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MISSION

To provide quality teacher education programs at the graduate level for individuals in overseas educational institutions.

VISION

To be the leading institution providing international programs.

STRATEGIC PLAN

Objective 1: To promote international education as a core value of the College of Education

1. Reinforce and expand synergistic relationship among the Office of International Programs, the Consortium for Oversea Student Teaching, Capstone International and all departments within the COE:
   a. Work with department heads and school directors to determine what synergistic relationships exist and ways in which they can be reinforced, developed and re-conceptualized if needed;
   b. Work with the Office of International Programs advisory committee members with the aim of engaging stakeholders in a process to define specific areas of opportunity.
2. Expand interest, opportunities and awareness of the OIP in the COE with the aim of expanding partner institutions:
   a. Work with stakeholders and explore their international contacts;
   b. Encourage international research and its dissemination to possible host institutions.
3. Enhance international student presence on the UA campus:
   a. Identify potential doctoral students within host institutions;
   b. Provide recruiting materials to counselors of host institutions.

Objective 2: Continue growth/expansion

1. Consolidate present sites:
   a. Ensure that sites are receiving quality instruction as evidenced by student opinions of instructions and communications with OIP;
   b. Involve host institutions in curricular and staffing decisions.
2. Recruit new host institutions:
   a. Have an OIP presence at international teacher conferences;
   b. Have an OIP presence at international school leadership conferences;
   c. Find opportunities to lend UA COE expertise to host institutions and potential host institutions:
   d. Capitalize on the extensive network of UA OIP graduates.
The vision of the College of Education (COE) at The University of Alabama is to develop effective, ethical, and reflective professionals who advance the theme of the COE: Unites, Acts, and Leads (UA Leads). By engaging in theoretically informed and intellectually advanced effective practice our graduates will

- **UNITE** with the larger community to collaboratively nurture cultural competence, empathy, and a vision of equity and justice for all learners;
- **ACT** to develop the full potential of all learners to be excellent professionals in their field; and
- **LEAD** through continuous research-based critical inquiry policy and reflective practice to enable transformative change in our diverse local and global communities.

- **DIVERSITY**
- **FAIRNESS / EQUITY**
- **COLLABORATION**
- **PROFESSIONAL PRACTICES**

**CONTACTS**

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Director
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jburnham@ua.edu

C. Michelle Deason
Program Specialist
Office: 304A Graves
cdeason@ua.edu
Office Phone: 205-348-7877
ADMISSIONS

Admission to graduate programs is competitive. Meeting minimum requirements will not guarantee 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.

Admission Requirements
Go to http://graduate.ua.edu for details about current admission requirements. OIP follows Graduate School Policy related to admission. Please go to this link for specific details: https://graduate.ua.edu/prospective-students/apply-now/

An international graduate applicant to The University of Alabama may be considered for conditional language admission if he or she does not meet the minimum TOEFL score requirement of 550 on the paper-based TOEFL or 79 on the iBT, 6.5 on the IELTS or 59 on the PTE and/or does not have an admission test score (e.g. GRE/GMAT/MAT).

Additional Materials for International Students
See this link: https://graduate.ua.edu/prospective-students/international-admissions/

DEGREES

Program Plan of Study - Master of Arts in Elementary Education
Program Plan of Study – Master of Arts in Secondary Education

STUDENT ADVISEMENT

See Site Coordinator at your school for course information. Contact OIP at oip@ua.edu.
GROUP I: ELEMENTARY EDUCATION COURSES

Area 1  Requirement – Select one 3-semester hour course:

CEE 530  Modern Elementary School Programs
CEE 532  The Early Childhood Elementary School Programs

Area 2  Program Specifics – Select five 3-semester hour courses from the following or select three or four courses from below and 6 or 3 hours of graduate credit courses* in the student’s subject field (total hours in Program Specifics must equal 15):

CEE 515  Science in Early Childhood and Elementary School
CEE 516  Social Sciences in Early Childhood and Elementary School
CEE 517  Language Arts in the Elementary School
CEE 580  Concepts of Early Childhood and Elementary School Mathematics
CRD 510  Improvement of Reading in Early Child, Elem, & Middle School
CIE 577  Second Language Acquisition

Area 3  Requirement – This course is required for all programs.

BER 500  Research Methods in Education

GROUP II: ELECTIVES

Select three 3-semester hour courses from the list below. This may include courses not taken from the GROUP I listing above or courses specifically approved by the Office of International Programs:

BER 550  Evaluation of Classroom Learning
BEF 503  History of American Education
SPE 500  Introduction to Exceptional Children
SPE 591  Academic Methods: Elementary
CEE 565  Classics and Modern Literature for Children
CEE 594  Problems in Elementary Education
CRD 511  Beginning Reading in Pre-K and Primary Grades
CIE 562  Teaching English as a Second Language: Basic Methods
CIE 576  Linguistics for Classroom Teachers
CAT 531  Technology in Education

*Courses must have a University of Alabama graduate level equivalent, be part of the curriculum in a graduate degree program, and be from a regionally accredited institution. Students must secure permission to enroll in transfer courses prior to enrolling in those courses.

**This program is 30 semester credit hours plus comprehensive examination. This program does not lead to Alabama State Department of Education Certification
MASTER OF ARTS IN SECONDARY EDUCATION: OVERSEAS DEGREE PROGRAM

GROUP I: SECONDARY EDUCATION COURSES

Area 1  
**Requirement** – Select one 3-semester hour course:

- CSE 530  The Modern Secondary School Program
- CSE 532  The Secondary School Curriculum

Area 2  
**Program Specifics** – Select five 3 semester hour courses from the following or select three or four courses from below and 6 or 3 hours of graduate credit courses* in the student’s subject field (total hours in Program Specifics must equal 15):

- CSE 563  Improving Language Arts Instruction
- CSE 564  Improving Social Science Instruction
- CSE 565  Improving Science Instruction
- CSE 566  Improving Mathematics Instruction
- CRD 512  Improvement of Reading in Secondary Schools
- CIE 577  Second Language Acquisition

Area 3  
**Requirement** – This course is required for all programs.

