“Please contact Dr. Ann Battle, Program Director, at abattle@umd.edu prior to beginning an application to the Human Development M.Ed., AMASSP or ACDMR Certificate Programs for Fall 2016.”

(1) Master of Education Degree in Human Development  
(M.Ed. - 30 credits)

(2) Post-Baccalaureate Certificate in Achievement Motivation & Adolescent Self and Social Processes  
(AMASSP – 15 credits)

(3) Post-Baccalaureate Certificate in Adolescent Cognitive Development & Motivation to Read  
(ACDMR – 15 credits)
Dear Interested Applicant,

Congratulations on your decision to consider graduate study in the Department of Human Development & Quantitative Methodology at the University of Maryland. The Department offers three programs in partnership with Montgomery County Public Schools: (1) a 30 – credit Master of Education Degree in Human Development; (2) a 15- credit certificate in Achievement Motivation and Adolescent Self and Social Processes; and (3) a 15 – credit certificate in Adolescent Cognitive Development & Motivation to Read. Each of the programs embodies a cohort model, wherein a group of applicants are admitted together and progress through the courses at the same time, promoting mutual academic and social support systems from within.

Faculty members in the Department of Human Development & Quantitative Methodology welcome your interest in our programs! Please read through this document, which explains each of the programs in detail, answers frequently asked questions, and provides specific application instructions for each program. If you have any questions, feel free to contact me personally at abattle@umd.edu, or 301-405-8714, or Ms. Eileen Kramer at ekramer@umd.edu, or 301-405-8432, for further clarification and assistance.

Very sincerely yours,

Ann A. Battle
Ann A. Battle, Ph.D.
Program Director
Human Development Degree Pathways
in
Partnership with MCPS
CURRICULUM

As indicated, students in the M.Ed. program take all courses listed below. Students in the certificate programs take subsets of the courses as noted. General course descriptions are provided. In these programs, the developmental emphasis is on children and adolescents.

EDHD 600  Introduction to Human Development and Child Study  (3 credits)
An overview of the multidisciplinary, scientific principles which describe human development, with a focus on adolescent development.
  - M.Ed.
  - AMASSP
  - ACDMR

EDHD 692  Cognitive Bases of Instruction  (3 credits)
Psychological and educational research literature on human cognition, as applied to learning and teaching in classroom settings.
  - M.Ed.
  - ACDMR

EDHD 624  Cognitive and Motivational Bases of Reading; Reading in Content Areas I and II
Secondary Reading Certification Course*  (6 credits)
Fundamental processes of student engagement in reading and learning for secondary teachers. Processes related to how middle school and high school students gain knowledge in content fields, how students learn and use strategies for gaining knowledge, and motivations for learning from a variety of texts.
  - M.Ed.
  - ACDMR

EDHD 602  Social Bases of Behavior  (3 credits)
The social forces and expectations that influence behavior from infancy through old age and death. The effects of ethnicity, social learning, values, attitudes, historical events and mass media on perception and behavior in societal interactions.
  - M.Ed.
  - AMASSP

EDMS 645  Quantitative Research Methods I  (3 credits)
Research design and statistical applications in educational research; data representation; descriptive statistics; estimation and hypothesis testing. Application of statistical computer packages is emphasized.
  - M.Ed.
EDHD 617  **Achievement Motivation in Adolescence**  (3 credits)
Study of different aspects of motivation and how they develop in the secondary years. Focus on how different instructional practices influence motivation and design of various strategies for improving students’ motivation.
- M.Ed.
- AMASSP
- ACDMR

EDHD 662  **Research Methods in Education Settings**  (3 credits)
Research methods associated with studying the development, achievement, and school adjustment of children and adolescents in educational settings, with an emphasis on quantitative methodologies.
- M.Ed.

