Weber State University

Graduate Studies in Education

Student HANDBOOK

Education Building 1351 Edvalson St., Dept. 1306
Ogden, Utah 84408-1306
(801) 626-6278

PROGRAM CHECKLIST

Detailed descriptions of each item are listed above.

Required for Everyone Admitted into the Program

- Online M.Ed. Application Form
- Application fee
- Official transcripts from all colleges/universities attended (If you went to Weber State University for an undergraduate degree, we have access to the transcript.)
- Three recommendations submitted to the GSE assistant through the application portal
- GPA evaluated and appropriate admissions tests taken with scores submitted
- Face-to-face interview with faculty members completed
- Attend one of the scheduled orientation meetings (after admission)

Additional Requirements for International or ELL Candidates

- Appropriate English proficiency tests completed and scores submitted
- Degree audit completed if the degree was obtained outside of the US
- WSU International Student Application and contact with WSU International Student Services Office
- Graduate Financial Guarantee form and appropriate visa

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PROGRAM MISSION

The Master of Education emphases are housed in the Graduate Studies in Education, which advances professionals' knowledge, skills, and scholarship through meaningful collaborations, a diverse and inclusive culture, and immersive learning opportunities.

PROGRAM OUTCOMES

By the end of their graduate study at WSU, students will:

- Critically analyze key theories, issues, trends, and/or concepts affecting relevant systems.
- Design and/or implement research or evaluation related to current issues.
- Model professional-level writing skills in academic and non-academic settings.
- Create and/or defend an evidence-based argument regarding effective models within academic contexts.

GRADUATE STUDIES IN EDUCATION ADMINISTRATIVE STRUCTURE

Graduate Studies in Education is part of the Moyes School of Education within the College of Social Sciences and Education. The Administrative structure is as follows:

A. The GSE program director is selected from among the CSSE faculty who teach in the emphases

B. GSE Program Committee consisting of the following members:
   i. GSE program director
   ii. Faculty representatives and department chairs from each emphasis

C. Advisory Councils consisting of select faculty and community partners for each emphasis.

ADMISSIONS

Acceptance into the Graduate Studies in Education (GSE) Program is required prior to admission to Weber State University. A student may register for **elective graduate-level** courses before admission into the program. A maximum of nine (9) semester hours of pre-admission graduate courses can be accepted into the program and must be approved by the GSE program director. Pre-admission credits are subject to the **currency rule,** which means that at the time of completion of the degree, no credits may be older than six years. Pre-admission credits are subject to approval by the Policy Committee.

Students admitted to the program are those who show promise of being the most successful graduate candidates. The program does not have a quota system for admission. Each candidate is admitted based on exceeding the minimum requirements in all categories. (**On occasion, the program may admit a student on a conditional basis per PPM 11-1.V.4. The GSE program director will consult with the Policy Committee for approval of the student's admission.**)

Admission information and forms are available at https://weber.edu/med/admissions.html

Program Admission

Admission into the M.Ed. program in the Moyes School of Education will follow University PPM 11-1. Applications are welcomed and received on a continuous and revolving schedule throughout the year. To ensure your place in a specific semester, applications must be completed by the potential candidate and received by the program administrative assistant before the following deadlines:

Aug 1 - Fall
Nov 15 - Spring
April 1 - Summer

Admission interviews will be scheduled shortly after each deadline. Following the application and interview, those students accepted into the program must attend a mandatory orientation session.

Admission Requirements

M.Ed. candidates are selected through the process outlined below. Please follow these detailed steps carefully. A checklist is provided on the GSE website.

Step 1: Application Form

Please complete the online application form available on the website and pay the application fee of $60 for domestic students: https://weber.edu/med/admissions.html. International students will check the International Student application process: https://www.weber.edu/issc/apply.html

Step 2: Student Transcript Request

Applicants must request official transcripts from **each and every** institution attended to verify degree(s) and coursework. More information is available on the website: https://weber.edu/med/admissions.html

If a degree has previously been earned from Weber State University, transcripts are accessible by the program, and do not need to be submitted.

Note: Grade Point Average
Minimum student GPA is 3.0 cumulative or calculated using the most recent 60 semester hours or 90 quarter hours of approved undergraduate/graduate coursework. A student with a GPA below 3.0 may require additional review prior to admission. It is suggested that additional undergraduate courses be taken to raise the GPA.

