

The Department of Human Development  
*“Our Research is Development”*



**Master of Education in Partnership with  
Montgomery County Public Schools  
Student Handbook**

# **The Human Development Professional Master of Education Student Handbook**

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## **Introduction**

The Professional Master of Education is restricted to middle and high school educators who teach in Montgomery County Public Schools. Applicants must be certified to teach. This is not a certification program.

The Human Development Professional Master of Education Degree Program is unique in that its curriculum is designed to respond to developmental and motivational challenges faced by secondary teachers working with adolescents.

### **History and Philosophy of the Professional Master of Education Program**

In a partnership with Montgomery County Public Schools (MCPS), the University of Maryland's Department of Human Development began its new Master of Education program designed specifically for secondary teachers in August 2000. Prior to designing the program, faculty members met with focus groups that included teachers and administrators from MCPS to create a Master's program that would help educators with the challenges of teaching diverse populations of adolescents with ongoing social, emotional, cognitive, and physical developmental needs.

From these focus groups, it was determined that using a cohort model, where a group of applicants are admitted and progress through the courses together, would promote both social and academic support. Courses are taught by University of Maryland faculty in Montgomery County at times most convenient to teachers.

## CORE CURRICULUM

The Department of Human Development takes special care to have only faculty with expertise in specific content areas teach in its partnership program with Montgomery County Public Schools. Therefore, depending upon faculty availability, substitutions for courses in the CORE curriculum may occur on a limited basis during the course of student's enrollment in the program. Course substitutions would include only those departmental offerings deemed to be of essential value to secondary education teachers in practice.

**EDHD 600** Introduction to Human Development (3 credits)

Broad theories of human development in the specific context of normal adolescent growth and development, including social, cognitive, moral, biological, and self processes. Emphasis on promoting student ownership of class and course content through cooperative learning environment. Small groups will collaborate to generate organizing principles for classroom practice based on current theory and literature base.

**EDHD 779W** Workshops, Clinics & Institutes/Achievement Motivation (3 credits)

Understanding principles of motivating adolescent students to achieve. Emphasis on translating the literature to practice through the use of students' actual observations and classroom data to contextualize the empirical framework.

**EDHD 602** Social Bases of Behavior (3 credits)

Exploration of the social forces and expectations that influence adolescent behavior, especially the effects of ethnicity, diversity, social learning, prevailing cultural mind-sets, and mass media on adolescent behavior. Using models of behavior in context, this course seeks to help teachers understand the factors external to their classrooms over which they seemingly have little control, but which directly affect the behavior and learning potential of their students.

**EDHD 692** Cognitive Bases of Instruction or Learning Theory (3 credits)

Psychological and educational research literature on adolescent cognition, as applied to learning and teaching in classroom settings. A highly focused review of current theory and literature related to how adolescents think and learn. This course will seek to help teachers answer their own questions about individual and developmental differences in students' abilities to grasp and understand domain-specific knowledge.

**EDHD 779H** Workshops, Clinics & Institutes/Adolescents at Risk (3 credits)

Examination of current research on diversity and risk behaviors impacting adolescent learning and achievement. The course focuses on specific issues that place adolescents at risk for academic failure and other

negative trajectories. The theme of diversity is woven throughout the discussions in a format for application of knowledge into the everyday classroom interactions and activities.

**EDMS 645** Quantitative Research Methods (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. This course fulfills a requirement for all M.Ed's granted by the College of Education at the University of Maryland. It is also the belief of faculty in the Department of Human Development that an understanding of basic statistical principles will augment students' ability to conduct their own research and read and understand the educational research literature.

**EDHD 779G** Secondary Reading Certification Course (6 credits)

Introduction to the fundamental processes of engagement in reading and learning for secondary teachers. Students will learn how to increase engaged learning in the classroom by using conceptual themes, real-world interactions, self-directed learning, strategy instruction, collaboration, and self-expressive opportunities. This course accomplishes two major objectives. First, students will be able to fulfill their reading certification requirements. Secondly, after being introduced to principles of engagement in reading, students from a variety of content backgrounds will learn the importance of reading as an important tool for learning, as well as how to increase engaged reading and learning in their classrooms.

