HANDBOOK 2
Continuing and Graduating Students

2019-2020

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This handbook provides general information about the Master of Education in Curriculum Studies Program, Add-a-Fields, and Graduate Certificates at the University of Hawai‘i at Mānoa and summarizes relevant policies and procedures of the University.

The information in this handbook may not be complete. Additional information about the Program can be found in the current University of Hawai‘i at Mānoa General and Graduate Information Catalog, which may be accessed online at www.catalog.hawaii.edu, or visit the COE Website at http://www.coe.hawaii.edu. The University reserves the right to change or delete, supplement, or otherwise amend at any time the information, requirements and policies contained in this handbook.

Important: Please see MEd-CS Handbook 1: For Prospective and New Students or on the Curriculum Studies website, for additional program information.
Dear MEd CS Student,

We hope you are enjoying your studies in the Master of Education (MEd) program in the Department of Curriculum Studies. Our faculty is committed to providing a graduate program that has meaning and value for you, and leads to a sense of personal and professional accomplishment. The information that follows is designed to help you complete the program successfully, and is presented in these sections: (a) General Information, (b) Culminating Project, (c) Final Examination (Oral) for Plan A and/or Plan B, and (d) the Semester You Plan to Graduate.

GENERAL INFORMATION

Advisement

- Please read Handbook 1: Prospective and New Students and this document and refer to these materials to answer your specific questions about the program.

- Be sure to keep in regular contact with your advisor and consult with him/her as needed regarding courses to take and program progress.

- We recommend that non-cohorted students take either 622B (PK-3), D (middle level) or G (K-14) in the first year of this program and 667B, D or G during your last semester. Please note that EDCS 622 and 606 are only offered in Fall semesters, and EDCS 632 and 667 are only offered in Spring semesters.

Time Frame

In general, graduate students at UHM must complete all degree requirements within seven years after admission to their programs. An approved leave of absence of up to two semesters is not counted in the seven years. (https://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree)

Registration

- Be sure to register the semester you are admitted, through (and including) the semester you graduate. Admissions cannot be postponed or deferred. If you do not register for the semester you are admitted, you will be considered a no-show and your admission will become invalid. You may reapply for admission by redoing all forms and paying the application fee again.

- If you miss the deadline for registration listed in the UH Course Schedule you may register late, provided you have written justification approved by the CS Graduate Chair and the Assistant Dean of the Office of Graduate Education. You will be charged a late registration fee.
To withdraw from a course after the drop period, you must obtain the written approval of the instructor, the CS Graduate Chair, and the Assistant Dean of the Office of Graduate Education. After the ninth week, withdrawals are permitted only for circumstances beyond your control.

After admission to the program you must be enrolled each semester (excluding summer session) for at least 1 credit of course work or thesis/project research. Once you have fulfilled all your course requirements, you should register for EDCS 695 or 699 if you need additional time to complete your Plan B project (contact your advisor for the CRN).

If you are not enrolled nor granted an approved leave of absence, you will be regarded as withdrawn from the program and you will need to apply for readmission.

You may take a leave of absence for a period of no longer than one calendar year after you have completed at least one semester of course work. The leave must be approved by the CS Graduate Chair and the Assistant Dean of the Office of Graduate Education. The date of return from a leave must be set at the time the leave is requested. Time on approved leave is not counted against the seven-year limit for completion of the program (http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms/leave.pdf).

Students not returning from leave by the specified time will need to petition for re-admittance. Please contact Graduate Student Services at 808-956-8544, 808-956-4257 (voice/text), or graduate.education@hawaii.edu for advice on how to be readmitted.

If you were accepted into the program with conditional status, you need to complete 12 credits with a “B” average in courses applicable to your degree in order to be reclassified as a regular student. A memo to this effect, signed by the CS Graduate Chair, will be sent to the Office of Graduate Education.

Doubling Counting Credits

A maximum of 12 credits from the UHM College of Education Post-Baccalaureate Certificate in Secondary Education (PBCSE) may be double counted for the MEd-CS program, within five years of graduating with their PBCSE degree. MEd-CS program will double count 6 credits of 400-level courses and 6 credits of 600-level courses. Similarly, students may request transfer of up to 12 credits of other relevant UHM graduate courses or 14 credits from other institutions upon approval of your track’s coordinator, as identified on the program webpage. Credit transfers should occur during the first semester in the program.