Step 3: Recommendation Forms

When completing the online application, you will provide the e-mail addresses of three people who had the opportunity to observe your **professional performance** and would be willing to recommend you as a graduate student. **Please verify all e-mail addresses are accurate**. Your references and their contact information are listed on the application form. The completed recommendation forms are uploaded directly to the application form or, in some cases, e-mailed directly to the **GSE office**. Recommendation forms may not be from family members or relatives, but should be from professionals or people who **can speak to your ability to complete graduate work. Students are not allowed to access those reference letters upon their completion.**

Educational Leadership Emphasis: One reference must be from your immediate administrative supervisor.

Step 4: Interview

After the application form is submitted and transcripts, recommendations, and personal statements are received by the GSE office, you will be contacted to schedule an interview.

Additional Requirements for International and English Language Learner Applicants

Applicants who speak English as a second language are required to present evidence of language proficiency. For detailed information, please refer to section 3.2.6 in PPM 11-1. International applicants who have English as a second language, but have earned an undergraduate degree from a U.S. university are not subject to this requirement.

If the applicant is not a U.S. citizen, please check with the WSU International Student and Scholar Center (801-626-6853) before proceeding with the application. Applicants will need to submit the WSU International Student Application as well as a Graduate Financial Guarantee form. The Graduate Financial Guarantee form is a confidential financial statement that shows that the potential graduate student has sufficient funds to comply with the United States Immigration and Naturalization Service regulations. This form must be submitted before a student can receive the I-20 or IAP-66 form that enables application for a student visa for entry into the US.

Applicants must have their transcripts and bachelor's degree evaluated by a foreign evaluation credential service selected from the agencies listed below. The bachelor's degree and each course on the transcript must be translated into the equivalent of American credits and letter grades.

Contact the selected agency to determine the procedures and fees required for this service. The applicant is responsible for the fees incurred. The evaluated transcript must be sent by the agency directly to the GSE office at 1351 Edvalson Street Dept. 1306, Ogden, UT, USA, 84408-1306.

Foreign Credentials Evaluation Services

Contact the agency of your choice to determine procedures and fees required: www.weber.edu/issc/foreign-credentials-evaluation-services.html. The agency's report will be accepted by Weber State University at face value.

Quantifications of points (percentages) for admission:

	Points	GPA (cumulative or last 60 semester/ 90 quarter hours)	**Weighted Standard for Admissions**
GPA	30	4.00	
	25	3.75	33%
	20	3.5	
	15	3.25	
Interview Scale	20	6	33%
	15	5	
	10	4	
Recommendations	10	10 (25% or above)	33%
	7	7 (50% or above)	

**3.0 to 3.24 GPA plus acceptable i.e. 15 points Points*
***An applicant whose interview score is 1-3 is not eligible for admission.*
****An applicant whose averaged recommendations are below 50% is not eligible for admission.*

Re-application

If an applicant does not qualify for admission, he/she may reapply. All current requirements must be met including the interview. A maximum of three applications are allowed. Admission via the re-application process to the GSE program will be determined by the GSE Policy Committee.

PROGRAM PROCEDURES

Registration

Graduate students register through the same process as undergraduates. Detailed registration information is printed in the WSU Catalog and/or semester class schedule, which can be obtained online. See WSU Registration Times. Tuition and fees follow the policy established by WSU and the Utah Board of Regents for graduate students. Tuition and fees for M.Ed. program courses are available at http://www.weber.edu/bursar/TuitionFee_Tables.html under Master of Education.

Candidate Status

University graduate students are classified as full-time students, if they register for 9+ semester hours. However, for the purposes of financial aid, full-time status is 6 semester credit hours. Candidates must be registered for at least one course in the semester they complete the program requirements to maintain their status.

Official Transcript When Attending a Different University

If an active WSU GSE student attends a course at a different university and wishes to count that credit towards the WSU M.Ed. degree, an official transcript from that university must be sent to the GSE office. A maximum of nine credits can count towards the degree and must be within the six-year window. All graduate-level transfer credits must be approved by the GSE program director.

Candidate File

Each admitted candidate has an official electronic file with the GSE office. This file contains the application packet, record of progress, advice log, program of study, and other pertinent data. Faculty members have access to these files upon request.

Advisement

Advisement begins when prospective candidates make their first inquiries about the Master's program. The assistant in the Master's office often receives the first telephone calls, emails, and letters. Initial questions generally deal with the program admission guidelines, time frames, and course schedules. This information can be found on the GSE website (https://www.weber.edu/med) and in this handbook.