**EDHD 878** Team Research in Human Development (3 credits)

Definition of a research problem. Design and implementation of a research study in collaboration with faculty.

**EDHD 798** Special Problems in Education (3 credits)

This section of EDHD 798 will guide the independent study of students in their final semester of the Human Development Master of Education program in partnership with Montgomery County Public Schools (MCPS). Individually or in small groups, students will integrate knowledge of adolescent development and achievement motivation, cognitive and motivational bases of reading instruction, statistics, research methods, and social cognitive and ecological theory into a proposal for teacher action that is also responsive to the school improvement plan for their particular teaching institution. The primary goal of this independent study experience is to promote teachers as leaders. To accomplish this goal, students will more closely examine an area of interest they have previously studied in the program and demonstrate how their increased knowledge of that area can be related to an intervention that will have a positive and measurable impact on MCPS school improvement objectives.

### **Comprehensive Examination & Seminar Paper**

The University of Maryland and the College of Education require that students complete a Comprehensive Examination and Seminar Paper for fulfillment of M.Ed. Program requirements. These two requirements are completed as an independent study experience, under the guidance of the program director.

## **COHORT TIME – LINE**

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

### **Semester I - Fall \***

EDHD 600 – Introduction to Human Development  
3 credits

EDHD 779W – Workshops, Clinics & Institutes/Achievement Motivation  
3 credits

\* MCPS Back to School nights sometimes conflict with fall class meetings. In that event, classes will be held on campus.

### **Semester II - Spring**

EDHD 779G – Secondary Reading Certification  
6 credits

### **Semester III - Summer Session I**

EDHD 602 – Social Bases of Behavior  
3 credits

EDMS 645 – Quantitative Research Methods  
3 credits

Class Times: Summer session courses are held four days during the week.

### **Semester IV - Fall**

EDHD 692 - Cognitive Bases of Instruction  
3 credits

EDHD 878 – Team Research in Human Development - Research Practicum  
3 credits

### **Semester V - Spring**

EDHD 779H - Workshops, Clinics & Institutes/Adolescents at Risk  
3 credits

EDHD 798 - Special Problems in Education  
3 credits



# **Academic Conduct**

The University of Maryland, in its “Code of Student Conduct,” specifically prohibits “all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism.” It is also important to note that the University interprets the submission of one paper, or substantially the same paper, to more than one instructor (unless specific approval is obtained from all parties involved) to be a violation of the aforementioned code. Students found guilty of academic dishonesty risk expulsion from the University.

## The Application Process

*All aspects of the application process are completed on-line. Please make sure you take the time to read all of the following instructions and the on-line application instruction page before completing and submitting your application.*

*To begin the application process:*

- Go to the <http://www.gradschool.umd.edu/application> website and complete the on-line application for admission to the graduate school. All information should be completed as requested, however, enter the specific information listed below for the following lines:
  - ✓ Line 18: Applying for **Fall (Plus year)\***  
The Professional Master of Education Program **only** begins in the fall.
  - ✓ Line 19: Intended Program
    - Program name: **Human Development**
    - Program code: **EDHD**
    - Area of specialization: **MC** (Montgomery County)
  - ✓ Line 20: Degree desired – **M.Ed.**
- Once you have submitted the on-line application, **please email Eileen Kramer at [ekramer@umd.edu](mailto:ekramer@umd.edu)** to alert the department that you have submitted your application. This will help us track your application as it passes through various stages of the overall process.
- A few days after you submit the on-line application, **you will receive an email from the MEGS/APRA** (Maryland Electronic Graduate System) program, an automatic tracking program, that will give you instructions on how to log on to the program, complete the Application Supplemental Form (ASF), and to track the progress of your application through the system.
- In addition to completing all on-line application materials, the Department of Human Development and/or the University require the following supplementary documents:
  - ✓ **One official transcript** (with raised seal or stamp) for each institution you attended at which you earned nine or more credits. Transfer credit included on the record of another institution must be supported with a separate transcript from the institution where the credit was earned. Transcripts should be mailed to the following address:

**University of Maryland  
Enrollment Services Operation  
Application for Graduate Admission  
Room 0130 Mitchell Bldg.  
College Park, MD 20742- 5235**

- ✓ **3 letters of recommendation** from principals or supervisory personnel who are familiar with your work and potential for success in graduate school. These letters can be submitted on-line by your recommenders or mailed to the address above. When you log on to the MEGS/APRA program, you will be given the option of entering an email address for your recommenders. If you choose that option, your recommenders will receive an email with instructions on how they can submit their recommendation letters on-line.
  
