CURRICULUM & INSTRUCTION

CSUB EXTENDED UNIVERSITY
Regional and Online Degree Programs

CALIFORNIA STATE UNIVERSITY BAKERSFIELD

2015-2016
STUDENT HANDBOOK
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To the Master's Degree Candidate:

Welcome to the CSUB Extended University Degree Programs Curriculum and Instruction Master’s Degree Program. Thank you for considering us as your University of choice! CSUB is accredited by the Western Association of Schools and Colleges (WASC). In addition, the School of Social Sciences and Education has received accreditation from both the National Council for Accreditation of Teacher Education (NCATE) and California’s Commission on Teacher Credentialing (CTC).

Admission to the program is offered each quarter. Program prerequisites and the application requirements must be completed before candidates will be considered for admission to the program.

We seek to provide you with optimal opportunity to become a highly effective professional in today’s school environment. Our qualified and approachable faculty and staff will assist you throughout the process. Our program is rigorous, but attainable and highly regarded by administrators in the field.

We are here to help you every step of the way, so please do not hesitate to ask for information or assistance to make your experience a rewarding one. We look forward to working with you and wish you great success at CSUB!

Sincerely,

The Extended University Degree Programs Faculty and Staff
Extended University-Regional Programs

Raushel Salyards, Admissions & Evaluations
rsalyards@csub.edu  661-654-3423

Vacant, Student Services, Registration, Records
rsalyards@csub.edu  661-654-3423

Rhonda Dawson, Director, Academic Programs
rdawson@csub.edu  661-654-2441

Kristina LaGue, Ph.D., Academic Coordinator, Curriculum & Instruction
klague@csub.edu

Mark Novak, Ph.D., Dean, Extended University

School of Social Sciences and Education

Kathleen Knutzen, Ph. D., Dean, School of Social Sciences and Education
GENERAL PROGRAM INFORMATION

The University provides access to higher education and lifelong learning beyond the traditional patterns of campus-based programs supported by taxpayers. This responsibility is assigned to the Extended University Division (EUD). It administers a variety of self-supported degree programs, courses, workshops, seminars, and conferences for members of the community who seek to expand their interests, to improve and broaden their professional preparation, or to further their University degree aspirations. Financial Aid eligibility for Extended University courses is limited to those students who are admitted as a regular CSUB student and enrolled at least half time in course work that counts for their CSUB degree objective.

Please Note: Extended University fees are charged on a per unit basis. Students enrolled in Extended University courses are not eligible for State University Grants.

GENERAL REQUIREMENTS FOR THE MASTER’S DEGREE
A master’s degree program consists of an intensive program of study followed by the completion of a culminating activity (thesis, project, or comprehensive examination). A faculty advisor assists the student at all times, providing guidance throughout the degree program. All programs require a minimum of 45-quarter units or 30 semester units. For each graduate degree program, a minimum of thirty-two quarter units or 21 semester units must be completed in resident study at CSU Bakersfield.

CURRICULUM AND INSTRUCTION PROGRAM OVERVIEW
The Master’s Degree in Education with a Curriculum and Instruction Concentration is a WASC and NCATE approved professional preparation program to earn a master’s degree in education. The program is intended for educators and those interested in education and who are seeking to enhance their skills and understanding of curriculum development, implementation, and assessment.

While most candidates for the MA degree are K-12 teachers, the program can be beneficial for professional development specialists, community college instructors, coaches, and others. This is not a teaching credential program, and no credential will be issued upon successful completion of the program.

This handbook provides an overview of the program requirements. Online courses are offered each quarter in sequence to facilitate program completion. Within the C&I program, there are four core courses (20 quarter or 12 semester units) plus the Culminating Activity (5 quarter or 3 semester units).
Additionally, students choose from a range of electives that include courses in reading literacy and common core. Courses are taught completely online and do not require students to come to the Bakersfield campus.

**APPLYING TO THE PROGRAM**

The Degree Programs application is available online and must be downloaded and submitted by mail to the Extended University Degree Programs office. The application can be found [www.csun.edu/eud/degrees/apply/index.html](http://www.csun.edu/eud/degrees/apply/index.html) – do not apply through CSUMentor.