Grades

You need to maintain a 3.0 (B) average in all courses numbered 300 and above and all graduate courses (600 and above) taken for a grade. A grade of “C” may be balanced by an “A” to maintain a 3.0 average. If you receive a grade of “D” or “F” in a required course, you must repeat the course. Directed Reading/Research 699 may not be used to make up a failing grade or to substitute for a course required for the degree.
● You can receive an “I” (incomplete) grade if you fail to complete a small but important part of a semester’s work before the grades are determined, and if the instructor believes that the failure was caused by conditions beyond your control. The deadline for removing an “I” grade is April 1 for fall grades and November 1 for spring or summer grades. (For more information, see http://manoa.hawaii.edu/records/calendar/.)

● If the work is not completed by the deadline the instructor may allow the grade of “I” to remain on your record or submit a change-of-grade form, with the grade computed on the basis of work completed by the deadline.

● An incomplete becomes permanent if it is not made up within two (2) semesters from the time the course was taken.

● Change of grades must have the CS Graduate Chair’s approval. The instructor must state the reasons for the grade change.

● Grade point averages are computed using all the courses taken at UHM, including courses that have been repeated, even if the students received a less than satisfactory grade in one or more of the classes. Unless the course is repeatable, as stated in the UHM Catalog, it is only counted once for meeting credit requirements for the degree.

**Academic Integrity**

Students are expected to conduct themselves with honesty and integrity. You should be aware that instances of academic dishonesty (cheating and plagiarism) may result in suspension or expulsion from the University.

● Cheating includes giving unauthorized help during an examination, obtaining unauthorized information about an exam before it is administered, using inappropriate sources of information during an exam, altering the record of a grade or altering an examination after it has been submitted, and misrepresenting the facts in order to obtain exemptions from course requirements.

● Plagiarism includes submitting to satisfy an academic requirement any document that has been copied in whole or in part from another individual’s work without identifying that individual, paraphrasing a passage so closely that the reader is misled as to the source, and submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved.

● If a faculty member suspects academic misconduct, he or she will notify the student, discuss the situation and take action as he or she deems appropriate. (Please consult the University of Hawai‘i at Mānoa Catalog under the Campus Policies section http://www.catalog.hawaii.edu/about-uh/campus-policies1.htm.)
The MEd degree should represent more than the completion of a collection of courses. It should demonstrate mastery in some aspect of your field of study. As soon as it is possible, preferably in the first or second semester after you enter the program, begin to identify an area of interest as a focus of coursework, research, professional practice and eventually the culminating project.

Completion of the culminating project assures the Department of Curriculum Studies and the Office of Graduate Education at the University of Hawai‘i that you have achieved graduate level knowledge and skill in an area of inquiry. If you anticipate continuing in graduate school for a doctoral degree, you might want to consider writing a thesis (Plan A) as preparation for advanced study. The Plan A paper must be based on empirical research. If you decide on Plan A, you will follow the guidelines of the Office of Graduate Education.

The Plan B project is a suitable choice for students expecting to work in applied settings after receiving their degrees. The Plan B project should have professional merit and value in the student’s area of concentration. It might involve curriculum development, original research, a portfolio or a creative endeavor.

Please see examples of both Plan A Theses and Plan B Projects on the Department of Curriculum Studies’ Scholarspace site: http://scholarspace.manoa.hawaii.edu/handle/10125/20942.

The following sections provide information on culminating projects required for the Plan A Thesis and Plan B Project.

Guidelines for the Plan A Thesis

As explained by the Office of Graduate Education (2014),

The thesis … is a scholarly contribution to knowledge. It presents research conducted by the student under the supervision of the thesis… committee chair. The final submission becomes a permanent and official addition to the body of scholarship undertaken at UHM.

Please see http://manoa.hawaii.edu/graduate/content/thesis-dissertation for information on committee composition, format, submission, final defense, etc.

Guidelines for the Plan B Project

Your faculty advisor is in the best position to guide you in developing the Plan B project. Projects are personal, and topics vary widely in format and length. It is your responsibility to define the purpose, and to organize, and implement the project. The advisor will assist with these tasks and will provide feedback to help you complete it successfully.

Please follow these guidelines for Plan B project design.

- The project should be purposeful and have meaning for the individual and his/her community, and /or importance for the field of study.
The project should refer to a relevant body of knowledge (this might be a review of literature, grounding in historical context, oral history).