- ✓ **Statement of Purpose:** a 500-word essay that discusses your:
  - 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.

This statement should be submitted electronically by following instructions in the on-line application.

**Note:** There is no need for you to print a hard copy of your application (it will be almost 30 pages!) as you can easily access it on-line at any time using the MEGS/APRA system.

**COMPLETED ON-LINE APPLICATION DEADLINE: May 7th**

The Department of Human Development mails accepted applicants its recommendation for admission status to the Graduate School. Please be aware that all final decisions about admission are made by the Graduate School of the University (not the Department). The Graduate School will send applicants the final official admission decision.

***Mid- June***

Students accepted to the program attend a first meeting of their class cohort.

## Frequently Asked Questions

### **The Program**

Q: How many credits are required to receive this degree?

A: The Human Development Professional Master of Education Degree requires **30 credits** of study for completion.

Q: What is the meaning of a "cohort model?"

A: A cohort model mandates that everyone admitted to the program will be admitted to a "cohort," or group of students who will progress through the program together, at the same pace. This model is unquestionably the best way for people in collaborative professions, such as teaching, to progress through a master's degree program. The model fosters community, mutual support, collaboration, and the co-construction of knowledge amongst a group of professionals who grow to know and respect each other's work over the course of the program.

Q: What if I can't take a course at the time it is offered, or if I must skip a semester for an emergency reason?

A: If you find that you are unable to take a course at the specified time that it is being offered in this program, it will be your responsibility to complete it on your own time, which will probably mean waiting for the following cohort of students to get to that point in the program. Due to the very specific nature of the courses offered in this program, coming on campus to make substitutions is not a viable option, in most cases. Any on-campus work to complete requirements would involve paying on-campus fees for that semester. If you begin a course, but cannot complete it, you will need to discuss completion arrangements with your instructor and the program director.

It is important to remember that all of your program coursework for your master's degree must be completed within the 5-year time frame as required by the Graduate School.

Q: How many semesters will be required for this program?

A: The program is designed so that students will complete its requirements in a two-year period of time. Students will take 6 credits per 4 academic semesters, plus one summer session (early June-July) that will also include 6 credits.

Q: Can I transfer any of my previously completed coursework into this degree program?

A: Due to the very specific nature of this program, and the way in which the courses are being written to meet the expressed needs of teachers, no transfer credits from other programs will be permitted.

Q: What must I do to remain in the program?

A: The student seeking any master's degree at the University of Maryland must maintain an average grade of "B" (3.0) in all courses taken for graduate credit since enrollment in the degree program and included in the degree program. 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: Does this program certify me to teach?

A: No. Completing this program earns you the Master of Education degree in the Department of Human Development. It is NOT a teacher certifying program.

Q: Is there a "central person" in charge of this program, someone to whom I can direct my questions and concerns?

A: Yes. **Dr. Ann Battle, Program Director**, and her assistant **Ms. Eileen Kramer**, Department of Human Development, will be responsible for responding to students' questions and concerns as they progress through the program. Dr. Battle can be reached by email at [abattle@umd.edu](mailto:abattle@umd.edu), or by phone at 301-405-8714. Ms. Kramer can be reached by email at [ekramer@umd.edu](mailto:ekramer@umd.edu), or by phone at 301-405-8432.

Students' questions about administrative concerns, including application, registration, payment of tuition, or any other managerial matters should be directed to **Ms. Michel Davis Robinson, Coordinator of Outreach Programs, College of Education**. Ms. Davis Robinson is an employee of the University who knows and understands this program. Please contact her by email at [mdavisro@umd.edu](mailto:mdavisro@umd.edu), or by phone at 301-405-0902.

## **Admission**

Q: Why do I need to be admitted to the University?