- BER 500  Research Methods in Education

GROUP II: ELECTIVES

Select three 3-semester hour courses from the list below. This may include courses not taken from the GROUP I listing above or courses specifically approved by the Office of International Programs:

- BER 550  Evaluation of Classroom Learning
- BEF 503  History of American Education
- SPE 500  Introduction to Exceptional Children
- SPE 592  Academic Methods: Secondary
- CSE 555  Adolescent Literature
- CSE 594  Problems in Secondary Education
- CRD 511  Beginning Reading in Pre-K and Primary Grades
- CIE 562  Teaching English as a Second Language: Basic Methods
- CIE 576  Linguistics for Classroom Teachers
- CAT 531  Technology in Education

*Courses must have a University of Alabama graduate level equivalent, be part of the curriculum in a graduate degree program, and be from a regionally accredited institution. Students must secure permission to enroll in transfer courses prior to enrolling in those courses.

**This program is 30 semester credit hours plus comprehensive examination. This program does not lead to Alabama State Department of Education Certification.
BER 500 Introduction to Educational Research Three hours
An overview of research methodology, primarily for master's students. Offered fall, spring, and summer semesters.

CEE 515 Science in Early Childhood and Elementary School Three hours
Designed to expand knowledge and competencies of early childhood and elementary teachers of science with specific focus on current standards, research, and inquiry models of instruction.

CSE 565 Improving Science Instruction Three hours
Principles of learning applied to concepts, skills, attitudes, and problem solving in science; diagnosis, enrichment, remedial teaching, and classroom evaluation, and application and evaluation of technologies.

CEE 516 Social Sciences in Early Childhood and Elementary School
Three hours
The focus is on current trends in early childhood and elementary social studies with particular attention to innovative instructional modes and relating learning to the learner's social environment.

CSE 564 Improving Social Science Instruction Three hours
Exploration and examination of methods and materials for improving social studies instruction. Focuses on teaching for diverse learners, constructivist methods, critical thinking, interdisciplinary teaching, and various technologies as they apply to secondary social studies classrooms.

CEE 517 The Language Arts Program in Elementary Schools Three hours
Designed to extend and strengthen the knowledge and competencies of experienced teachers of communication arts and skills in the elementary school.

CSE 563 Improving English Instruction Three hours.
Principles of learning applied to concepts, skills, attitudes, and problem solving in English and speech; diagnosis, enrichment, remedial teaching, and evaluation.
CEE 530 Modern Elementary School Programs  Three hours
The evolving elementary school and its program, with emphasis on analysis of current trends that directly affect modern school practices in a societal context.

CSE 530 The Modern Secondary School Program  Three hours
The evolving secondary school and its program, with emphasis on analysis of current trends that directly affect modern school practices in a societal context.

CEE 532 The Early Childhood and Elementary School Curriculum  Three hours
The purpose of this course is to focus on historical, current trends, and projective perspectives that influence the evolving early childhood and elementary school curriculum framework.

CSE 532 The Secondary School Curriculum  Three hours
The evolving secondary school curriculum, from historical, current trends, and projective perspectives.

CEE 580 Concepts of Early Childhood and Elementary School Mathematics  Three hours
Focuses on the current research in P-6 mathematics education concerning how children learn mathematics.

CSE 566 Improving Mathematics Instruction  Three hours
Principles of learning applied to concepts, skills, attitudes, and problem solving; proper use and evaluation of teaching aids; construction and utilization of teaching instruments; and examination and exploration of alternative assessment strategies and technologies for use in secondary mathematics classrooms.

CRD 510 Expanding Reading in the Elementary Grades  Three hours
A comprehensive study of the major factors involved in teaching reading at the intermediate grade levels. Techniques for teaching word recognition and comprehension skills are studied extensively.

CRD 512 Improvement of Reading in Secondary Schools  Three hours
A comprehensive study of the major components involved in literacy instruction at the secondary level.
CIE 577  Second Language Acquisition Three hours
This master's course is designed to help teachers further their understanding of theories, issues and instructional implications of second language acquisition. Current research, focused on methods of second/foreign languages teaching and cognitive and non-cognitive aspects of language learning, provides a foundation for critical analysis of current teaching practices in schools, and provides the necessary background for all assignments for this course. This course asks teachers to critically evaluate their second language pedagogy.

BER 550 Evaluation of Classroom Learning Three hours
A comprehensive contemporary approach to the development, application, and interpretation of teacher-made classroom assessments; use of text book assessments to be aligned with national and state achievement standards. Attention is given to interpreting standardized norm and criterion referenced tests.

BEF 503 History of American Education Three hours
An interpretive history of the educational and social movements and conflicts leading to understanding contemporary issues of educational aims, curriculum, teaching methodology, administrative policy, and the professionalization of teaching.

SPE 500 Introduction to Exceptional Children and Youth Three hours
Introduction to programs and problems of children and youth who deviate from the norm in physical, mental, emotional, and social characteristics.

SPE 590 Introduction to Mild Disabilities Three hours
An intensive study of the background and current perspective on mild disabilities. Emphasis on developing professional knowledge base.