The project should involve some form of documentation that can be kept on file. This can vary widely and might include a scholarly paper (for example action research, field study curriculum development), a standards-based portfolio, or a product like song, dance, video, website, or exhibit of photographs.

The project should communicate a connection to practice and/or professional growth.

In addition, you are encouraged to make certain:

1. The Plan B Project contains evidence in the final chapter summary that you have connected study outcomes with current knowledge in the content area, including previous research relevant to the Plan B project.
2. The final chapter or portfolio summary makes clear the professional impact of the study findings on your future directions.
3. The concluding chapter outlines general recommendations that are consonant with the findings of the project.

Plan A and Plan B Research Projects

University Approval of Human Subjects Research. If the project involves human subjects, you must receive approval from the Committee on Human Studies before beginning your research. Information is available on this website: https://www.hawaii.edu/researchcompliance/human-studies. Please contact your advisor before submitting forms to the committee.

Approval of Research in Hawai‘i DOE Schools. Students who are planning to conduct research in a Hawai‘i DOE school(s) must obtain approval from the principal(s) and the Hawai‘i State Department of Education. For a study that takes place in a DOE school, students must have their advisor’s approval and signature before submission and should not contact DOE without this approval. For more information, please see: http://www.hawaiipublicschools.org/VisionForSuccess/SchoolDataAndReports/HawaiiEdData/Pages/Data-Requests.aspx

Selecting a Committee (Plan A) or Reader (Plan B)

Talk to your advisor about who will be your committee members (Plan A) or second reader (Plan B) and who will invite these individuals. Committee composition and potential members for Plan A are available at http://manoa.hawaii.edu/graduate/content/select-committee-member. The second reader for a Plan B needs to have a master’s or higher degree and have expertise in the subject matter of the project.
How Core Courses Support Completion of the Culminating Project

MEd-CS core courses are designed to prepare you to understand and conduct research, particularly classroom action research. If you choose to do a research study for your final project, it’s best to select a topic early—the first semester, if possible—and follow through with that topic throughout your program as shown below. **Speed toward graduation by selecting a research topic early and using your core courses effectively!**

<table>
<thead>
<tr>
<th>Suggested order/semester</th>
<th>EDCS</th>
<th>COURSE TITLE</th>
<th>PLAN A (Thesis) OR PLAN B PROJECT FOCUS</th>
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<tbody>
<tr>
<td>1 First Sem. Of Program</td>
<td>622</td>
<td><em>Curriculum Leadership</em> (Fall semesters only)</td>
<td>COURSE ASSIGNMENT: LITERATURE REVIEW Select a topic and write a literature review (i.e., summary of research) that will tell you what is known about the topic and which research methods have been used to study it. (Confirm topic with your advisor if you plan to use it for a Plan A thesis or Plan B project.) PLAN A/B What are the key questions you have about teaching? Explore topics of interest by considering questions from coursework, reading professional books/articles, and talking to your advisor, instructors and peers.</td>
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<td>Alphas:</td>
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<td>PK-3 School Level (B)</td>
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<td>Middle School Level (D)</td>
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<td>K-12 School Level (G)</td>
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<td></td>
<td>606</td>
<td><em>Introduction to Research in Curriculum and Teaching</em> (Fall semesters only)</td>
<td>COURSE ASSIGNMENT: DRAFT RESEARCH PROPOSAL Develop a draft research proposal. PLAN A/B Explore your selected topic through assignments in other courses, if possible.</td>
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<td>632</td>
<td><em>Qualitative Research Methods</em> (Spring semesters only)</td>
<td>COURSE ASSIGNMENT: APPLICATION FOR THE COMMITTEE ON HUMAN SUBJECTS All students will complete this assignment. Only students conducting research studies and who have approval from their advisors will submit their applications to UHM Human Subjects (IRB). PLAN A/B If you will conduct a research study, consult with your advisor as you develop your IRB application. If your research will be in Hawai‘i DOE</td>
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The Writing Process

Please keep in mind that creating a culminating project entails much more work than writing a paper for a course. It also requires on-going dialogue with your advisor. He/she will help you clarify your topic and encourage you to remain focused so that you can complete the degree in a timely manner. If you are writing a paper, you will probably need to make a number of revisions before it receives final approval.

Your thinking about the topic is likely to evolve as work on the project progresses. By the time you have finished you should have acquired a great deal of knowledge and expertise regarding the topic you have chosen.

