Since 1966, the Office of International Programs in the College of Education at The University of Alabama has been a leader in international education. We have capitalized on our strengths: our focus on student-centered education, our highly qualified faculty, and over fifty years of experience in preparing international educators.

We are committed to developing educational leaders that are positioned to excel in diverse educational settings. To this end, we have created unique and high-quality programs that are suited to meet the needs of today’s international students.

Thousands of international teachers and administrators have earned graduate degrees through The University of Alabama since 1966. Benefits of enrollment include career advancement, professional development, expansion of networking, and promoting effective classroom teaching.

From professional development to graduate degree programs, OIP offers unique, quality programs suited to meet the needs of international educators.

The Office of International Programs (OIP) in the College of Education (UA COE). OIP focuses on facilitating and delivering overseas Elementary Education and Secondary Education Master of Arts degrees for the Department of Curriculum and Instruction (C&I). OIP assists COE departments, works with international educational constituents and visiting scholars, and has partnerships with international programs in other countries.

CONTACTS

Joy J. Burnham, Ph.D.
Director
Office: 304B Graves
jburnham@ua.edu

C. Michelle Deason
Program Specialist
Office: 304A Graves
Office Phone: 205-348-7877
cdeason@ua.edu
DEGREE SEEKING STUDENT APPLICATION INSTRUCTIONS

While you are completing your first semester, you will begin the degree program application process. This program does not lead to certification; however, you will receive a Master of Arts in Education. Contact your State Department of Education regarding alternative routes to certification.

All degree program requirements must be completed within eighteen consecutive semesters (fall, spring, summer). These requirements include ten courses, a comprehensive examination and any approved transfer of credit courses. At the time of graduation, any course older than eighteen semesters will not be counted toward the degree program.

Degree-Seeking Application Process
Because the degree program application process includes OFFICIAL documentation (see Step 2), it will take much longer to complete and should be started as soon as possible to ensure admission before the end of your non-degree status.

Step 1. Submit Your Application

- Go to www.graduate.ua.edu
  - Click on the Apply icon at the top of the page
  - Click on Application Form
  - Click on Accept in the message that pops up in the middle of the screen
- Login (If you have forgotten your login ID and password then Create a New Account)
- Click on Create New Admissions Application
- Click on Graduate Admissions
- Click on Create New Application
- Begin to complete your application. Select Yes or No for the question, “Have you ever enrolled as a graduate non-degree seeking student at the University of Alabama? If you answered “yes” to the previous question, select “Currently or Previously Enrolled UA Graduate Student or Applicant to Dual Degree Program”. You will NOT have to pay another application fee.
  - Do not choose distance learning - choose graduate degree overseas.

Complete and submit the application. You may also electronically submit the Statement of Purpose from this website. You will receive an e-mail from the Graduate School confirming the application and statement of purpose have been received. Completing your application does not mean you are immediately accepted into the OIP master’s degree program. Your application will be reviewed and you will be notified by the Graduate School if you have been admitted and approved to register for courses.

Step 2. Provide Transcripts and Diplomas/Degree Certificates

You will need to arrange for OFFICIAL transcripts to be sent directly to the Graduate School. If your transcripts and degree certificates are not from a US institution, you will need to be sure
they are OFFICIAL and CERTIFIED by the issuing institution along with OFFICIAL translations. The OFFICIAL and CERTIFIED transcripts, degree certificates and translations become the property of the Graduate School and will not be returned. The graduate school will require documents that are certified by the issuing institution not just notarized. Notarized means the documents are presented to a notary, not necessarily affiliated with the issuing institution. Certified by the issuing institution documents will carry original stamps and signatures from the administration of the issuing institution.

**Step 3. Submit MAT or GRE Score**

You will need to have your OFFICIAL score report from either the MAT or the GRE sent directly to the Graduate School. If you have already taken the MAT or the GRE, you can contact the testing center and have the OFFICIAL score report sent directly to the Graduate School. Score reports must be no older than five years. For assistance in preparing for the MAT or the GRE, go to [www.milleranalogies.com](http://www.milleranalogies.com).

**Step 4. Provide Three Letters of Recommendation**

You will need to have three letters of recommendation. You will provide an official email address for each recommender. The recommender will automatically receive an email with instructions on how to submit a recommendation letter online.

**Step 5. Provide Proof of English Speaking Proficiency**

Applicants whose first language is not English are required to submit an English proficiency test score (i.e. TOEFL, IELTS)

EXCEPTIONS TO TOEFL: unless they have a U.S. degree earned within three years (of enrolling in their graduate program) or have studied in the U.S. for two years immediately prior to enrolling here.