SPE 591 Academic Methods: Elementary Three hours
Designed to develop skills in the use of curriculum, materials, and strategies for students with disabilities at the elementary school level.
**SPE 592 Academic Methods: Secondary** Three hours
Designed to develop skills in the use of curriculum, materials, and strategies for students with disabilities at the secondary level.

**CSE 555 Adolescent Literature** Three hours
An introduction to literature appropriate for the adolescent reader; reading patterns and major concerns of adolescents.

**CEE 565 Classics and Modern Literature for Early Childhood and Elementary Education** Three hours
Designed to extend and strengthen the knowledge and competencies of experienced teachers in the following areas: major developments in literature for children, genres of children's literature, and effective methods of helping early childhood and elementary children enjoy and use literature.

**CEE 594 Problems in Elementary Education** One to six hours
Opportunities to study or work independently on topics or projects of individual concern. Credit is based on the nature and degree of student involvement.

**CSE 594 Problems in Secondary Education** One to six hours
Opportunities to study or work independently on topics or projects of individual concern. Credit is based on the nature and degree of student involvement.

**CRD 511 Beginning Reading in Pre-K and Primary Grades** Three hours
Attends to the theory and practice of beginning reading; key areas of study include diagnostic and evaluative procedures and the organization and implementation of appropriate instruction for P-6. A field component is required.

**CIE 562 TESL: Basic Methods** Three hours
Theories, methods, and strategies for English as a second language that focus on communicative competence and cross-cultural understanding.
CIE 576  Linguistics for Classroom Teachers  Three hours
This master's course is designed to help teachers further their understanding of theories, issues and instructional implications of linguistics. Current research, focused on the general areas of linguistics studies, provides a foundation for critical analysis of second language teaching in schools, and provides the necessary background for all assignments for this course. This course asks teachers to critically reflect on how English and discourses function in the second language classroom.

CAT 531 Technology for Educators  Three hours
This master's course is designed to help teachers further their understanding of the current trends and educational approaches to the use of traditional and emerging computer technologies in the elementary and secondary classroom. An integrative approach to the analysis of how technology can enhance teaching and learning provides the necessary background for all the discussions and assignments for this course. This course asks teachers to critically evaluate the possibilities of the use technology in their classrooms.

BEF 534 Multicultural Education  Three hours
Selected aspects of the anthropological and sociological foundations of education, with a critical evaluation of their relevance for increasing and/or enhancing multicultural understanding.
SYLLABUS POLICIES

The College of Education prepares practitioners who understand the purposes of education and have the ability to engage in the ongoing processes of reflection and dialogue that lie at the heart of socially-responsible, theoretically-informed, and research-based effective practice.

Student Accommodations
It is the policy of the College of Education to make reasonable accommodations for qualified individuals with disabilities. Students with disabilities are encouraged to register with the Office of Disability Services, 205-348-4285. Thereafter, you are invited to schedule appointments to see me during my office hours to discuss accommodations and other special needs.

Academic Misconduct/Ethical Violations
All acts of dishonesty in any work for any course will constitute academic misconduct. In this regard, the Academic Misconduct Disciplinary Policy noted in the Student Handbook and the University Faculty Handbook will be followed in the event of any act so façade misconduct. These will serve as the guidelines for determining ethical conduct and propriety for both students and instructors involved with any program activity.

Plagiarism
Plagiarism is the act of representing the words, data, works, ideas, computer program or output, or anything not generated by the student as his or her own work. Plagiarism may be inadvertent or purposeful. However, plagiarism is not a question of intent. All suspected incidences of plagiarism must be reported by the course instructor to the Assistant Dean. Plagiarism is considered a serious act of academic misconduct and may result in a student receiving an “F” in the course and being suspended from the University. For more information, see http://facultysenate.ua.edu/handbook/append-c.html.

Computer Literacy
Each student is expected to develop Computer literacy in the areas of word processing, data analysis, and literature searches. These skills are both appropriate and necessary for practitioners in any counseling environment, particularly during their graduate preparation. Specific courses and instruction in the usage of computers is not provided directly by the program.

Other Policies and Expectations
All students should seek assistance from their course instructor, their academic advisor, or the Department Head for concerns related to academic policies and expectations. Students seeking degrees review the Student Handbook as well as related policies contained in the program website. All students should consult the Graduate Catalog under which they were admitted for additional policies and expectations for graduate study.

The Code of Academic Conduct
All students in attendance at the University of Alabama are expected to be honorable and to observe standards of conduct appropriate to a community of scholars. The University expects from its students a higher standard of conduct than the minimum required to avoid discipline. Academic misconduct includes all acts of dishonesty in any academically related matter and any
knowing or intentional help or attempt to help, or conspiracy to help, another student. The Academic Misconduct Disciplinary Policy will be followed in the event of academic misconduct.

**The Code of Student Conduct**
The Code of Student Conduct requires that students behave in a manner that is conducive to a teaching/learning environment. Students who engage in behavior that is disruptive or obstructive to the teaching/learning environment will be subject to disciplinary sanctions outlined by the Code of Student Conduct. Disruptive/obstructive behavior is not limited to but may include the following: physical abuse, verbal abuse, threats, stalking, intimidation harassment, hazing, possession of controlled substances, possession of alcoholic beverages.

**Use of Plagiarism Detection Software**
The University of Alabama is committed to helping students to uphold the ethical standards of academic integrity in all areas of study. Students agree that their enrollment in this course allows the instructor the right to use electronic devices to help prevent plagiarism. All course materials are subject to submission to Turnitin.com for the purpose of detecting textual similarities. Turnitin.com will be used as a source document to help students avoid plagiarism in written documents.
Note: Students must be enrolled in at least 1 course during the semester that Comprehensive Exam(s) are taken.