These suggestions will help you succeed with your scholarly writing.

- Be sure that the style is consistent throughout the paper and that all references are in the same style.
- There are many books written about how to write a scholarly paper. It is a good idea to study the style and organization of published studies in leading journals, documents or other published works of professionals in your field.
- As you write, try to clearly communicate the topic to a reader who may not know as much about it as you do. Be sure that you have transitions between sections.
- Make required changes and remember that feedback from your advisor is intended to help you improve the paper.
- Work from an outline and use headings and subheadings to organize your Plan A thesis or Plan B paper/project.

When you are writing your culminating project, please be aware of the following.

- Many faculty members are on 9-month appointments and are not available in the summer. Thus you should not assume that you can complete your project during the summer. Be sure to check with your advisor well in advance so that you can develop a realistic timetable for completing your project.
Faculty members are involved in a variety of projects and are advising a number of graduate students. Do not wait until the last minute to drop off drafts of a paper or project. Always check with your advisor to see when you might expect to get his or her feedback on your draft. Generally faculty members will try to get their feedback to you one to two weeks after you have submitted your copy.

There are deadlines for the Plan B oral and submission. Please ask your program advisor or the department secretary for these dates early in the semester you plan to graduate.

**Literature Review**

Most culminating projects will contain a literature review. Therefore, you will learn to write a literature review through a major assignment in the core course, EDCS 622 Curriculum Leadership. The purpose of this review is to *summarize* and *integrate* information drawn principally from literary and research sources (e.g. books and professional journals). The literature review should be more than a compendium of facts and findings. It should provide the reader with an overview and interpretation of the material reviewed.

The knowledge and information that you acquire from reviewing publications related to your topic area should help you to:

- Clarify the problem or topic being studied;
- Gain a better understanding of the work that has been done on the topic by researchers in the past;
- Identify connections, contradictions, gaps and inconsistencies that exist in the professional literature related to the topic being studied; and
- Delineate strategies or methodologies that have proven to be useful in solving the problem or addressing the particular paper topic.

**STYLE FOR ALL CULMINATING PROJECTS**

**Style Guide**

The format of all culminating projects is based on American Psychological Association (APA) style outlined in the current edition of the *Publication Manual of the American Psychological Association*, 6th Edition. You are encouraged to purchase a copy early in the program so that you can begin to utilize the APA writing format when you write papers for each of your courses. There are also a number of websites available online with current APA guidelines.

**APA Formatting and Style Guide – The OWL at Purdue**

These two (OWL at Purdue) sites are very comprehensive.

http://owl.english.purdue.edu/owl/owlprint/560/

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html
APA Style  (This website includes The Basics of APA style, Frequently Asked Questions about APA Style, and APA Style Help)  
http://www.apastyle.org/

Also the following Office of Graduate Education website provides guidance regarding the format of the paper:  http://manoa.hawaii.edu/graduate/content/style-policy

Examining final projects written by former students will give you a clearer picture of topics that have been addressed in the past and how they have been organized. Please see examples of both Plan A Theses and Plan B Projects on the Department of Curriculum Studies’ Scholarspace site: http://scholarspace.manoa.hawaii.edu/handle/10125/20942

FINAL EXAMINATION (ORAL) FOR PLAN A AND PLAN B

Keep in regular contact with your advisor and submit segments for review as scheduled. When the culminating project is near completion, talk to your advisor about scheduling the final oral examination (a requirement for graduation). Your advisor will arrange a date for the final oral, which will include your 3 person committee (Plan A) or your advisor and second reader (Plan B). Get a copy of the final draft of your culminating project to these participants at least two weeks in advance of the final oral exam.

The oral examination provides you with an opportunity to discuss the process, content and application of your project. Often students will receive suggestions for the final editing of the paper at the oral. You should take notes to be certain that these suggestions and directives are incorporated into your final draft.

After completing the oral examination, Plan A students follow the procedures outlined by the Office of Graduate Education. Plan B students should submit a copy of the project signature page, signed by your advisor and reader to the CS Secretary, and reconfirm the final date for submission of the Plan B paper.