**APPLICATION INFORMATION**

The following items are required for completion of your application. Use the application checklist form to help organize your materials. You will need to make copies of all documents submitted.

1. Students must be admitted to both the University and the Curriculum and Instruction program. Complete the Extended University Degree Programs Curriculum & Instruction application for admission to CSU, Bakersfield and submit to the Extended University office. Only candidates admitted to the university are eligible for admission to the program. If you are new to CSU, Bakersfield or have been out of school for three quarters (two semesters) or more, you must reapply to the university by downloading and submitting the Degree Programs Curriculum & Instruction application. Do not apply through CSUMentor.

2. You will need one official set of transcripts in sealed envelopes from all colleges or universities previously attended. If you are or expect to be a graduate of CSU, Bakersfield, you do not need to submit transcripts for CSUB course work and degrees.

**Foreign Transcript Evaluation**

Candidates who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts and degrees prior to applying to the program. The following agencies are approved by the Commission for Foreign Transcript Evaluation:

- Institute for International Credentials Evaluations at CSU, Fresno, 559/278-7622
- International Education Research Foundation, Inc. Credentials Evaluation Service, Los Angeles, CA, 310/390-6276
3. Program Application: Included as Part B of the University Application. Accurate information is essential to the processing of your application. Students must be accepted to both the University and the Curriculum & Instruction program.

4. Recommendations: Two recommendations are required. One is to be from a person who has observed your performance in a work or teaching setting; and one should be from an instructor who can attest to your academic competence. No friend or family member recommendations are accepted.

ADMISSION REQUIREMENTS:

1. Bachelor’s Degree from an accredited four-year college or university
2. A 3.0 GPA in the last 90 units of all coursework
3. Valid K-12 Teaching Credential
   a. Candidates not holding a credential may include employer letters outlining responsibilities of current position and justification for admission to the program.
   Admission is not guaranteed

ADMISSIONS PACKET INCLUDES:

1. Complete application
2. Official Transcripts
3. $75.00 application fee
4. Complete and submit the C&I Technology Contract
5. Submit 2 completed recommendation forms
6. Copy of preliminary or clear credential

After Admission Paperwork: Once you have been admitted to both the University and the Program, you will receive the following information:

- Curriculum and Instruction Program Outline
- Advancement to Candidacy
- Petition to change Program Specification (if required)
- Approved MOU (if required)
- Please complete and return a copy of the paperwork to the Regional Programs Evaluator.

6. Passage of the GWAR

Ways to satisfy the GWAR
All graduate students who apply for a master’s degree must demonstrate upper-division writing competency. If the student has completed this requirement during the baccalaureate program at CSUB or another CSU then the upper-division writing competency has been met.

**Waivers for Post-Baccalaureate and Graduate Students**

You will be exempt from the GWAR if you meet any of the four criteria below:

1. You graduated from a CSU or UC since 1980.
2. As of Fall 2006, post-baccalaureate and graduate students with the following test scores (provided the test(s) were taken since 1980):
   a. GMAT 4.5 or higher on the writing portion of the GMAT
   b. CBEST 41 or higher on the writing portion of the CBEST
   c. GRE 4.5 or higher on the analytic writing portion of the GRE General Test
3. Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed professional journal may submit their work for review to the chair of the university-wide GWAR committee with a formal request to waive the GWAR.
4. Post-Baccalaureate and graduate students who already have an MA or MS in any discipline that included a master’s thesis or project and are working on another degree or credential may submit their thesis or project for review to the chair of the university-wide GWAR committee with a formal request to waive the GWAR.

In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision in approximately two weeks. Students who have not yet completed this requirement may register for and pass the Graduation Writing Assessment Requirement (GWAR) with a score of 8 or above. Questions regarding the GWAR may be directed to the program coordinator or student services coordinator. (Policy from CSUB web, http://webdev.csub.edu/english/composition/students/GWAR_Info.htm

NOTE: Any changes made to the Program of Study, or a change in courses taken after the Program of Study is submitted, must be noted on a Petition form that is signed and submitted to Regional Programs. A student will not be able to graduate if the courses taken do not exactly match the Program of Study and the Petition forms.