Admission to graduate programs is competitive. Meeting minimum requirements does not guarantee admission, only that students will be reviewed for admission. Applications are reviewed by departmental screening committees with consideration given to such factors as academic and professional backgrounds, test scores, personal traits, professional goals and aspirations, and other factors that pertain to the ability to complete the program successfully and continue a productive career. The Graduate School makes final admissions decisions based on departmental recommendations and the Graduate School’s review of applications. The Graduate School will notify you in writing of admission approval or denial.

University of Alabama Graduate School  
Box 870118  
Tuscaloosa, AL 35487  
Telephone: 205-348-5921  
FAX: 205-348-0400  
[grad.registrar@ua.edu](mailto:grad.registrar@ua.edu)
RESOURCES

Congratulations on your acceptance into our program. We are pleased to welcome you to The University of Alabama.

To help you navigate through our program successfully, we want to offer you a few quick guidelines. Always remember that you can also contact us at oip@ua.edu.

- Visit our website and read our handbook: https://education.ua.edu/outreach/centers/oip/ The OIP Handbook offers you details about how to contact our office, copies of the Elementary Education and Secondary Education programs of study, comprehensive examination information, details about steps for student complaints, and tips from registering for classes to signing up for graduation.

UA websites that include UA Student Services that are available to you.

- Center for Academic Success - https://cas.ua.edu/
- Library Resources - http://guides.lib.ua.edu/distance_learning
- Writing Center – http://writingcenter.ua.edu/distance-learners/
- Career Center - https://career.sa.ua.edu/ (see Handshake)

Visit the Graduate School website:

- https://graduate.ua.edu/current-students/
- https://graduate.ua.edu/prospective-students/ *This page has an international section.
ABOUT YOUR PROGRAM

The faculty in the Department of Curriculum and Instruction in Elementary Education and Secondary Education are pleased to welcome you to the Master’s degree program through the University of Alabama. Please note that official notice of admission will come from the Graduate School.

Read this information carefully and refer to it throughout your program.

Students will register for courses on-line before the start of each academic semester for all courses you wish to take that semester. You can access your student account for registration through the www.mybama.ua.edu website. Your Site Coordinator will provide you with the list of courses offered with dates and registration instructions prior to the start of the semester. The Site Coordinator is consulting with our office and Program Coordinators in Elementary Education and Secondary Education.

Students are given a “crimson” email account upon admission. Important program and Graduate School correspondence will be sent to this email address. This is the contact email for the University of Alabama. If you wish, there is a way to forward this email to your personal email, but be aware that all University communication will be sent to your “crimson” account. It is your responsibility to check this account often.

TIME LIMITATIONS

Students are given 18 consecutive semesters, from the date of admission, to complete all program requirements. Per the Grad School Registrar’s Office, https://catalog.ua.edu/graduate/about/academic-policies/degree-requirements/#mastersdegreeestext

“All requirements for the master’s degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master’s students” (https://catalog.ua.edu/graduate/about/academic-policies/degree-requirements/).

LIVETEXT (Required Data Management System)

LiveText is a data management system that students will have to enter assignments for OIP to track student learning outcome. The link to the site is https://www.livetext.com/. Use of LiveText requires a one-time purchase of a software license. All new graduate students in the College of Education must purchase LiveText for use during their program of study. There will be a live Skype training session set up during your first semester by the LiveText coordinator. You must be registered in LiveText prior to the training session date. You will be notified 2 weeks prior to the training session.

PURCHASING
A five-year membership for $115 at https://www.livetext.com/purchase_membership/

If you have a previous LiveText membership you can utilize that account for your graduate work at UA, but you will need to transfer the membership to UA. To do so, please call LiveText directly at 1-866-LiveText (548-3839). You will need to renew your account if it expires before completion of the program.

If you have any questions, please contact our LiveText Coordinator, Dr. James Hardin, at jhardin@ua.edu to schedule a Skype conference.

TRANSFERING CREDIT

The University of Alabama allows transferring of credit with certain restrictions. Transfer of credit is at the discretion of the department chairperson for your degree program. The course must be from a regionally accredited institution in a degree awarding program and award at least three semester hours of graduate credit. With the approval of the student’s department and the Dean of the Graduate School, 12 hours or 25% of the degree program, whichever is greater, may be transferred from another institution. All credit toward the master’s degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. Professional development courses or courses not included in a degree-awarding program will not be considered for transfer of credit. The official transcripts must be sent directly to the Graduate School. A course syllabus must be sent directly to the OIP office along with a Request for Transfer of Credit form. This form can be downloaded from the Graduate School website http://services.graduate.ua.edu/academics/forms/tx_grad_credit.pdf.

ABSENTEE POLICY

No more than 2 excused absences are allowed during time the instructor is on site for each course. A written excuse is required for all absences.