When the prospective candidate is admitted to the program, the GSE program director serves as the advisor, answering questions about curriculum, approving transfer courses or independent study courses, outlining a suggested course of study, and helping with the selection of members for the candidate's graduate committee until the candidate's graduate committee is formed. The candidate may begin working with the emphasis lead immediately upon starting the program to consult them on the graduate committee and the chair (thesis/project advisor) of that committee. The candidate should be enrolled in GSE 6910: Project Development I, when they start working with a chair. A Chair Verification Form, which is available through GSE 6910, is filled out by the candidate and signed by the appropriate committee members. The form is then submitted to the course (wnad forwarded to the GSE office by the course instructor) at which point the committee chair becomes the candidate's primary advisor. Once the proposal is somewhat

designed, and it is clear who can provide the most meaningful feedback, the candidate chooses two more committee members for their committee. At that point (and before proposal defense), the Full Committee Form (also available in GSE 6930 class) must be signed and submitted to the class.

Key Times for Graduate Chair/Committee Advisement

Step 1. Choosing your emphasis

GSE emphasis is typically chosen at the time of admission, but can be changed later in the program. If you have questions about the different emphasis areas, course maps, and sequencing, or need help choosing an emphasis, please contact the GSE director.

Step 2. Approval of the project proposal

The candidate chooses a chair to help them with the construction of the project proposal. Once the proposal is ready, the candidate convenes the committee of three members (one of which is their chair) to discuss and approve the proposal. The proposal needs to be sent to the committee members typically **one week prior** to the meeting. Following the meeting, corrections and suggestions need to be made by the candidate to obtain committee approval and signatures of approval from all committee members on the cover page of the project proposal. A **signed copy of the cover page** needs to be sent to the GSE office. If you need help collecting e-signatures, please contact Ellynn Raynor at the GSE office.

Step 3. Approval of the IRB form

Prior to submitting to the College of Education's Institutional Review Board, the chair (or the whole committee) must approve the revised copy of the proposal. The candidate should not submit the proposal to IRB before the chair instructs them to do so. The chair will serve as Principal Investigator of the project and the candidate will be Student co-PI. The candidate must also complete CITI (Human Subjects) training before they submit their study to IRB for approval. All the information about this process can be found here:
www.weber.edu/med/irb.html
Note: if the candidate is working on a project in a school district or another university, those bodies will also need the project to be submitted for approval to their IRB.

Step 4. Development of the project

The candidate works closely with the graduate committee chair and other committee members during the development of the project. The chair generally sees multiple drafts of the project and meets with the candidate a number of times before the project is ready for its dissemination to other committee members.

Step 5. Final presentation of the project

The candidate convenes the committee for their final presentation and defense of the work. The candidate needs to send a copy of the finished project to all committee members **at least seven days prior to the meeting** to provide an opportunity to make corrections and suggestions prior to the meeting. Following a successful defense, the committee chair is to email the GSE program director and the program administrative assistant with a copy of the signed cover page of the finished thesis (project), a completed electronic rubric grading the final project, and a statement that the candidate successfully defended the thesis. If you need help collecting e-signatures on the cover page, please contact Ellynn Raynor at the GSE office.

If the candidate needs to do revisions, the chair should hold off sending the signed form until revisions have been made. Once the documents have been received, the candidate will receive instructions on how to apply for graduation, and how to submit the thesis (project) to the library. Stewart Library Digital Collections will format the thesis, create searchable metadata and subject headings, run OCR (Optical Character Recognition) to make the document searchable, and upload it into a content management system available to the public.

If the candidate is unable to complete the requirements for the final project/thesis within the semester, they need to work with their chair to fill out an Incomplete Agreement Form by stating the tasks necessary to resolve the incomplete grade and agreeing on a due date in the following semester for project/thesis completion. The form will be signed and submitted to the GSE office. Once the incomplete is resolved, GSE Director will submit a grade change from the original "I" grade to a new grade.

If the project is not completed by the due date stated in the Incomplete Agreement, the student will be asked to register for a 1-credit GSE 6990 Continuing Graduate Advisement every semester till the requirements are all met.

Graduation

All candidates for the M.Ed. degree, whether or not they plan to attend the commencement ceremonies, must submit a completed application for graduation to the WSU Graduation Office before the deadline. Candidates should check CatTracks to be sure they are on track to graduate. If anything is missing or if substitutions need to be made, please consult the GSE program director immediately. This website has the deadlines listed: http://www.weber.edu/graduation/.