Receiving and Submitting the Master’s Degree Comprehensive Examination
The Office of International Programs (OIP) will e-mail the examination packet to your crimson email either by or before 10:00 am on the designated start date for the exam.

Comprehensive Exam(s) Start Date are Based on C&I Dates to Be Given Each Fiscal Year:
Immediately after receiving the exam, the MA candidate will send a reply e-mail to OIP at oip@ua.edu (before 1:00 pm) indicating that the exam has been received.

The completed exam and a scanned copy of the signed honor code must be e-mailed back to OIP at oip@ua.edu on or before the designated due date and time. This must be no later than 4:00 pm, 10 days from receiving the exam packet.

Completed Comprehensive Exam(s) must be returned no later than 10 days after exam is received
Our office will send an email back to the graduate candidate confirming that the completed exam response(s) was received. Per the Graduate School Handbook: failure to return the completed exam by the above deadline will result in a failing grade on the exam. This will count as the first attempt. As per Graduate School Handbook, there are two attempts allowed.

Please note: All responses will be checked through TurnItIn.com prior to grading. If you run your exam through TurnItIn you will need to send the results with your exam back to UA. Failure to do so will result in your exam being plagiarized.

Examination Guidelines
A random identification number will be assigned to each candidate taking the exam. You will receive this identification number when you receive your exam packet via email. Place this number on the top of each page. Again, do not write your name on the pages of the exam. Your identification number must be the only identification on the completed examination.

The exam itself should be 10 to 12 pages (not including the Bibliography). Responses must be double spaced in MS-Word format using Arial 12 font size. The candidate must use the most current APA 6th edition writing style for the examination and Bibliography page(s). The candidate is required to give numerous and appropriate citation throughout the exam (including authors and dates). You can seek help from the UA Writing Center concerning APA guidelines @uacreatingwriters@gmail.com (https://writingcenter.ua.edu/graduate/ website).
Plagiarism on the exam will be considered academic misconduct, resulting in automatic failure and possible termination from the program. Assistance from another individual constitutes academic misconduct. Do not communicate with anyone else about the exam. You may talk, for clarification purposes only, with the OIP director if necessary. Please note: All responses will be checked through TurnItIn.com prior to grading.

Elementary and Secondary Education Faculty members will read and grade the exam. The exam must be passed by at least 2 out of 3 readers. Students are scored with a program rubric (See Master’s Comprehensive Examination and Dispositions Rubric) which will be provided with the exam. A letter will be sent to the MA candidate on outcome of scoring.

Policy and procedures for Failure to Pass MA Comprehensive Exams MA candidates (students) are allowed 2 attempts to pass the comprehensive exams, as stated in the University of Alabama Graduate Catalog.

If a student fails the first attempt at the comprehensive exams, the MA candidate must wait until the following semester and be registered for at least 1 credit hour of graduate course study in order to be eligible for the second attempt.

Students are not allowed to attempt the comprehensive exams twice within the same semester.

Upon successful completion of remediation, as determined by the OIP director, the student will be allowed a second attempt to pass the comprehensive exam.

A student who fails the second attempt on the comprehensive exam will be dismissed from the degree program and from the Graduate School (See The University of Alabama Graduate Catalog).
MA Comprehensive Exam Rubric for Outcome Assessment

<table>
<thead>
<tr>
<th>Research and Application (35%)</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Acceptable</th>
<th>Unacceptable</th>
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<tr>
<td>Critically and carefully applies research to issues, trends, decisions, and/or problems in curriculum and instruction; references landmark and recent relevant research; may creatively include research from other disciplines that adds depth to topic. 3.5</td>
<td>Shows clear competence applying research to school wide or classroom practices or policies; references landmark and important literature. 2.8</td>
<td>Shows developing, but basic competence in the application of research to school wide or classroom practices or policies. 2.4</td>
<td>Demonstrates a disconnection between research and practice; logic is fatally flawed or just plain wrong. 2.1</td>
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<td>Content Knowledge (35%)</td>
<td>Astutely analyzes and synthesizes the pedagogical content knowledge (PCK) literature within the relevant discipline; shows well-developed and versatile knowledge and skill in content/disciplinary ways of thinking, inquiring, and solving problems. 3.5</td>
<td>Burgeoning analysis and synthesis of PCK within the relevant literature; may fall back into mere summary at times, but in no way remains there; shows well-developed knowledge and skill in content/disciplinary ways of thinking, inquiring, and solving problems. 2.8</td>
<td>Provides adequate summary of the PCK literature; demonstrates that the student has read and understood the literature; lacks some refined critical analysis and synthesis; shows adequate knowledge and skill in content/disciplinary ways of thinking. 2.4</td>
<td>Has not read enough, misinterprets or doesn’t understand the literature; misses, omits, or ignores important studies; has not developed sufficient content/disciplinary knowledge. 2.1</td>
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<tr>
<td>Writing/Thinking (19%)</td>
<td>Formulates ideas: clearly and precisely; with insight and creativity; in a comprehensive fashion; well-focused and well-organized; writing flows and student provides transitions, summaries, and other cohesive ties that make reading pleasurable and easy; all parts of the question are answered. 2.0</td>
<td>Formulates ideas clearly with a burgeoning sense of precision in language choices; is comprehensive, well organized, and provides appropriate cohesive ties so that the reader doesn’t have to work too hard; all parts of the question are answered. 1.6</td>
<td>Most ideas are formulated clearly; may lack some nuances of scholarly writing and thinking, but is clearly coherent overall; the reader may have to supply some missing information or may have to make inferences; all parts of the question are answered. 1.5</td>
<td>The writing/thinking may be unclear or disorganized, may move in tangents or lack any specific trajectory whatsoever; difficult to follow; makes the reader work way too hard to understand what is going on; some part of the question may not be answered. 1.2</td>
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<td>Technical Criteria (11%)</td>
<td>Perfection in technical areas of grammar, punctuation, spelling, APA format (citations, headings, subheadings, tables, figures, etc.), and scholarly tone. 1.0</td>
<td>Minor mistakes in a single area: grammar, punctuation, spelling, APA format (citations, headings, subheadings, tables, figures, etc.), and scholarly tone. 0.8</td>
<td>Few mistakes in one or more technical areas. 0.7</td>
<td>Some work is needed in one or two technical areas. 0.6 or below</td>
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Add up each box and put the total here _______________________/10. A Score of 7/10 is passing. Check appropriate box: Pass Fail