EDHD 635  **Adolescents at Risk**  (3 credits)
Study of current research on risky behaviors that impact adolescent student learning and achievement particular in underserved populations. General diversity issues and topics specific issues that put adolescents at risk for academic failure and other negative trajectories will be explored.
- M.Ed.
- AMASSP

EDHD 674  **Self Processes in Adolescence: Implication for Academic Achievement and School Adjustment**  
(3 credits)
Study of the development of the self from infancy through adolescence, and examination of the literature on the self-processes of special adolescent populations as they relate to achievement-related orientations and school adjustment in secondary settings.
- M.Ed.
- AMASSP

*EDHD 624 is a Maryland State Reading Certification Course.*

**Seminar Paper**
The University of Maryland and the College of Education require that students complete a Seminar Paper for fulfillment of M.Ed. Program requirements. This extra-curricular requirement is completed as an independent study experience, under the guidance of the program director and an assigned faculty paper advisor.
Master of Education (M.Ed.) Timeline

Course schedules honor University of Maryland holidays and break schedules. MCPS holidays and breaks are incorporated into course schedules at the discretion of the course instructor.

**Semester I – Fall Year 1**

EDHD 600 – Introduction to Human Development and Child Study (3 credits)  
TUES or THURS, 4:15-7pm, USG

EDHD 692 - Cognitive Bases of Instruction (3 credits)  
TUES or THURS, 4:15-7pm, USG

**Semester II – Spring Year 1**

EDHD 624 – Cognitive and Motivational Bases of Reading: Reading in Content Areas I and II (Secondary Reading Certification) (6 credits)  
WED, 4:15-7pm, USG

**Semester III - Summer Year 1**

EDHD 602 – Social Bases of Behavior (3 credits)  
MON/WED 4:15-7pm, USG

EDMS 645 – Quantitative Research Methods (3 credits)  
TUES/THURS, 4:15-7pm, MCPS School TBA

Class Times: Summer session courses are held 4:15-7pm four days during the week.

**Semester IV – Fall Year 2**

EDHD 617 - Achievement Motivation in Adolescence (3 credits)  
TUES or THURS, 4:15-7pm, USG

EDHD 662 - Research Methods in Education Settings (3 credits)  
TUES or THURS, 4:15-7pm, USG

**Semester V – Spring Year 2**

EDHD 635 - Adolescents at Risk (3 credits)  
TUES or THURS, 4:15-7pm, USG & on-line

EDHD 674 –Self Processes in Adolescence: Implications for Academic Achievement and School Adjustment (3 credits)  
TUES or THURS, 4:15-7pm
Certificate in Achievement Motivation &
Adolescent Self and Social Processes (AMASSP)

1-Year Timeline

Course schedules honor University of Maryland holidays and break schedules. MCPS holidays and breaks are incorporated into course schedules at the discretion of the course instructor.

Semester I - Fall Year 1

EDHD 600 – Introduction to Human Development and Child Study (3 credits)
TUES or THURS, 4:15-7pm, USG

EDHD 617 – Achievement Motivation in Adolescence (3 credits)
TUES or THURS, 4:15-7PM, USG

Semester II – Spring Year 1

EDHD 635 - Adolescents at Risk (3 credits)
TUES or THURS, 4:15-7pm, USG & on-line

EDHD 674 –Self Processes in Adolescence: Implication for Academic
Achievement and School Adjustment (3 credits)
TUES or THURS, 4:15-7

Semester III - Summer Year 1

EDHD 602 – Social Bases of Behavior (3 credits)
MON/WED 4:15-7pm, USG
Certificate in Achievement in Motivation & Adolescent Self and Social Processes (AMASSP)

2-Year Timeline

Course schedules honor University of Maryland holidays and break schedules. MCPS holidays and breaks are incorporated into course schedules at the discretion of the course instructor.

**Semester I – Fall Year 1**

EDHD 600 – Introduction to Human Development and Child Study (3 credits)
TUES or THURS, 4:15-7pm, USG

**Semester II – Spring Year 1**

EDHD 635 - Adolescents at Risk (3 credits)
TUES or THURS, 4:15-7pm, USG & on-line

**Semester III - Summer Year 1**

EDHD 602 – Social Bases of Behavior (3 credits)
MON/WED 4:15-7pm, USG

**Semester IV – Fall Year 2**

EDHD 617 - Achievement Motivation in Adolescence (3 credits)
TUES or THURS, 4:15-7pm, USG

**Semester V – Spring Year 2**

EDHD 674 –Self Processes in Adolescence: Implication for Academic Achievement and School Adjustment (3 credits)
TUES or THURS, 4:15-7pm
Certificate in Adolescent Cognitive Development & Motivation to Read (ACDMR)

1.5-Year Timeline (Only)

Course schedules honor University of Maryland holidays and break schedules. MCPS holidays and breaks are incorporated into course schedules at the discretion of the course instructor.