Candidates should check with the GSE office and/or their committee chair prior to applying for graduation to ascertain compliance with requirements for the M.Ed. degree by the respective commencement ceremony date. It is the sole responsibility of the candidate to verify all requirements for the degree. If the candidate does not complete the requirements for graduation 45 days post graduation date, they will need to re-apply for graduation.

If courses from another institution are being used in the approved *Program of Study,* official transcripts must be submitted to the GSE office. Determination is made by the GSE director, the committee chair, or the program director for approval of those courses. CatTracks will be updated by the program director.

Commencement ceremonies are currently held twice a year. Students who complete degree requirements during the previous Summer term or Fall semester will be eligible to participate in the ceremonies in the Fall. In contrast, those who complete requirements during the Spring semester will be eligible to participate in the Spring. Spring graduation ceremony consists of WSU Commencement and College of Social Sciences and Education Convocation, where M.Ed. candidates will have their degrees conferred, and they will be hooded by their chair and the GSE director. Fall graduation will not have a Commencement ceremony. Commencement information will be mailed to students and/or can be obtained from the WSU Graduation Office.

Follow-up of Graduates

On occasion, it is important for the GSE office staff and director to contact the graduates for a variety of purposes, such as post-program reviews and evaluations, or asking a graduate to serve on committees. The GSE office staff appreciates all graduates keeping their contact information current. It is also nice to hear from graduates when they obtain or change jobs, are given awards, and/or are accepted into doctoral programs.

FINANCIAL ASSISTANCE

Graduate Assistantship

The GSE program offers several graduate assistantships to support teaching, research, or other tasks within each of the seven emphases. They will be supervised by the GSE program director and will work with faculty, staff, and students as needed. The GSE program consists of seven emphasis areas, each with unique courses, but common outcomes. The graduate assistant will work with the director or faculty within a specific emphasis area.

The conditions and instructions for these opportunities vary by semester and are subject to change by the current Weber State University Scholarship Committee, or by the Graduate Studies in Education Policy Committee. You are encouraged to check the WSU Financial Aid website on a regular basis, as that site may be updated in regards to scholarship information more often than this handbook. If interested in an assistantship, please reach out to the GSE director or assistant for more information.

PROGRAM OF STUDY

The goals of the GSE program are accomplished through courses (face-to-face, online, and hybrid), seminars, independent study, cooperative learning groups, individual and group assignments, and projects that emphasize a practical application of theory to professional practice. All courses used in the program, including electives, must be 6000-level courses for which the student has earned a letter grade. 5000-level courses taken at Weber State University can be accepted for up to 12 credits.

The *Program of Study* is found on CatTracks and should be reviewed by the candidate on a regular basis. CatTracks will display the courses to be taken and include all past and future coursework that will apply toward the receipt of the M.Ed. degree. Exceptions to the program of study may be made upon the recommendation of the emphasis lead and or GSE director.

Because candidates generally need advisement before they have been assigned a committee chair, the GSE program director or the emphasis lead serves as the initial advisor. Any exception to the specific policies outlined in this handbook must have prior approval from the GSE program director or the candidate's graduate committee in consultation with the chair.

The graduate committee or GSE program director must approve any additional coursework taken at another institution for transfer to the program of study. Approval should be obtained before registering. A maximum of nine (9) semester credit hours of graduate-level coursework from other accredited institutions can be accepted.

No more than three (3) letter-graded graduate (6000 and above) credit hours of independent study, workshop, or conference may count in the program of study. Specific exceptions can be made by the GSE program director or the candidate's chair. However, courses with pass/fail or credit/no credit grades cannot be applied towards the graduate degree for any reason.

At the time of completion of the program, no course may be older than six years. This time limit also applies to transfer credits. To revalidate outdated work, students must complete a *Course Revalidation Form* for each course requiring revalidation. The GSE director and the project committee chair consult with other faculty as needed to recommend that coursework taken prior to the above deadline be revalidated if it can be demonstrated that the knowledge con-tained in the course(s) remains current. Currency of knowledge may be demonstrated by such things as: (a) passing an exami-nation covering the specifi course material; (b) receiving professional development raining which matches the graduate-level course content; (c) passing a more advanced course in the same area; (d) working in the professional field in which course content was required, applied or demonstrated; (e) teaching a comparable course; or (f) publishing scholarly research demonstrating substantial knowledge of course content. A completed and approved course revalidation is effective for no more than three years.