Please review the following and sign. This signed form must be scanned and returned WITH your exam responses.

Plagiarism
Plagiarism is the act of representing the words, data, works, ideas, computer program or output, or anything not generated by the student as his or her own work. Plagiarism may be inadvertent or purposeful. However, plagiarism is not a question of intent. All suspected incidences of plagiarism must be reported by the course instructor to the Assistant Dean. Plagiarism is considered a serious act of academic misconduct and may result in a student receiving an “F” in the course and being suspended from the University. For more information, see https://catalog.ua.edu/undergraduate/about/academic-regulations/student-expectations/code-academic-conduct/

Academic Honor Code
All students in attendance at The University of Alabama are expected to be honorable and to observe standards of conduct appropriate to a community of scholars. The University of Alabama expects from its students a higher standard of conduct than the minimum required to avoid discipline. Each student is expected to read the Academic Honor Pledge. The pledge reads as follows:

I promise or affirm that I will not at any time be involved with cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at The University of Alabama. I have read the Academic Honor Code, which explains disciplinary procedures that will result from the aforementioned. I understand that violation of this code will result in penalties as severe as indefinite suspension from the University. https://catalog.ua.edu/undergraduate/about/academic-regulations/student-expectations/code-academic-conduct/

I, ____________________________, understand the University of Alabama plagiarism rules and Academic Honor Code. I understand that to write responses for this exam I may use text resources available to me including course texts and work done during courses, but I may not discuss the questions, my thinking about the questions, or my responses to the questions with anyone for content or editing. I understand that my responses will be turned in to TurnItIn.com prior to grading.
The University of Alabama
APPLICATION TO TAKE COMPREHENSIVE EXAM

PERSONAL INFORMATION

<table>
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<tr>
<th>STUDENT NAME</th>
<th>DATE OF APPLICATION</th>
<th>CWID #</th>
<th>SITE LOCATION (School)</th>
<th>CRIMSON EMAIL</th>
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TO DATE, I HAVE COMPLETED THE COURSES LISTED BELOW

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<th>COURSE #</th>
<th>COURSE NAME</th>
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LIST COURSES ENROLLED IN SEMESTER OF COMP Exam (OCT, MARCH, JUNE)

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<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
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BY SIGNING, I AGREE: I have completed EIGHT of the required courses on my approved Program of Study. I understand that I MUST be enrolled in at least ONE COURSE during the semester in which I take the comprehensive exam. My application must be submitted FOUR weeks prior to the exam semester.

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Date
STUDENT COMPLAINTS PROCEDURE
(from the College of Education Faculty Handbook)

Step 1a. Student raises the issue with the faculty member involved.

Step 1b. Faculty member and student try to resolve the issue based on facts.

Step 1c. After this meeting, student or faculty member writes a brief memo, signed by both, indicating the resolution to the problem.

Step 1d. If there is no resolution, student and faculty members sign a brief memo indicating points of continuing disagreement.

Step 2a. Student raises the issue with the program coordinator, who receives in writing the material from steps 1a-d.

Step 2b. Program coordinator and student try to resolve the issue based on facts.

Step 2c. After this meeting, student or program coordinator writes a brief memo, signed by both, indicating the resolution to the problem.

Step 2d. If there is no resolution, student and program coordinator sign a brief memo indicating points of continuing disagreement.

Step 3a-d. Process is repeated between student and Department Head, with all written material shared from steps 1a-d and 2a-d. Under normal conditions, problems will be resolved at this level or below.

Step 4. If the problem is unresolved, faculty or student may bring it to the Associate Dean to come under University grievance policies.

Step 5. The Associate Dean investigates the grievance and provides a summary and recommendation to the Dean.

Step 6. The Dean renders a final decision. The student may appeal the Dean’s decision to the Office of Academic Affairs.

(Note: The following document describes the policy in effect at the time this Handbook was published. Copies of any subsequent revision will be available in departmental and divisional offices in the Office for Academic Affairs).

OTHER RESOURCES:

1. The UA Academic Grievance Policy can be found at [http://facultyhandbook.ua.edu/appendix-d.html](http://facultyhandbook.ua.edu/appendix-d.html).

2. The Provost’s website also addressed complaints at [https://provost.ua.edu/internal-complaint-process.html](https://provost.ua.edu/internal-complaint-process.html).
Log into myBama. Click STUDENT.

Click STUDENT SERVICES and then click LOOK UP CLASSES.
SELECT TERM and then click SUBMIT.

Click ADVANCED SEARCH. Choose SUBJECT (CEE or CSE) and then select OVERSEAS for campus.
Scroll down to bottom of page and click **SEARCH**.