Upon completion of the oral and final editing of the Plan B, submit a pdf of the completed paper to csdept@hawaii.edu. As a courtesy, most students offer to give a hard copy of the final paper to their advisors/readers or committee members.
POSSIBLE ORGANIZATION FOR THE PLAN B PAPER OR PROJECT

Title Page  
Abstract  
Table of Contents

Chapter 1 – Introduction
- Background about why you chose this topic (optional)
- Statement of problem
- Purpose (what is the need and the research questions to be addressed)
- Limitations of the study

Chapter 2 – Literature Review
- Introduction (overview of topic areas)
- Review of previous research
- Summary and critique
- Conclusions (summarize the major findings of the literature review)

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<tr>
<th>For Research Paper</th>
<th>For Project</th>
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<tbody>
<tr>
<td><strong>Chapter 3 – Methodology</strong></td>
<td><strong>Chapter 3 – Project Methodology</strong></td>
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<tr>
<td>Overview (who, what, where, when, etc.)</td>
<td>Description of the project (how it was developed, who participated, what you did, what issues you encountered, etc.)</td>
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<tr>
<td>Arrangements for conducting the project (how did you set it up?)</td>
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<td>Description of participants (who and why you selected them)</td>
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<tr>
<td>Data collection (what you did and how you kept records, i.e. journals, student work, questionnaires, interviews, observations of participants, etc.)</td>
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<tr>
<td>Analysis of data (how did you analyze your data?)</td>
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<tr>
<th><strong>Chapter 4 – Findings</strong></th>
<th><strong>Chapter 4 – The Project</strong></th>
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<tr>
<td>What were the major things you found out? Were there foreseen as well as unforeseen outcomes?</td>
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<tr>
<td>Discussion of findings (what do the findings mean to you? How do your findings connect to the research literature?)</td>
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<tr>
<td>The project itself – curriculum design, video, materials, etc.</td>
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</table>
Chapter 5 – Conclusions and Recommendations

The brief concluding chapter will summarize the major findings of the research study/project, discuss implications and/or lessons learned for you as a professional. Also you may include recommendations for the field.

References

Cite all works you referred to and other important sources using APA style.

Appendices

Assign titles to each appendix entry by beginning with: Appendix A (followed by a description of the entry, e.g. Appendix A: Student Interview Questionnaire, Appendix B: Student Observation Instrument, and so on depending on the number of entries in the appendix of your paper.
TEACHERS TEACHING TEACHERS: MENTORING FOR PROFESSIONAL DEVELOPMENT AND EDUCATIONAL CHANGE

A PLAN B PAPER SUBMITTED TO THE DEPARTMENT OF CURRICULUM STUDIES
COLLEGE OF EDUCATION UNIVERSITY OF HAWAI‘I AT MĀNOA

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF EDUCATION IN CURRICULUM STUDIES

By:
Your name
(Month of Graduation, Year of Graduation)
(e.g. December, 2019 or May, 2020)

Name of Advisor, Program Advisor

Name of Second Reader, Reader
THE SEMESTER YOU PLAN TO GRADUATE

At the beginning of the semester, discuss with your advisor whether you are likely to be able to complete the culminating project and graduate that semester. If so, submit a time schedule indicating when he/she will receive each section for review (leave enough time for two or three revisions for each section).

Graduate Division requires that all students be enrolled during the semester they plan to graduate. MEd-CS students should take EDCS 667B, D, or G, the semester they plan to graduate (or the semester before), in order to get additional guidance in completing the project.

When all course work is completed you should register every semester for one credit of EDCS 699 in order to stay registered. You do not need to register in the summer unless you plan to graduate in the summer.

Within the first 3 weeks after instruction begins, or by June 1 for Summer Session, fill out and submit the Application for Degree form. There is a small fee required upon submission: http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms/gradapp.pdf. This form only needs to be submitted once. However, please do not make this request until you have met all requirements and can actually graduate. All required courses need to have been taken, all incompletes made up and the 30-credit minimum must be met by the end of the semester you graduate.

When you apply to graduate, the Office of Graduate Education will generate a degree check for departmental review. The CS Graduate Chair must certify that you have met all requirements and have no outstanding incompletes on your transcript.

Contact the CS Secretary (Everly 224, 956-4401, csdept@hawaii.edu) to obtain the department deadlines related to the completion of your culminating project.

For MEd-CS students who wish to participate in the commencement ceremonies, information is available at: http://manoa.hawaii.edu/commencement/

CONGRATULATIONS, GRADUATE!

Welcome to the Curriculum Studies Community of Scholars!