Candidates must register for GSE 6990 – *Continuing Graduate Advisement* – to complete the revalidation and must re-register for GSE 6990 every semester the revalidation is incomplete. GSE 6990 is graded CR/NC and is not counted in the total hours toward the degree. The contract, when required, is obtained from the M.Ed. assistant.

An undergraduate student may take two elective graduate courses in the last semester/term prior to receiving the baccalaureate degree and apply them toward the graduate degree. These courses must not be counted in the baccalaureate degree and must be approved in advance by the GSE program director.

Core Course Information

GSE 6000, *Fundamentals of Graduate Study* (3), should be taken in the first semester of attendance. Admission to the graduate program is not required for enrollment in this course.

Students must be admitted to the Master of Education program before registering for the following required foundation and project/thesis courses. It is ***not*** recommended that students complete all of the core courses before taking elective courses; core classes can and should be scheduled with electives.

For more details on coursework in each individual emphasis, please visit:
https://weber.edu/med/program-details.html

THESIS/PROJECT COMMITTEE

The candidate's graduate committee MUST be formalized the semester prior to the candidate taking GSE 6970. The graduate committee consists of three people: at least two faculty members from the School of Education, the Department of Health, Physical Education, and Recreation, and the Department of Exercise and Nutrition Sciences, while the third member can be from another academic department, school district, or other organization. The committee members are selected based on a general area of co-interest. All committee members must hold at least a Master's Degree and have a willingness to read and critique the paper twice and meet for formal meetings (the proposal meeting and the final project meeting). The chair of the committee has to have a Doctoral degree.

Expectation for Committee Chair

When a chair decides to assist a candidate, they will:

- Sign the chair form and return it to the student
- Meet with the candidate to review the basic draft of a problem statement, determine if the topic is feasible, and set a general plan for the project work
- Meet with the candidate on a regular basis to review and guide the candidate's writing process
- Help the candidate choose other committee members
- Sign the full committee form
- Instruct the candidate to email the manuscript (proposal or thesis project) to the other members of the committee and schedule the defense meeting, once they deem the proposal/thesis ready
- Email the GSE office with the outcome of the proposal and thesis defense
- Develop a revision plan (if any) with the candidate and supervise those revisions
- Sign the cover page of the defended and revised proposal/thesis
- Be the PI (Primary Investigator) on the candidate's IRB form. They will need to check the IRB application and approve it.
- Act as the candidate's advocate during the final defense
- Grade the candidate on the agreed rubric for the final project. The chair will send the completed rubric to the GSE office to add to the candidate's file.
- Discuss with the candidate how and when the final edits should be completed
- Hood the candidate at the graduation ceremony.

Note: A retiring faculty member can decide whether or not to finish his/her service with a candidate. If, however, the faculty member knows of his/her retirement at the time he/she agrees to serve, he/she is expected to see the candidate through to graduation.

Expectation for Committee Members

Once a committee member agrees to serve on a committee, they will:

- Sign the full committee form with all other committee members. This is a fillable form (in Acrobat) and should be sent electronically.
- Read the proposal and final project, and provide feedback during the defense events
- Attend proposal and final defense events
- Suggest revisions during the proposal and final thesis defense
- Sign the cover page once the revisions are approved (after both the proposal and final thesis defense)
- They may also be consulted during the writing process at chair's recommendation.
- Act as chair for the final presentation when nominated by the committee chair and other committee members

It is the responsibility of the candidate to schedule committee meetings for the proposal and the final project defense. The candidate should arrange the date and time with his/her committee, but must ensure they give the committee members at least one week to read the paper. The GSE assistant can assist with room scheduling.

GSE PROPOSAL, PROJECT/THESIS

Generally, the master's project/thesis is an opportunity for the candidate to creatively and practically apply newly acquired knowledge and research. It is expected that the project will be supported by a substantial review of appropriate literature.

In designing projects that involve human subjects, candidates need to be aware that Weber State **University requires that the IRB/Human Subjects Committee review all proposals** for approval. Please see IRB website for more information: https://www.weber.edu/irb/

The *Publication Manual of the American Psychological Association (APA)* (7th ed), 2020.

The Thesis/Project Proposal

The proposal describes the project and should be developed by the candidate in cooperation and consultation with his/her graduate committee. To assist in developing the proposal for the final project, the candidate must complete the three Project Development courses: GSE 6910, 6920, and 6930 .