A: All students who want to take graduate classes from the University must first

be admitted to the Graduate School. Graduate School admission is mandatory for two reasons. First, the process ensures that applicants to the University are well qualified and trained to study at this institution, and that there is a reasonable expectation that the student will succeed in a UMD graduate program. Secondly, admission to the Graduate School initiates a record-keeping process, including grades, student accounts, transcripts, etc. for future use by the student and the institution.

Q: What kind of admission will I have?

A: There are several kinds of admission to the Graduate School. For this particular program, and assuming you meet all of the academic requirements, you will be admitted to **full graduate status in a degree program**. Under special circumstances (marginal academic records from previous programs), some students may be granted **provisional graduate status in a degree program**. That status will be upgraded when the student's performance establishes ability to succeed in the program.

Q: Is there a charge for admission?

A: There is a \$60 charge for first-time admission to the University of Maryland Graduate School. If you have been admitted to the Graduate School for any reason in the past (with either a degree or non-degree status) you will not need to pay this fee again. However, you must complete all of the paperwork for admission, as you now are entering a degree program through a new department. The Application for Graduate Admission includes a space for you to indicate whether you have ever been admitted to the Graduate School.

## **Registration**

Q: How do I register for my coursework?

A: For this program, a meeting for all students in the cohort will be arranged to facilitate first-time concerns, including registration.

## **Tuition Costs**

Q: How much is in-state tuition?

A: As of Spring semester 2007, in-state tuition was \$411 per credit hour. This tuition fee is subject to change prior to start of program. It is important to note that the University reserves the right to make changes in the tuition rates without

prior announcement. You can contact the University's Financial Service Center (301-314-9000) for the most up-to-date tuition rates, or through the University web site: [www.testudo.umd.edu/admissions](http://www.testudo.umd.edu/admissions). Click on Graduate Catalog for fees and expenses.

Q: How much is out-of-state tuition?

A: As of Spring semester 2007, out-of-state tuition was \$886 per credit hour. It is important to note that the University reserves the right to make changes in the tuition rates without prior announcement. You can contact the University's Financial Service Center (301-314-9000) for the most up-to-date tuition rates.

Q: What kinds of fees will I be expected to pay?

A: If you have never applied to the Graduate School, you must pay the \$60 application fee. Because this program is being taught off-campus, all routine on-campus usage fees are being waived. This is a savings to you of approximately \$200 per semester. If you decide to come on-campus to take a course for any reason, you will be required to pay the on-campus fees for that semester.

Q: How do I pay my bill?

A: All students are personally responsible for paying their tuition costs on time to the University. The University no longer bills students. Therefore, at registration, you should submit a check (or make arrangements for credit card payment) in the amount of your tuition costs, made out to the University of Maryland. The check should include your social security number and an indication that it is payment for tuition costs. Failure to pay your tuition on time will result in the University assessing a late fee to your account. 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.

## **Miscellaneous**

Q: How will I know my grade in a course?

A: The University no longer sends grades by mail. In this program, your instructor will probably let you know your grade if you contact them by email at the end of the semester. Another way to access grades is by using the University's electronic grade site on the Web. You can access your grades by using your ID and pin number, both of which will be issued to you upon registration.

Q: How do I use the libraries at the University of Maryland?

A: Once you have been officially accepted into the program, the University will issue you a student ID, necessary for library use. These cards will be distributed to you at the first cohort class. The library you will use on campus is McKeldin Library. A library orientation will be arranged for your cohort after the June informational meeting.

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 wishes of the instructor. Several arrangements can be made. For a fee, you can request that the University Book Center (301-314-BOOK) mail your texts to you at home. You can also come on campus to purchase your books at the Center, located in the lower level of the Stamp Student Union. Some (but not all) instructors may prefer to bring the textbooks with them on the first day of class for students to purchase at that time. Occasionally, textbooks are available on-line through companies such as Amazon.com. Almost routinely, students are required to purchase course reading packets that are compiled by the instructor and available directly from the University Book Center or the College Copy Center on Route 1.

Q: What is the snow-day policy for this program?

Classes will be cancelled if the University of Maryland is 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 be need to come on campus, there are times that coming on campus will be required. We schedule all courses to be held on school campuses throughout Montgomery County; however, some of the courses that you will take will require that occasional class sessions be held on the University campus. This is usually due to the need for students to use the University library or to use software or technology only available at the University. 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.