Semester I – Fall Year 1

EDHD 600 – Introduction to Human Development and Child Study (3 credits)
   TUES or THURS, 4:15-7pm, USG

EDHD 692 - Cognitive Bases of Instruction (3 credits)
   TUES or THURS, 4:15-7pm, USG

Semester II – Spring Year 1

EDHD 624 – Cognitive and Motivational Bases of Reading: Reading in Content Areas I and II (Secondary Reading Certification) (6 credits)
   WED, 4:15-7pm, USG

Semester III – Fall Year 2

EDHD 617 - Achievement Motivation in Adolescence (3 credits)
   TUES or THURS, 4:15-7pm, USG
Important Information

Q: What is the meaning of a “cohort model?“
A: A cohort model means that everyone admitted to a program will be admitted with a group of students who will progress through the program together, at the same pace. In our experience, this model is unquestionably the preferred format for Outreach programs, as it fosters community, collaboration, and the co-construction of knowledge. Cohorts begin each fall semester.

Q: Do any of the programs provide “certification” to teach or to serve as a professional in any other field requiring certification?
A: NO. None of the programs described herein are “certification” programs.

Q: What are the time-related completion requirements for the degrees?
A: MCPS enrollees in either the M.Ed. or certificate programs are expected to complete their program within the prescribed time frame and with the cohort to which they were originally admitted. Failure to do so will require special advising.

Q: Will any information about my performance in the program be shared with MCPS?
A: Yes. In order to be eligible for tuition reimbursement from MCPS, you will be asked to sign a release form that authorizes the University to share with MCPS: (see Appendix A)
- The date of acceptance to the degree or certificate program and its name
- Enrollment dates
- Numbers of credits registered for and completed per semester
- Course grades earned

Q: What happens if I can’t take a course at the time it is offered, or if I must skip a semester for an emergency reason?
Due to the specific nature of the courses in these programs, coming on campus to make a substitution is not a viable option in most cases. In addition, doing so would involve paying on-campus fees for that semester. If you are unable to take a course at the specified time, it may mean waiting for the following cohort of students to get to that point in the program, or in extreme circumstances, asking permission to take an on-campus course as a replacement.
Q: Can I transfer any of previously completed coursework into this degree program?
A: No transfer credits from other programs are permitted.

Q: Once admitted, can I switch from the M.Ed. program into the AMASSP or ACDMR certificate program, or vice versa?
A: Graduate School policies apply:

For students enrolled in the M.Ed.:
- You may earn one of the certificates along the way to completing your M.Ed., but the certificate must be earned first; it cannot be awarded retroactively (after the M.Ed. has been granted).
- The student does not need to re-apply to the Graduate School in order to earn one of the certificates while he/she is completing the M.Ed., but must complete all necessary paperwork for requesting the granting of the certificate award.
- Please note that only 12 credits of the certificate program can count toward the M.Ed. Thus, if you are awarded a certificate along the way to completing your M.Ed., an extra 3 credit course will be required for M.Ed. completion. In most instances, you will need to come to Campus for this extra course, for which you will be charged not only tuition, but on-campus fees as well.

For students enrolled in the AMASSP or ACDMR certificate programs:
* If a certificate enrolled student decides to continue to earn the M.Ed. degree the student must reapply for admission, providing the required support documentation.
* Admission to the M.Ed. program is contingent upon meeting the admission requirements and review of the program faculty.
- A student may apply up to 12 certificate credits toward the M.Ed., with the approval of the advisor and program. A student who is considering this process SHOULD SEEK ACADEMIC ADVISING before assuming a seamless transition, as three credits of substitute coursework will need to be approved as a program exception in order to meet the 30-credit requirement for the M.Ed. In most instances, the student will need to come to Campus for this extra course, for which the student will be charged not only tuition, but on-campus fees as well.
• Certificate credits that are to be double-counted toward the M.Ed. must be required “core” courses in the M.Ed. program.
• To include certificate courses toward the M.Ed., the student must file the “Transfer of Inclusion of Credit toward a Master's Degree Form” with the “Master's Approved Program Form,” clearly indicating the certificate courses on both forms. These forms should be filed after the Certificate has been awarded, and prior to the M.Ed.