COMPREHENSIVE EXAM

After you have completed twenty-four credit hours (8 classes) in your degree program, you will need to take the comprehensive examination. The exam will be offered once during each semester and has preset dates to be given each semester. You must be enrolled in at least one class during the semester you take the exam. Contact your site coordinator when you are ready to take the exam. You will be sent instructions via your “crimson” email. The exam will be a take home exam where you will be given 10 days to complete. The exam is mandatory to graduate.

APPLYING TO GRADUATE

When you are ready to graduate, you must submit the Application for Degree form at the beginning of the semester in which you plan to graduate. The application is available only
through www.mybama.ua.edu. Instructions for completing your degree application can be found at https://registrar.ua.edu/graduation/. The appropriate approval signatures will be obtained and then your application will be forwarded to the Graduate School. There is a graduation fee of $51 US dollars which can be paid online at www.mybama.ua.edu. Once you have been approved to graduate by your department, you will receive an email from the Registrar’s office prompting you to pay this fee. If for any reason you do not complete the requirements for graduation then your account will be credited $41 US dollars and you will have to submit a new Application for Degree at the beginning of the semester in which you will complete the degree program requirements. There are three commencement ceremonies held on campus each year see, https://www.ua.edu/commencement/, for commencement ceremony dates.

If you should have any questions, please do not hesitate to contact the Office of International Programs either by phone (205-348-7877) or email at cdeason@ua.edu
Quick Links:

OIP Website: https://education.ua.edu/outreach/centers/oip/

1. Mandatory OIP Student Orientation:
   - Get a copy of the OIP Student Orientation Guide on the OIP website.
   - Get a copy of the OIP Handbook on the OIP website.
   - Review PowerPoint from the OIP Student Orientation (see last section of OIP Student Orientation Guide).
   - You must verify your attendance at the OIP Student Orientation.
   - Attendance form is found on the OIP website.

2. Academic Concerns, Grade Concerns, and Grievances:
   - See UA procedures in the OIP Handbook for details and links.
   - See PowerPoint from the OIP Student Orientation for details and links (see last section of OIP Student Orientation Guide).

3. Resources and Services:
   - See OIP Handbook and OIP Student Orientation Guide and PowerPoint from the OIP Student Orientation.
   - Details were offered about:
     o Library Resources
     o Career Center Services
     o Writing Assistance
     o Library Contact and Services
     o IT Contact and Services
     o LiveText purchase and Contact Information

4. Chain of Command for Information and Assistance: The following serves as a guideline. The examples are not exhaustive.

   Site Coordinator – The Site Coordinator is an appointed liaison/ambassador who serves in an administrative role (at the designated off-campus sites). Site Coordinators communicate often with the OIP office. They are a conduit for communication between the off-campus site and OIP. Site Coordinators are not students in the OIP program.

Students may work with the Site Coordinator on:
   - Course enrollment, suggestions of courses to be delivered, dates for courses, and class rosters.
   - Assistance for potential students about steps from application to admission.
   - Assistance with general on-site questions
   - Assistance with application process, graduation application and process, MAT, comprehensive examination steps, steps to take for complaints,
   - General concerns to be reported to the OIP office.
   - Coordination-related questions
• *For personal or specific student concerns, consult with the OIP Director and refer to the *OIP Handbook* for details.

*If you are uncertain of whom to ask, please contact Dr. Joy Burnham, the OIP Director. She can direct you to the right person or resource ([jburnham@ua.edu](mailto:jburnham@ua.edu)).

**Program Coordinators** – UA has an Elementary Education Program Coordinator and a Secondary Education Program Coordinator. The two Program Coordinators share curricular responsibility for their respective programs. The Elementary and Secondary Program Coordinators are involved in the oversight of the curriculum development and they monitor the quality and integrity of the Elementary Education and Secondary Education degree programs.

They:
- Oversee and monitor admissions.
- Oversee and monitor comprehensive examinations.
- Conduct peer reviews of instructors.
- Facilitate assessment outcomes and program evaluation.
- Review of program requirements.
- Conduct advisement.
- Conduct orientation for new students.
- Recommend faculty for teaching.

**OIP Specialist** - works closely with Site Coordinators at the off-campus sites, the Elementary and Secondary Program Coordinators, and UA Faculty traveling to the off-campus sites to teach each semester.

Students should work with the Site Coordinator on the following:
- Graduate school admissions, course registration, student files, graduation list, and database management of student information.
- Academic calendar
- Deadlines
- Course registration
- Contact person for general questions.
- Transcripts, adding and dropping courses, transfer of courses
- Blackboard concerns
- General information about courses to be offered
- Degree-seeking applications
- Registration for comprehensive exams
- Paying invoices
- Orientation and training dates and deadlines
- LiveText concerns (technical questions go to [jhardin@ua.edu](mailto:jhardin@ua.edu))

**OIP Director** - has oversight of the Office of International Programs (OIP) and the delivery of the degree programs to the off-campus sites. As the OIP Director, she collaborates with the Curriculum and Instruction Department Chair and Program Coordinators.
OIP Student Orientation and LiveText Webinar
This session will be recorded for future use. Students who are not able to attend today will be required to verify their make-up session.