Here is an example of results. OIP courses will say in “**YOUR CITY ONLY**” use the CRN# associated with your site and go to **ADD / DROP CLASSES** to register.
ONLINE COURSE REGISTRATION INSTRUCTIONS

Contact your site coordinator for registration information and classes in your area.

Registration is easy. Just follow the steps below:

- Go to the mybama.ua.edu site.
- Log into the site using your MYBAMA username and password. The BAMA user name is part of your email address. For example, in Smith001@crimson.ua.edu “Smith001” is your MYBAMA username; crimson.ua.edu is the address.

**Register for classes**

You will be registering before each semester begins for all courses you plan to take that semester. If your site is offering three courses a semester, then you should be registering for three courses.

On the left hand side of the screen you will click STUDENT. See a section in the center of the screen labeled STUDENT SERVICES. Click the ADD / DROP CLASSES.
SELECT the term you want to register for (Fall - Spring - Summer 20xx) and press the SUBMIT.

Now you will ADD your courses. At the bottom of the screen you will enter the CRN# (5-digit number) for your course. You may add them one at a time or all of them at once. Press the “submit changes” button. If you do not know your course CRN number, contact your site coordinator.
If you see the below screen after choosing the semester, click **REGISTRATION STATUS**.

The below are samples of registration statuses. Contact the Office of International Programs@ cdeason@ua.edu to help resolve.
DROP OR WITHDRAWAL FROM CLASSES

Log into myBama. Click Student.

If you are only dropping 1 class go to Add or Drop Classes.

If you are Withdrawing from the semester go to Initiate Withdrawal. Follow steps until you get a confirmation.
Blackboard is a learning management system that provides course delivery and management for institutions; a community and portal system for communication; a content management system for centralized control over course content; and a system to record and analyze student assessment results.

Log into myBama.
This is what Blackboard looks like when logged into your account.


Click Information for CCS Online Students.
http://graduate.ua.edu/prospects/application/
TRANSFER OF CREDIT INFORMATION

From the graduate school website [http://services.graduate.ua.edu/catalog/14800.html](http://services.graduate.ua.edu/catalog/14800.html)

Transfer of Credit
Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

Acceptance of credit requires the approval of the student’s advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a "B" average on all graduate work attempted. Only courses in which a student earned a "B" grade or better may be transferred.

In some cases, foreign educational credentials may not meet the Graduate School’s criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from [World Education Services Inc. (WES)](http://www.wes.org), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School’s website a Request for Transfer of Graduate Credit earned at another institution. It is also the student’s responsibility to assure that the Graduate School receives an official transcript of the credit requested for transfer, well in advance of the final semester.

With the approval of the student’s department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required course work for a master’s degree 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 master’s degree is to be awarded. Revalidation (recertification) of graduate credits that will be more than 18 semesters old at the time of UA master’s program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department’s graduate coordinator regarding your department’s transfer policy.
REQUEST FOR TRANSFER OF GRADUATE CREDIT

THE UNIVERSITY OF ALABAMA GRADUATE SCHOOL

REQUEST FOR TRANSFER OF GRADUATE CREDIT

NOTE: Upon submission of this completed form to the Graduate School Office, the transcript(s) and evaluation forms for transfer of credit will be sent to your department. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Consideration of credit does not guarantee its transfer. Credit will not be accepted from any institution at which the student failed to achieve an overall "B" average on all graduate work attempted. Only courses in which a student earned a "B" grade or better may be transferred.

PART I: Student Information

Date: __________________

Name: ___________________________ CWID: __________________

(First) (Middle) (Last)

E-mail: ____________________________

Current Mailing Address: ____________________________

Are you presently enrolled? __________ If not, give last date enrolled: __________

Date first enrolled in The University of Alabama Graduate School: __________

Major Department: ____________________________ Degree toward which you are working: __________

(Master's, Doctoral or Ed.D.)

PART II: Institution List

Institution(s) from which credit is to be transferred:

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Date Credit Earned</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Has transcript from school(s) listed been sent to Graduate School Office? __________

If not, an official copy must be sent to:

Graduate School
The University of Alabama
P. O. Box 870118
Tuscaloosa, AL 35487-0118

PART III: Courses for Transfer Request

List courses suggested for transfer. Approval of Graduate School and department required.

(See Graduate Catalog for Transfer Credit Policies)

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Course Name &amp; Number</th>
<th>Course Name &amp; Number</th>
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</table>

THE GRADUATE SCHOOL, 102 ROSE ADMIN BLDG, BOX 870118, TUSCALOOSA, AL 35487, TEL 205.348.5821, FAX 205.348.0400 GS FORM: MC01.01.2006
Log into myBama. Click Student.

Under Self Service Banner, click Student Services, then Student Account Services

Click Access Your Student Financial Account.

This screen will appear. Accept terms.
Click View Account Activity.

Under View transactions by term, click the drop downarrow and there is a choice for ALL. You can make a payment here if needed.
Applying to Graduate

Instructions for Applying to Graduate

All students are required to submit a degree application in order to graduate. The degree application should be filed for the term in which the student expects to complete all degree requirements. For students pursuing multiple degrees, a degree application is required for each individual degree.

File an Application for Degree Online
Check the Office of the University Registrar Academic Calendar for the due date for filing a degree application. The degree application is found online and is accessible through your myBama account. Once in myBama, click on the Student tab from the left side menu. Click on the Apply to Graduate icon in the center of the page.