Q: Can I earn both certificates?
A: NO. Course credits cannot be double counted for certificate programs.

Q: What do I need to be admitted to each of the programs?
A: The admission requirements for all three programs are the same: You will need to provide:
- $75 application fee*
- Complete a graduate student on-line application, including
  o Official transcripts showing receipt of a bachelor's degree from an accredited institution with an undergraduate GPA of 3.0 or higher (on a 4.0 scale)
  o 3 letters of recommendation
  o Statement of purpose

* Subject to increase. If you were previously admitted as a Graduate Student, registered, AND completed at least one semester, you will not be charged a second application fee. To obtain a waiver you will need to indicate your previous graduate student status within the online graduate application. In the “Previous Institution” section of the application, when you enter “UMCP”, a waiver link will appear within the application. You will click on the link and be asked to certify that you previously attended the university. However, you must complete all of the paperwork for admission, as you now are entering a degree program through a new department. You must request the waiver before submitting the application. Priority admission is granted to MCPS employees; other applicants will be considered as space permits.

Please see Appendix B for application instructions.
Q: Can the department decide not to run a program after I have applied and been accepted?
A: Yes. The department has the right to delay the start of either of the certificate programs or the M.Ed. program if an admitted cohort for any of those degree programs has fewer than 10 students.

Q: What must I do to remain in the program?
A: A student seeking any graduate degree at the University of Maryland must maintain an average grade of “B” (3.0) across all courses taken for graduate credit. A student who has been granted provisional admission to this program must first meet the objectives outlined in the admission requirements to gain full graduate status, and then maintain a “B” average in all courses to follow.

Q: Is there a “central person” in charge of this program, someone to whom I can direct my questions and concerns?
A: Yes.
At the University of Maryland: Dr. Ann Battle, Program Director, and Ms. Eileen Kramer, Graduate Coordinator, Department of Human Development and Quantitative Methodology, are responsible for responding to students’ questions and concerns. Dr. Battle can be reached by email at abattle@umd.edu, or by phone at 301-405-8714. Ms. Kramer can be reached by email at ekramer@umd.edu, or by phone at 301-405-8432.
In MCPS: Dr. Brenda K. Delany, Instructional Specialist, Higher Education Partnerships, Department of Certification and Continuing Education at brenda_k_delany@mcpsmd.org or 301-315-7384.

Q: How do I register for my coursework?
A: The department will register you for your classes every semester, unless you have failed to meet financial or academic requirements, or if you have notified us that you must defer registration for some reason.

Q: How much is tuition?
A: Charges for the Certificate and M.Ed. program courses will be at the entrepreneurial rate published by the College of Education for the academic year, plus applicable fees. These rates are subject to change annually. The tuition rate for 2015-16 is tentatively set at $641* per credit hour. Because this program is being taught off-campus, all routine on-campus usage fees are being waived except for the technology fee of approximately $66 (subject to change). This is a
savings to you of approximately $400.00 per semester. If you decide to take a
course on-campus for any reason, you will be required to pay the on-campus tuition
and fees for that semester.
*Subject to Board of Regents Approval

*Although changes in fees are ordinarily announced in advanced, the University
reserves the right to make such changes without previous announcement.

Q: How do I pay my bill?
A: All students are responsible for paying their tuition costs on time, directly to
the University. You will need set up your student account in order to access your
University charges. Failure to pay your tuition on time will result in the University
assessing a late fee to your account and will prevent your registration for the next
semester. You will receive notification of this only after it has been done.

Q: How do I make arrangements for partial reimbursement from the county for my
tuition?
A: All arrangements for teacher reimbursement of tuition costs must be made
according to the process set forth by Montgomery County. The student will be
personally responsible for recovering this reimbursement. The University plays no
role in this process.

Q: Is financial aid from the University available to me?
A: It might be possible for you to take advantage of some of the many financial aid
programs offered by the University, the College, and federal programs. There are
also tuition payment plans that may be of interest to you. To get more information,
applications, and deadlines, contact the Financial Aid office at 301-314-9000.