When the graduate committee chair judges the proposal ready for approval by the entire committee, the candidate schedules a committee meeting for consideration of the proposal. The GSE assistant can help with arranging the room. The candidate is responsible for confirming the meeting date, time, and place with the committee. The candidate provides each committee member with a copy of the proposal at least 7 days before the scheduled meeting. The proposal must be approved by the committee before the candidate begins GSE 6970, though the candidate is advised that the research for the project could take more than a semester. Approval for the proposal is made by signatures on the title page of the proposal.

After the acceptance of the proposal by the committee, the candidate **must** submit a proposal to receive approval from the Institutional Review Board (IRB) prior to beginning their research. Failure to complete this step could render the final project null and void.

The Thesis Project

The candidate orally presents the project to members of the project/thesis committee and others who wish to attend. The project/thesis committee subsequently evaluates the oral presentation as well as the written project report. The candidate follows these procedures:

Step 1
The candidate needs to be registered for GSE 6970 in order to defend their thesis.

Step 2
When the candidate is ready to register for GSE 6970, they can contact the GSE office for a registration override.
Note: A candidate must finish GSE 6930 and have completed their project proposal in order to receive the registration override for GSE 6970.

Step 3
During GSE 6970, the candidate communicates and meets frequently with the committee chair.

There is no formal class meeting. During this time, the candidate gathers data or designs a product, and then carefully and thoughtfully writes the project chapters of Results and Discussion. They will also rewrite the Methods section to reflect the actual data collection and analysis process, or the design process if the project is not a research study. This writing takes several weeks, sometimes months, to complete!

Step 4
When the graduate committee chair informs the candidate that the **written project report/thesis** is ready to present, the candidate arranges the date and the time for the presentation with the committee and informs the GSE assistant, who schedules a room. The candidate is responsible for confirming the meeting date, time, and place with her committee. The presentation is open to the public.

Step 5
Each member of the graduate committee should have the Master's project report at least seven (7) days prior to the scheduled presentation.

Step 6
A committee member, other than the chair, will act as the chair for the presentation. The chair acts as an advocate for the candidate.

Step 7
The candidate presents an overview of the project, what was produced, how it was implemented, how it was evaluated, and recommendations for further study. The candidate then answers questions from committee members regarding the project.

Step 8
Immediately after the presentation, the committee meets privately to discuss the presentation and evaluate the written report and the oral presentation. A 2/3 vote is required for approval. Revisions to the report will likely be required. At this time, a *Project Rubric* is completed, and a grade for the project is assigned.

Step 9
Most projects usually need some revisions after the defense. After the revisions are completed and approved, committee members electronically sign the title page set up by the GSE assistant.

Step 10
If the candidate does not finish the project in the semester he/she is registered for GSE 6970, or performs unsatisfactorily on the Master's project report or presentation, an *Incomplete* grade will be given, and the candidate must register for GSE 6990, *Continuing Graduate Advisement,* each semester until the project is completed.

Step 11
Once the title page is signed, the candidate is responsible for submitting the project report to the library so the project can be posted in the library depository and available to the public. The GSE assistant will send the instructions for this process once they receive the signed title page.

Project Examples

Bound projects are housed in the Stewart Library in Circulation and in the Archives. The archival copies cannot be checked out. Digital collections of the thesis projects are available through the library website: https://digital.weber.edu/search?facet_collection_name_t=%22Master+of+Education%22&facet_setname_s=wsu_smt

PROJECT PROPOSAL AND THESIS COURSES

GSE 6910. Project Development I

During GSE 6910 Project Development I (1 credit), you will choose a faculty member to serve as the chair of your committee. This course can be taken as early as the second semester. The idea is to formulate the problem statement for your project/thesis. Your chair will guide you through this process.

GSE 6920. Project Development II

The next course is GSE 6920 Project Development II (1 credit). This course may or may not be taken concurrently with GSE 6910, unless the candidate is near finishing and did not take GSE 6910 early in the program. During this class, the candidate is developing the literature review based on the repository of articles, texts, etc. that they built in previous courses (GSE 6000 and 6910).

GSE 6930. Project Development III

GSE 6930 Project Development III (1 credit) is the final development course. The intention is that these development courses are taken over time so that candidates gain a deep understanding of their chosen topic. However, candidates are also able to take these concurrently. In this course, candidates focus on developing the purpose and method of their project. When this course is complete, candidates should be ready to have the proposal approval meeting. At any point in time, but before the proposal approval meeting, the chair will assist the candidate in selecting two additional members of the committee.