Full Legal Name
Your name appears on your diploma as it appears in the student information system. Normally, educational records are maintained under a student’s full legal name. This is First Name, Middle Initial/Middle Name, Last Name, and Suffix. For international student’s the name will be the same as the one that appears on their passport and U.S. immigration documentation, including the Form I-20 certificate of eligibility for non-immigrant. When completing the online degree application, you will have the ability to edit your middle name and/or suffix as you see fit. Any editing done during the application will only affect the name printed on your diploma. It will not affect your official name in the student information system. You may contact the Office of the University of Registrar if you have additional questions.
Current Diploma Address
When you completed the online degree application, you indicated the address to which you wanted your diploma mailed. To check/change the diploma address that was submitted on your application, log into myBama and go to the student tab. Click on the Student Services folder, then Student Records, and finally the View Graduation Applications link. After you select your application, you will be able to view your application and make any necessary changes to your diploma address.

Transfer Credit
All official transcripts from other institutions need to be sent to The Office of The University Registrar. If transfer work is not received in a timely manner, graduation for the term could be affected.

All Fees Paid
All past due financial obligations must be cleared prior to receiving your diploma. Diplomas and transcripts are held for those accounts not cleared prior to graduation.

Attend a Financial Aid or Loan Receivable Exit Interview
If you borrowed from the Stafford/Direct loan program, complete a Financial Aid Exit Interview. You can find the link for exit counseling on the Student Account Services (link-https://studentaccounts.ua.edu/) homepage. If not completed, transcripts and diplomas will be held until process cleared.
Sign onto your myBama account. Click **Student – Student Services – Academic Transcript.**

Click **Submit.**
REQUEST TRANSCRIPT

Order Online ([https://registrar.ua.edu/student-services/transcripts/](https://registrar.ua.edu/student-services/transcripts/))

To request a transcript anytime, current students and former students may order transcripts online 24/7 using the Transcripts Plus System (Credentials, Inc.). Payment must be made by credit card. To use the system, follow the links below. Credentials, Inc. is a vendor that provides this service through an agreement with The University of Alabama. The service is secure and encrypted.

ENROLLMENT VERIFICATION

[REGISTRAR.UA.EDU](https://registrar.ua.edu)

Scroll down to VERIFICATIONS.
Follow directions for **ENROLLMENT VERIFICATIONS.**
Enrollment Verification

Enrollment verification provides proof of enrollment for a student's financial aid, insurance company or sponsor. Enrollment verification may be obtained in one of the following ways:

- **Current Students**
  - Sign into myBama
  - Click on 'Student' in the left menu
  - In the Student Services box, click on the 'Enrollment Verification' icon

- **Former Students/Employers/3rd Parties**
  - The University of Alabama has contracted with The National Student Clearinghouse to provide enrollment verification. The University of Alabama will not directly provide enrollment verification for current or former students. Certification of enrollment for a student can be requested from The National Student Clearinghouse.
  - At the National Student Clearinghouse home page, select the "Colleges & Universities" option from the menu. Then select the "Enrollment Verify" link from the drop-down menu.
  - You will be prompted to select the credit card link to proceed.
Sample of Students Services Available

The Bama by Distance website:  https://bamabydistance.ua.edu/current-students/academic-support/index.php offers four student support services as available to distance students (undergraduate and graduate). The four listed on the website are:

- “Center for Academic Success” - See https://cas.ua.edu/
- “Library Resources” - See http://guides.lib.ua.edu/distance_learning

Library Resources promote specific accessibility to the distance learner. For example, the Library Resources link offers help with research, writing, and library searches.

Dr. Benita Strnad is our Curriculum Materials Librarian, at the McLure Library. She can be reached at bstrnad@ua.edu for assistance.

- “Writing Center” http://writingcenter.ua.edu/distance-learners/

The Writing Center offers specific accessibility to the distance learner. For example, they offer “E-tutoring service” to assist distance students with writing assignments and projects.

- “Career Center” https://career.sa.ua.edu/
- Instructional Technology Services:

If you have an issue with your MyBama or Crimson email account, call the OIT Helpdesk at 205-348-5555, or email itsd@ua.edu. In the College of Education email: tsellers@ua.edu

SOFTWARE: (http://oit.ua.edu/software)
- Several Software Programs are FREE FOR UA Students (this may change without notice):
  - Microsoft Office 365
  - McAfee Virus Protection
  - Adobe Creative Cloud (Students may purchase for a lower price from Adobe).
  - SPSS (Small fee for students)
  - Refworks
  - Zoom Video Conferencing
Orientation and Training for Off-Campus Sites

There are two orientations that are facilitated by the Program Coordinators and the OIP office. (1) The OIP Student Orientation is held each Spring and Fall semester; and (2) The Site Coordinator Orientation is offered each January.

These two orientations are digitally recorded and made available to students and Site Coordinators for reference on the OIP website (in a password protected format).

1. OIP Student Orientation

Early during the Spring and Fall semesters, OIP students are invited via email to the OIP Student Orientation and LiveText Webinar. The time and date are and the link to the Zoom meeting are provided by email. Site Supervisors are also encouraged to attend this meeting. Students are reminded to go to the OIP website before the meeting to read: The OIP Student Orientation Guide, OIP Handbook, and to print a copy of the Attendance Check for OIP Orientation, also found on the website.

The PowerPoint for Student Orientation from recent webinar is also included in the next section of this handbook.

