



Master of Education
(MEd) Handbook
2024–2025 Admission
Education Department
College of Professional Studies

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Hello,

Welcome to Our Lady of the Lake Education Department and the Teacher Certification Program! We are excited that you are joining us on your journey to earn your Master of Education. Our Lady of the Lake University has a long legacy of preparing our teachers to serve their communities through education. We are glad you are part of this legacy, and the students whose lives you touch will benefit from your education.

As the Department Chair of Education, I am personally thrilled to be a part of your education here. Our outstanding faculty will guide you in your courses and help you develop your passion for helping others. All our faculty members have different areas of expertise and distinct practice and research experience. The MEd program is rigorous, and we are confident that, in the end, you will be a qualified, professional, responsible, and effective teacher. Our hopes and responsibilities are to challenge you and to get you to stretch yourself.

PROGRAM DESCRIPTION

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programs are committed to being lifelong learners, who demonstrate content and pedagogical knowledge, while also utilizing innovative and effective practices as ethical reflective practitioners and leaders in the field.

Candidates for standard Texas teacher's certificates must achieve a satisfactory level of performance on the examinations prescribed by the State Board for Educator Certification. All applicants will be screened for a record of felony or misdemeanor conviction through SARMA, a national level search, as prescribed by state law.

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member will complete the PPRA form and identify the behavior or academic area that needs addressing by the student. The purpose of this meeting is for the student and faculty member to explore ways in which the student can better meet the expectations for

- criminal activity of the same type as that in which the person previously had been involved;
- x the relationship of the crime to the ability, capacity, or fitness required to perform the duties of a professional educator;
- x the extent of the applicant's past criminal activity;
- x the age of the person when the crime was committed;
- x the amount of time that has elapsed since the person's last criminal activity;
- x the conduct and work activity of the person before and after the criminal activity;
- x if the person has completed the terms of their probation or deferred adjudication;
- x the evidence of rehabilitation; and
- x other evidence, including letters of recommendation.

2) Applicants may request a Preliminary Criminal History Evaluation (PCHE) prior to admission into the educator preparation program;

- x TEA will provide an evaluation for a nonrefundable online fee of \$50
- x The evaluation will give TEA's written opinion about the individual's eligibility for certification and is based on the individual's self-reported criminal history
- x The evaluation is voluntary and nonbinding
- x Master of Education candidates may request a Preliminary Criminal History Evaluation (PCHE) only if:
 - o enrolled or planning to enroll in an educator preparation program or planning to take a certification exam for initial educator certification, and
 - o There is reason to believe that the Master of Education candidate may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

Requesting a Preliminary Criminal History Evaluation (PCHE):

Effective October 1, 2018, requests for a PCHE must be submitted online:

1. Read all [FAQs](#) to ensure that the eligibility criteria for a.8 (4 (g)-3.3 (C 0.0u)0.7 (c1t/TT21Tj /TT2 1 Tf 72

your submission, you will receive a confirmation email that includes a copy of the information you entered.

- x Diverse Populations: TExES Bilingual Supplemental (164) or Special Education Supplemental (163) or English as a Second Language Supplemental (154) or comprehensive examination

Academic Integrity and AI (Course Specific)

AI is an evolving technology, and its acceptable use may differ from course to course, instructor to instructor, and assignment to assignment, depending on the learning objectives related to graded assessments.

Any student work submitted using AI tools should clearly indicate with citation what work is the student's work and what part is generated by the AI. Failure to do so constitutes an academic integrity violation.

accomplished educator as shown by student learning [University Field Supervisor Recommendation Statement](#)

- x The field supervisor will complete a minimum of 3 observations in the school; The field supervisor must provide a minimum of one formal observation within the first third of the practicum, one formal observation within the second third of the practicum, and one formal observation within the final third of the practicum ([TAC 22.117](#))
- x Observations must be at least 135 minutes in duration in total throughout the practicum and must be conducted by the field supervisor [Reading Specialist Observation Rubric](#)
- x For each formal observation, the field -33.902 (a)-5.6.7 (u)-1.9 (pe)4 (te)1. et1. (te)1. e fiut1. (tc(e)1.4 (

Testing Information for Reading Specialists:

1. Reach out to Ms. Monica Castillo, Certification Officer (mycastillo@ollusa.edu) to set up your account through Certify Teacher for access to study material for the TExES Reading Specialist (test #151) exam.
2. Once you receive your access email and log in, you will have access to the TExES Reading Specialist 151 study material. Please take the time to study the given material. You will need to earn a passing score of 90 to pass the exam.