Goal: Candidates will propose a methodology, schedule a defense with their three committee members, and defend the proposal in front of their committee members. The candidate needs to have a signed cover page after the defended proposal. This page is to be sent to Ellynn Raynor (who can also organize the electronic signature for you).

GSE 6970 Project/Thesis/Capstone

Finally, candidates take GSE 6970 Project/Thesis/Capstone (3 credits). This is the time when candidates complete the work on the project/thesis and finalize the writing. It is also when they will have a defense meeting during which they present the project and the paper to the full committee. Candidates are required to complete GSE 6930 Project Development 3 before taking GSE 6970. When the candidate's project/thesis paper is completely finished with final edits made, they will submit it to the GSE office, who will send the cover sheet for electronic signatures to all committee members. The candidate will then be sent instructions on how to submit the project to the Stewart Library. If the candidate is unable to complete the project within the semester enrolled in GSE 6970, they will need to work with the committee chair to fill out an Incomplete Agreement Form. The form will be signed and submitted to the GSE Director and Assistant. Once the incomplete is resolved, the committee chair will notify the GSE Director, who will submit a grade change from the original "I" grade to a new grade. If the project is not completed by the due date stated in the Incomplete Agreement, the candidate will be asked to register for a 1-credit GSE 6990 Continuing Graduate Advisement every semester until the project requirements are all met.

GSE PROGRAM ASSESSMENT

Course Evaluation

Courses/instructors in the GSE program are assessed using course evaluations administered through the university. Candidates are asked to complete the evaluation during the twelfth or thirteenth week of the semester or earlier. The results of these evaluations are available to the instructor the following semester. The results are also given to the GSE director and the chair of the department the emphasis is offered by. If the evaluation is not completed during class time, we urge all students to complete the evaluation on their own time. This feedback is important to the instructors and to the program as a whole.

Coursework Deadlines

All coursework, including transfer credit, counting toward the M.Ed. degree must be taken within a six-year time period, unless revalidated according to policy.

Electives

Candidates for a Master of Education degree are encouraged to take supporting elective courses in their area(s) of emphasis, where available. The decision as to which course(s) to take should be made in consultation with the GSE director, the chair of the committee, or the emphasis lead.

Ethics

Failure to maintain academic ethics/academic honesty, including cheating, misuse of AI, plagiarism, collusion, and falsification of documents, will result in an **E** grade for the course. Charges may be issued with hearings held and/or sanctions imposed. All assignments and written work turned in for credit must be the candidate's original work, unless otherwise directed by the instructor. Candidates must use their own language and document any text taken from another source.

Cheating on exams, plagiarism, using the same assignment for more than one class (except in the case of the research strand of courses), or unauthorized collaboration of any kind on written assignments is prohibited. Candidates found in violation of this standard will be subject to a failing grade for the course and referred to the GSE Policy Committee for disciplinary action which may include suspension from the program.

For more information on policies and procedures, please see:
https://www.weber.edu/complaint/academicmisconduct.html

GPA Requirements for all GSE Students

Following admission to the GSE program, students must maintain a 3.0 cumulative grade point average. Regardless of admission status, students must earn at least a B- in all required courses.

Grading

The GSE program has no quota governing the issuing of grades. The professional judgment of the instructor is honored. However, it is expected that grading criteria be forthright and

defensible and that candidates have written access to these expectations at the beginning of the course.

Please visit this link for the current grading system:
https://www.weber.edu/Records/Grading_System.html

A GSE student receiving two Es, whether or not a previous E has been changed, constitutes automatic probation for the following term. If the grades are not brought up and the Es removed, the student is dismissed from the GSE program. *Transfer credits must be a B or higher.*

Grievance Procedure

Candidates should attempt to resolve grievances with the person/professor directly involved. If this is unsuccessful, they may appeal progressively to the next higher administrative body: (a) program director (or if the grievance is with the director, then proceed to the Dean), (b) GSE Policy Committee, then (c) Dean of the College of Social Sciences and Education.

If the grievance is related to grades, you may follow the WSU administrative academic petition policy: https://www.weber.edu/academicpetitions/. You must follow that policy to have a grade grievance heard in the proper channels.

Individualized Study and Directed Readings

GSE 6900 (1-3 credits) *Individual Study* is intended for the candidate who has special interests or needs and would benefit from an individualized study program. A student must be admitted to the program and receive prior approval from the GSE director for all individual study, directed readings, and any other individualized coursework. A student will not be able to register for this class unless he or she has a contract and clearance to do so. The GSE director can suggest a faculty member to supervise the candidate's study, but the suggested faculty member is not obligated to accept the assignment.

