graduation!

## Acronyms

<b>ALSDE</b>	Alabama State Department of Education
<b>C&amp;I</b>	Department of Curriculum & Instruction
<b>Class A</b>	ALSDE-issued Educator Certification at the MA level
<b>Class AA</b>	ALSDE-issued Educator Certification at the EdS level
<b>Class B</b>	ALSDE-issued Educator Certification at the UG level
<b>CT</b>	Collaborative Teaching
<b>EB</b>	Education Building, 901 13 <sup>th</sup> Street South
<b>Ed.S.</b>	Educational Specialist (Classified by the ALSDE as a 6 <sup>th</sup> year program)
<b>ESL</b>	English as a Second Language
<b>GPA</b>	Grade Point Average
<b>GRE</b>	Graduate Record Exam
<b>HB</b>	Humanities Building (across 13 <sup>th</sup> Street from the Education Building)
<b>HHB</b>	Heritage Hall Building (corner of 14 <sup>th</sup> Street and University Boulevard)
<b>K-12</b>	From Kindergarten to Grade 12
<b>MAT</b>	Miller Analogies Test
<b>OSS</b>	Office of Student Services, EB 232
<b>P-12</b>	From Pre-School to Grade 12
<b>SOE</b>	School of Education
<b>UG</b>	Undergraduate

## “To-Do”

1.	Participate in an MA information session: Thursdays, 4:00-4:45 pm, in EB 100. a) Receive information packet (After session, read entire packet & keep it handy for reference). b) To review info session, read “I am aware of” statements (p. 9), complete page, sign it, and give it to facilitator.	___ ___ ___
2.	Meet all admission requirements: a) Have a valid Alabama Class B certificate in the area required for your targeted Class A program b) Order official transcripts from all colleges attended (even if just one course) and sent to UAB School of Education’s Office of Student Services ( <a href="mailto:SOEtranscripts@uab.edu">SOEtranscripts@uab.edu</a> )	___ ___ ___
3.	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 at these websites: <a href="http://www.uab.edu/testing/institutional-tests/mat">http://www.uab.edu/testing/institutional-tests/mat</a> and <a href="http://www.ets.org/gre">http://www.ets.org/gre</a> . <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. If you have a passing score report from several years ago, you may request a waiver of the 5-year limit by sending an email to Dr. Spezzini at <a href="mailto:spezzini@uab.edu">spezzini@uab.edu</a></i>	___
4.	Take ECY 600 <i>Intro to Exceptional Learners</i> if not already taken as an UG and if this course wasn’t used towards completion of your earlier degree (e.g., ECY 300 in UG program)	___
5.	Submit degree-seeking application by the deadline (Nov. 15 for spring, April 15 for summer, July 15 for fall), list 3 people as references, complete program-specific requirement, pay online, request transcripts, submit test score, and click final submit button.	___
6.	<b>Applicants who are non-native speakers of English</b> (regardless of citizenship): Take TOEFL or IELTS.	___
7.	<b>International applicants:</b> Meet criteria at <a href="http://www.uab.edu/global/international-students-and-scholars">http://www.uab.edu/global/international-students-and-scholars</a>	___
8.	After receiving admission email, process or reactivate your BlazerID <a href="https://idm.blazernet.uab.edu/bid/reg">https://idm.blazernet.uab.edu/bid/reg</a>	___
9.	Obtain medical clearance by middle of first semester: <a href="http://www.uab.edu/studenthealth/medical-clearance">http://www.uab.edu/studenthealth/medical-clearance</a> .	___
10.	Register for class and pay tuition by deadline	___



## MA Info Session Attendee

➔ **Circle your targeted teaching field(s):**

Early Childhood – Elementary - Secondary Math – Secondary Science – Sec. Social Science - Sec. English Language Arts  
K-12: ESL - French - Spanish - Music-choral - Music-instrument - Visual Arts – PhysEd - Reading Specialist  
Psychometryl Special Education: Collaborative Teacher –Early Childhood Special Education

**Names:** First & Middle \_\_\_\_\_ (preferred \_\_\_\_\_); Last \_\_\_\_\_ (former \_\_\_\_\_)

Name on Teaching Certificate \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home email \_\_\_\_\_ Work email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Undergraduate degree: major \_\_\_\_\_ minor \_\_\_\_\_ college/univ. \_\_\_\_\_ year graduated \_\_\_\_\_

Graduate: degree \_\_\_\_\_ major \_\_\_\_\_ minor \_\_\_\_\_ college/univ \_\_\_\_\_ year graduated \_\_\_\_\_

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

Passing score on the MAT (388+) or GRE (290+ current or 850+ former)

*Non-native speakers of English:* take the TOEFL or IELTS test

*International applicants:* Meet criteria at <http://www.uab.edu/global/international-students-and-scholars>

### **I am aware of the following:**

- 1) Applicants should read and follow the stipulations in this information packet and keep themselves informed regarding any changes.
- 2) All regulations described in this information packet **are valid only up until the date** on this packet.
- 3) Policies are established by the ALSDE, these policies are subject to change, and all candidates must abide by all such changes.
- 4) Candidates must submit their admission [applications](#) to UAB's Graduate School by the deadline. However, it is usually OK for exam scores to arrive a few days after the deadline.
- 5) When communicating with UAB faculty and staff by email, candidates should always use professional email etiquette, should fully identify themselves, and should also provide some background information.
- 6) After candidates have obtained a UAB email, they must check it frequently and always use it in official communication.
- 7) Candidates must take all of the education courses on their certification checklist (no substitutions) and follow all procedures to earn an MA degree from UAB and also Class A certification from the Alabama State Department of Education (ALSDE).
- 8) If recommended by a course instructor or the program director, candidates must take GRD 727 Academic Writing.
- 9) Candidates must always demonstrate a high level of professional dispositions worthy of the teaching profession. Failure to do so will result in being excited by the SOE.
- 10) Candidates must maintain a 3.25 GPA in order to continue from semester to semester and also to be eligible for earning a master's degree and Class A certification. The Graduate School exits candidates following the second semester of academic probation (lower than 3.0).
- 11) Candidates must confer with their SOE faculty advisor or with their program director whenever they have questions concerning their program. Advisors and program directors give advice but that they are not responsible for a candidate's program or degree.
- 12) Candidates must submit an Application for Degree to the program director and/or to the SOE Office of Student Services about 7 months before their anticipated graduation. Failure to do so may delay their graduation by a full semester.
- 13) Candidates must submit an Application for Certification to the Office of Student Services during their final semester. **If this application is not submitted within 60 months of graduation, candidates lose their eligibility for Class A certification.**
- 14) After the MA degree has been posted on their transcript, candidates should submit a request to UAB for an official transcript to be sent to their school system in order to become reclassified in a new salary bracket. This salary reclassification will be finalized after the school receives official notification of the Class A certificate.
- 15) Upon discontinuing studies for more than a year, even with leave of absence, candidates must follow the program in effect upon re-entry.

**Attendee's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_