The candidate may, on their own, seek additional resources to prepare. These options include:

STUDENT EVALUATION OF FACULTY

It is highly recommended that you communicate with your professors throughout your course work on specific needs and concerns you may have as you matriculate through the course work. If you have concerns with your professor or peers in the program, please refer to the Fitness to Practice Policy. We strongly recommend you voice concerns immediately for the issue to be addressed appropriately and promptly.

You will be offered the chance to formally evaluate courses and your instructors at the end of each semester session. We ask that your evaluations be objective and facilitative, with a spirit of constructive reflection. The evaluations are processed by a national firm and the scores and comments are mailed back to the individual instructor, the Department Chair, and the provost.

Evaluations are anonymous and instructors receive the compiled information on their courses after all grades are finalized. Student evaluations may be considered in evaluating professional competence when faculty members are reviewed for tenure, promotion and merit distributions.

ADVISING AND REGISTRATION

Students are assigned advisors from the OLLU counseling faculty and staff. Advisors are available each semester to assist students with course requirements and professional development.

Degree Plans

Students and their advisors develop a Degree Plan during their first semester of study. Students should meet with their advisor and plan their course of study.

Add/Drop Courses

The academic calendar, available on the OLLU Registrar's Office web page, details the 'add and drop' dates each semester. A student considering dropping out of a course should contact their Faculty Advisor for help with the add/drop procedures and to discuss a new course sequence. Under ordinary circumstances, a course may not be added after the first week of the semester. The academic calendar also contains information about when courses may be dropped without academic and/or financial penalty.

Course Cancellation

The University reserves the right to cancel any course that has insufficient enrollment. For a master's course to "make," a minimum of six (6) students must be enrolled.

ACADEMIC POLICIES

Course Load and Continuous Enrollment

OLLU MED students typically take two courses (6 semester hours) per term, which is considered full-time enrollment at OLLU. Taking less than six semester hours in a term may limit the availability of financial aid and district grants. Students are expected to enroll in courses each term until they complete the program. Students must notify their faculty advisor if they would like to temporarily discontinue their enrollment in the program. Students who fail to register for two consecutive semesters must reapply to the program.

Attendance and Participation Policy

Students are expected to participate every week in all courses in which they are enrolled.

Attendance policies for each course are described in the course syllabus. Students can miss one (1) class per semester without penalty. With the second absence, a drop of one (1) letter grade will

Note, all OLLU employees are considered mandatory reporters by law, and are required to report all incidents of sexual misconduct with full detail to the Title IX Coordinator within 72 hours of

Exit Policy for Certification Program

Texas requires all educator preparation programs to have an exit policy for candidates' dismissal. This policy must be published, reviewed, and signed by candidates when admitted to the Educator Preparation Program ([19 TAC §228.1\(b\)](#)).

Dismissal from the Educator Preparation Program

appointment by visiting www.timelycare.com/olluhealth or downloading the TimelyCare app. When registering, students should use their ollusa.edu email address so no fees are incurred.

OLLU POLICIES

- x OLLU Title IX Policy Please see the following link for further definitions, coordinator information, information about grievance procedures, and counseling and support services. www.ollusa.edu/TitleIX.
- x OLLU Nondiscrimination Policy For more information on persons who have been designated to handle issues related to the nondiscrimination policies set forth by the University please visit: www.ollusa.edu/TitleIX.
- x OLLU Student Handbook Academic Integrity Policy Our Lady of the Lake University distinguishes between Academic Dishonesty, which is handled through the Academic Affairs Division, and other violations of the Student Code of Conduct, which are dealt with by the Office of Student Life. Penalties for academic dishonesty may include expulsion or suspension from the University, failure or grade reduction in the affected course or assignment, or lesser penalty as appropriate. Please see <https://www.ollusa.edu/student-handbook.html>
- x OLLU Student Concerns Procedure Students are encouraged to attempt to resolve a problem whenever possible by discussing it with whom they are having academic concerns. Requesting an appointment with them to discuss the matter in a calm and professional manner is always the first step to trying to resolve a dispute. It may be possible to resolve the concerns without the need for formal institutional action. It is possible to resolve the concerns without the need for formal institutional action. It is possible to resolve the concerns without the need for formal institutional action.

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TEA COMPLAINT PROCESS

COMPLAINTS TO THE TEXAS EDUCATION AGENCY

- x If the stakeholder is not satisfied with the complaint process or outcome, the stakeholder may file a complaint against the Program with the Texas Education Agency. The official Texas Education Agency complaint process can be found at

C M E 0 - http://tea.texas.gov/About_TEA/Contact_Us/Complaints/Complaints/3