Specific guidelines

- A candidate may take from 1-3 hours of individualized coursework in her program of study with approval from the GSE director. No more than 3 credit hours of individualized coursework will count towards the degree.
- The amount of work should be equivalent to the in-class time, out-of-class time, assignments, etc., of a regularly scheduled class with the same credit (e.g., 1 credit hour = 45 hours of work).
- A candidate cannot use individual study credit to work on their Master's proposal or project unless the graduate committee agrees that the project merits the additional credit hours.

The procedure for registering for individual study credit

1. The candidate identifies a specific topic of interest.
2. The candidate obtains approval from the GSE program director to have the individual study approved as credit in the GSE Program of Study.
3. The candidate contacts the selected faculty member to request that he or she supervise the study project.
4. The candidate completes an individualized study contract available from the GSE program office and has it signed by the supervising faculty member and the program director. A copy

of the signed contract is given to the GSE program assistant for registration clearance and filing.

5. At the end of the semester, the supervising faculty member submits the candidate's grade to the GSE office, and the program director officially submits the grade.

Project

A rubric is used at the Project/Thesis Defense meeting by the committee to assess the candidate's presentation and written document, and to assign a grade for GSE 6970. A candidate will not receive a grade for GSE 6970 until the Project Title Page is signed by all three committee members and the project copies are delivered to the GSE office.

Retention/Dismissal Policy

The University Code will be strictly adhered to. A faculty or staff member may refer a student to the GSE Policy Committee on the basis of professional or ethical dispositions or for academic deficiencies. The faculty and/or staff member is responsible for writing the referral and submitting it to the GSE office. The GSE director will inform the student of the referral. Documentation of the problem will be made.

The GSE office will contact the student to meet with the GSE director. Depending on the circumstances, the referral may be brought before the GSE Policy Committee to determine the proper recourse. If a student fails a course, the referral process will begin with a meeting between the student and the GSE program director.

Final Project Rubric

February 2025

Candidate's Name: _____ Chair: _____ Date: _____

Title: _____

	Meets or Exceeds Expectations	Partially Meets Expectations	Does Not Meet Expectations
Literature Review			
Issues, theories, and/or concerns are critically considered, clearly stated, and comprehensively described.			
Information is incorporated with interpretation and/or evaluation to develop a comprehensive analysis or synthesis. Viewpoints of experts are thoroughly questioned and/or analyzed.			
Studies/reports used are appropriate to the topic and are from current and professional sources.			
Design			
Specific research/evaluation question(s) and/or aims of the project are clearly stated and described in the context of previous studies relevant to education.			
Proposes one or more solutions/hypotheses that indicate a deep comprehension of the problem/issue. Solutions/hypotheses are sensitive to contextual factors and ethical, logical, and cultural dimensions of the problem/issue.			
Research/evaluation design and methods for data collection and analysis are clearly explained and analyzed for their strengths and weaknesses relative to the research/guiding question(s).			
Outcomes/Discussions			
Results/outcomes/products are clearly and accurately discussed in the context of the guiding questions, and limits of the project's findings/outcomes are identified and discussed in relation to the questions and methods.			
Evaluation of arguments contains thorough and insightful explanation, reviews logic/reason, examines the feasibility of solution(s), and weighs impacts of solution(s).			
Complex issues are analyzed in-depth. Limits of the analysis, perspective, and/or thesis are acknowledged.			

	Meets or Exceeds Expectations	Partially Meets Expectations	Does Not Meet Expectations
Communication			
The written work includes an introduction and conclusion that clearly state and explain the thesis, position, or purpose of the work.			
Information is organized in a logical and easy to understand format that makes effective use of transitional statements between ideas. The writing is mostly free of errors relative to effectively communicating ideas.			
The tone and style of writing is appropriate to a professional or academic document. APA conventions are followed.			
Professional Responsibility and Ethics			
The candidate worked independently with an appropriate amount of direction from the chair.			
The candidate responded to faculty feedback in a timely manner.			
Work reflected ethical research and writing, avoiding plagiarism			
Oral Defense			
The candidate ● demonstrated depth of knowledge about the candidate's scholarship. ● was well-prepared and used appropriate visual media. ● revealed ability to interconnect and extend knowledge. ● responded to questions posed by the committee, reflecting knowledge from project			

Comments:

(Updated 8/2025)