The OIP Student Orientation and LiveText Webinar covers:

- Attendance 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 by OIP Office
- Welcome to UA – OIP Orientation for New Students (and Returning Students) – Led by Program Coordinators in Elementary and Secondary Education
- An introduction of LiveText (our data management platform used to assess Student Learning Outcomes). See LiveText steps in the attached file. Dr. James Hardin and Dr. Lisa Matherson will lead this part of the webinar
- 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/
  - Time limitations for degree
  - Plan of Study (Elementary Education/ Secondary Education)
  - Absentee policy – add details from documents on website or attached.
  - Comprehensive Exams – add details from documents on website or attached.
  - Applying for graduation – add details from documents on website or attached.
  - Filing a complaint or grievance – add details from documents on website or attached.
  - Graduate School link and information https://graduate.ua.edu/
- Other Resources Offered to Distance Student are also emphasized in this webinar.

- Two additional guests also speak about the library resources and IT assistance.
  - Library Resources – Ms. Benita Strnad, our Curriculum Materials Librarian, McLure Library. She can be emailed at bstrnad@ua.edu
  - IT Assistance - Ms. Tracy Sellers, IT Specialist IV/Technology Manager, College of Education. She can be emailed at tsellers@ua.edu
  - The Writing Center
  - Career Center
2. Orientation for Site Coordinators - Site Coordinators are trained by the Program Coordinators, the OIP Director, and OIP Specialists.

Site Supervisors also are asked to attend a Site Supervisor Orientation each January. If a new Site Supervisor is hired – a meeting with the Program Coordinators, OIP Director, and OIP Specialist is facilitated promptly to train them and to answer questions.

Site Coordinators were reminded of the information on the website that pertains to students (The *OIP Student Orientation Guide*, *OIP Handbook*, and Attendance Check for OIP Orientation for students). They were also asked to become familiar the OIP Site Coordinator Guide.

The PowerPoint used for this Site Supervisor Webinar covers:

- Welcome by OIP Office
- Welcome to UA – Site Supervisor Orientation– Led by Program Coordinators
- Focus of OIP and website link
- Job Description as a Site Supervisor
- Plan of Study for Elementary and Secondary Education
- Degree Seeking applications for students
- Use of LiveText for student assessment
- Course information
- Comprehensive Exams
- Planning for faculty traveling to your site
- Time limitations for students
- Absentee policy
- Applying for graduation
- Other resources for students
  - Library Resources – Ms. Benita Strnad, our Curriculum Materials Librarian, McLure Library
  - IT Assistance - Ms. Tracy Sellers, IT Specialist IV/Technology Manager,
  - The Writing Center
  - Career Center
OIP Student Orientation and LiveText Webinar
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/](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
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/
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/

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.

- OIP Handbook
- COE Handbook
- Student Orientation Guide
- Attendance Check for OIP Orientation
OIP Orientation-Time Limitations for Degree

“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
**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.

Instructions for completing your degree application can be found at 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/](https://www.livetext.com/)
- Led by:
  - Dr. James Hardin
    jhardin@ua.edu
  - Dr. Lisa Matherson
    lhmatherson@ua.edu
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.
<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Person</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library</strong></td>
<td>Ms. Benita Strnad</td>
<td><a href="mailto:bstrnad@ua.edu">bstrnad@ua.edu</a></td>
</tr>
<tr>
<td><strong>McLure Library</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IT Assistance</strong></td>
<td>Ms. Tracie Sellers</td>
<td><a href="mailto:tsellers@ua.edu">tsellers@ua.edu</a></td>
</tr>
<tr>
<td><strong>IT Specialist</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IV/Technology Manager</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>The Writing Center</strong></td>
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<tr>
<td><strong>Career Center</strong></td>
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</tbody>
</table>

**Academic Services available to distance learners**

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OIP Orientation- Other Resources

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Technology Support Services (TSS)

205-348-2445

108 GRAVES HALL
Technical Support Services:

• Graves Hall, Room 108, 348-2445
• TSS Staff:
  • Tracie Sellers, IT Specialist IV, Technology Manager
    • tsellers@ua.edu
  • Nina Barnes, TSS Office
  • Spencer King, IT Technician III
Technical Support FAQ’s:

• If you have an issue with your MyBama or Crimson email account, call the OIT Helpdesk at 205-348-5555, or email itsd@ua.edu. The OIT Helpdesk is located in 125 Gordon Palmer Hall. They also offer technical maintenance and services for free.

• Login to EDUROAM using your MyBama account information to access Campus Wifi. EDUROAM is also available at other Universities in the US, and International. Do not login to UA-Guest.

• DUO Two-factor Authentication is used as an extra layer of security to your MyBama Account.

• Free, unlimited Cloud access using UA Box. Located on the Tech Tab in MyBama.

• Blackboard Learn is used to communicate with Instructors, find course information, assignments, test grades, etc.
Technical Support FAQ’s:

• SOFTWARE: (http://oit.ua.edu/software)
  - Several Software Programs are FREE FOR UA Students:
    - Microsoft Office 365
    - McAfee Virus Protection
    - Adobe Creative Cloud (Free version is limited to Graduate Student Assistants. Students may purchase for a lower price from Adobe).
    - SPSS (Small fee for students)
    - Refworks
    - Zoom Video Conferencing
  - Many other programs are listed on the website above. The programs available for students will be indicated to the right of the Program name. Some programs are only available to faculty and staff. Those listed here are some of the most requested.

• HARDWARE:
  - Laptops, iPads, etc.—the University Supply Store has a Tide Tech Store that carries Apple and Dell devices. There are also Apple Certified Technicians available that can work on the Apple devices, instead of using Geek Squad, or sending back to Apple for support. There may be a fee if the device is no longer under warranty.
Quick Links:

OIP Website: [https://education.ua.edu/outreach/centers/oip/](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:
     - Library Resources
     - Career Center Services
     - Writing Assistance
     - Library Contact and Services
     - IT Contact and Services
     - 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 ([burnham@ua.edu](mailto:burnham@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)

**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.