Go to https://education.ua.edu/outreach/centers/oip/ and print a copy of the attendance form.
As a student in the OIP program, your attendance at this webinar is mandatory.

You will need to verify your attendance with the attached form.

Go to https://education.ua.edu/outreach/centers/oip/ and print a copy of the attendance form.
Welcome:

- Dr. Joy Burnham
- Ms. Michelle Deason

Contact Information:
- jburnham@ua.edu
- cdeason@ua.edu
OIP Orientation

Welcome to UA

• OIP Orientation for New Students

• Led by:
  • Dr. Holly Swain
  • hswain@ua.edu
  • Dr. Karen Spector
    kspector@ua.edu

• The Program Coordinators in Elementary Education and Secondary Education.
OIP Orientation - Graduate School Link

Graduate School link and information

https://graduate.ua.edu/

Apply Now  Request Info  Make A Gift

Prospective Students  New & Current Students  International Students
Review the *OIP Student Orientation Guide* and the OIP *Handbook*.

You can find these on our website at [https://education.ua.edu/outreach/centers/oip/](https://education.ua.edu/outreach/centers/oip/)

The College of Education has provided educational opportunities to American-sponsored overseas schools through the Office of International Programs since 1966. Since its beginning, the International Programs at the College of Education has contributed to this effort by providing qualified students an affordable opportunity to continue their studies abroad for becoming successful educators. Programs have included on-site courses for professional development and graduate credit, graduate degree programs, fieldwork, technical services, and consultation.

Thousands of teachers and administrators have earned graduate degrees through the Office of International Programs. Benefits of enrollment include career advancement, professional growth, higher salaries, meeting SACS-COC requirements for accreditation, expansion of networking, and great opportunities to grow professionally.
“All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students”

https://catalog.ua.edu/graduate/about/academic-policies/degree-requirements/
OIP Orientation - Plans of Study

Elementary Education

Secondary Education
OIP Orientation- Absentee Policy

Absentee Policy

No more than two (2) excused absences are allowed during time the instructor is on site for each course. A written excuse is required for all absences.
When you are ready to graduate, you must submit the Application for Degree form at the beginning of the semester in which you plan to graduate. The application is available only through [www.mybama.ua.edu](http://www.mybama.ua.edu).

Instructions for completing your degree application can be found at [https://registrar.ua.edu/graduation](https://registrar.ua.edu/graduation).

If you should have any questions, please do not hesitate to contact the Office of International Programs either by phone (205-348-7877) or email at cdeason@ua.edu.
The UA Academic Grievance Policy can be found at http://facultyhandbook.ua.edu/appendix-d.html.

The Provost’s website also addressed complaints at https://provost.ua.edu/internal-complaint-process.html
Introduction of LiveText

• An introduction of LiveText (An online portfolio and assessment tool).

• See LiveText steps in the attached file.

  https://www.livetext.com/

• Led by:
  • Dr. James Hardin
    jhardin@ua.edu
  • Dr. Lisa Matherson
    lhmatherson@ua.edu
After you have completed twenty-four credit hours (8 classes) in your degree program, you will need to take the comprehensive examination.

The exam will be offered once during each semester and has preset dates to be given each semester. You must be enrolled in at least one class during the semester you take the exam. Contact your site coordinator when you are ready to take the exam. You will be sent instructions via your “crimson” email. The exam will be a take home exam where you will be given 10 days to complete. The exam is mandatory to graduate.
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**Library**
Ms. Benita Strnad
McLure Library
bstrnad@ua.edu

**IT Assistance**
Ms. Tracie Sellers
IT Specialist IV/Technology Manager
tsellers@ua.edu

**The Writing Center**

**Career Center**
Q&A

We will reserve time at the end of the webinar to answer questions.

Drs. Swain, Spector, and Burnham
THANK YOU
To help you successfully complete the Checkpoint #1 Portfolio Process use this guide as a check sheet to make sure you have completed all the required components of the Portfolio.

1. To create your portfolio, go to LiveText Docs on your Dashboard. Click
2. Choose the appropriate template.
3. Create your portfolio using the appropriate template

4. In addressing the COE’s four dispositions under Program Entrance you will be self-selecting documents. As examples, these may be from previous courses in a different degree, lesson plans, articles you have written, pictures or video clips from your professional practice, your professional development, etc.

5. For either template the following sections should be completed before the template is submitted:
   - Introduction
   - Philosophy of Education
   - Vita
   - Program Entrance (Checkpoint #1) or COE Dispositions – Program Entrance