Q: How will I know my grade in a course?
A: The University no longer sends grades by mail. Students must access grades by
using the University's student website - www.Testudo.umd.edu; the same site to
access your student account.

Q: How do I get my books for the courses I will be taking?
A: There will be some variation in this process from course to course, depending on
the instructor. Several arrangements for book purchasing are commonly used. For
some courses taught at the Universities of Shady Grove campus, books can be
purchased at their bookstore. Most textbooks are available on-line through
companies such as Amazon.com. Almost routinely, students are required to
download readings as assigned from the UMD library's Research Port website for
use in various courses.

Q: **What is the snow-day policy for this program?**
Classes will be cancelled if the University of Maryland or the Universities at Shady Grove are closed. If MCPS closes but the University is open, you will be notified by email as to the status of your class.

Q: **Will I ever need to come on campus during this program?**
A: While we try to minimize the amount of times you will need to come to the College Park campus, occasionally, it will be required. Currently, we schedule all courses but one to be held at the Universities at Shady Grove. Most students find that occasional trips to the University library or to visit faculty in the Department from which they are receiving their degree give them a sense of attachment to the University community that fosters growth in the program.

Q: What is the **timeline for recruitment sessions, applications, and acceptance notifications?**
A: Please **see Appendix C**.
Appendix A

Authorization to Release Education Records Form

Authorization to University of Maryland
to Release Education Records to MCPS

I understand the Family Educational Rights and Privacy Act (FERPA) and University of Maryland policy implementing FERPA affords me certain rights with respect to my education records, including the right to inspect and review my education records and the right to authorize their disclosure to third parties.

I have been accepted to and wish to enroll in the Master of Education in Human Development degree program offered by the University of Maryland.

I certify that MCPS has provided me with a copy of its tuition reimbursement policies. As a condition of participating in the MCPS tuition reimbursement program, I understand MCPS must be able to confirm my enrollments, my grades and the status of my student tuition account. I hereby authorize UMD to release to MCPS the following personal education records: date of acceptance in the program, dates of enrollment, number of hours/courses registered for, grades received in each course, and the date I complete the program. I authorize MCPS to use these Education Records for the sole purpose of confirming my eligibility for tuition reimbursement.

Records shall be sent to:
Office of Human Resources and Development ATTN: Jerri Schell
Tuition Reimbursement
45 West Gude Drive, Suite 2300
Rockville, Maryland 20850

______________________________  ____________________________
Signature                      Date

______________________________  ____________________________
First name                      Middle Initial                  Last name

______________________________  ____________________________
MCPS Employee ID                UMD student ID

______________________________
Mailing Address

______________________________  ____________________________
City                           State                          Zip code
Appendix B

“Please contact Dr. Ann Battle, Program Director, at abattle@umd.edu prior to beginning an application to the Human Development M.Ed., AMASSP or ACDMR Certificate Programs for Fall 2016.”

Application Instructions

Please visit the HDQM Department Home Page at http://www.education.umd.edu/HDQM/ and click on “Admissions.”

GRE Scores are not required for any of the three partnership programs.

Personal statements should be limited to 500 words, and include the following information:

- Long term professional objectives in the field of teaching;
- Commitment to remain in the field of education;
- Commitment to remaining in the program cohort, if admitted.
# Appendix C

## Timeline for Program Activities

New cohorts for the certificate and M.Ed. programs will begin each fall semester, dependent on adequate enrollment.

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| January 1     | Begin monthly recruitment sessions at USG and promotion of Certificate and M.Ed. programs  
                | Begin accepting applications                                          |
| June 15       | Deadline for accepting applications to Certificate & M.Ed. Programs   |
| Upon Admission| Decision notices sent to applicants                                  |
| September 1   | UMD sends list of MCPS employees accepted into Certificate and M.Ed. programs |
| October 1     | UMD sends list of MCPS employees enrolled in Certificate and M.Ed. programs |
| 30 Days Post-Semester End | UMD sends individual course grades for MCPS employees and aggregated data, plus list of MCPS employees who have completed a Certificate or M.Ed. program |
| June 30       | UMD sends list of MCPS employees who have completed Certificate or M.Ed. programs |