**REGISTRATION INFORMATION**

Adding/Dropping/Withdrawing
Download an Add/Drop form at [http://www.csub.edu/eud/degrees/forms/index.html](http://www.csub.edu/eud/degrees/forms/index.html) and fax to 661/654-2447. Students can also register online through myCSUB. Login information will be included in your admission letter. Payment must be made by mail or through myCSUB. Payment cannot be sent via fax.

### Registration

**To Register By Mail:**

1. Download and complete a Registration Form at [http://www.csub.edu/eud/degrees/forms/index.html](http://www.csub.edu/eud/degrees/forms/index.html)
2. Mail Registration Form and payment to Degree Programs at the following address:

   Extended University  
   California State University, Bakersfield  
   9001 Stockdale Highway 30 BDC  
   Bakersfield, CA 93311

Checks are payable to CSUB. If paying with Visa or MasterCard, indicate card information at the bottom of the form, along with the approved amount to be charged and the signature of the cardholder.

**To Register Online:**

Students who have attended one or more quarters will have access to Online Registration. To register online, click on the myCSUB link and enter your Net ID (provided with your admission letter) and password (initial default password is year of birth and last four digits of your social security number). A Campus ID will be assigned after a new student is input into the system. Courses that require prerequisites do not allow online registration, and a Registration form must be faxed or mailed into the Extended University Degree Programs office. Students who register online have the option of online payment with MasterCard, Discover, or American Express, but a 2.9% surcharge will be applied. Online E-check is also available, free of charge. Finally, students can mail a Payment Form and pay with Visa or MasterCard to 661/654-2447, and no surcharge will be applied.

### Tuition / Fees

All course fees and tuition must be paid in full by the first day of class. Program tuition is by quarter unit; currently unit fees are $280.00 to $300.00 per unit. These fees are subject to change. Additional fee information can be found at: [http://www.csub.edu/eud/degrees/registration/index.html](http://www.csub.edu/eud/degrees/registration/index.html).

### Financial Aid
The CSUB Office of Financial Aid and Scholarships administers a number of financial aid programs to enable students without adequate financial resources to attend classes. Funding for eligible applicants may include moneys from grants, loans, and scholarships. Please visit the CSUB Financial Aid & Scholarships home page at http://www.csub.edu/finaid/index.html For additional information, go to http://www.csub.edu/eud/degrees/financialaid/index.html

Course Refund Schedule

Course Cancellation for any Reason
A full refund of fees will be made.

Online Courses

- Withdraw by the fourth day of the quarter: 100% refund less $25 administrative fee
- Withdraw after the fourth day of the quarter and prior to a date at which 25% of the quarter has elapsed: 60% refund
- Withdraw after 25% of the quarter has elapsed: No refund

Course Changes/Cancellation

The university reserves the right to:

- Cancel courses due to low enrollment
- Change the time that classes are scheduled
- Close courses to additional enrollment
- Change previously published instructor assignments
- Change class locations

CURRICULUM & INSTRUCTION PROGRAM INFORMATION & EXPECTATIONS

Scholastic Expectation (Program G.P.A.)

Classified Post-Baccalaureate or Graduate students must maintain a minimum 3.0 (“B”) cumulative GPA. Students performing below this standard will be placed on academic probation. Students who fail to correct deficiencies within a reasonable time period will be suspended. Classified Post-Baccalaureate or Graduate students must maintain a minimum 3.0 cumulative GPA. No course with a grade lower than "C" may apply toward the fulfillment of degree requirements.
Time Limit to Complete Requirements for Graduate Degrees

The California Administrative Code, Title 5, Education, requires that all the requirements for a master's degree be completed within a seven-year period to include the filing and awarding of the degree. This means that no more than seven years may elapse between the start term of the earliest dated course and the date that the last course on the program is actually completed, and the application for graduation is filed. With outdated requirements (generally courses) the candidate may complete a Petition form through Degree Programs for an extension of the time limit or substitution of other appropriate courses, but is not guaranteed that the extension or courses will be accepted.

Non-Active Status

Graduate student or post-baccalaureate student who has been absent from the degree program for more than two consecutive quarters will be reclassified in a non-active student status. All students who have been reclassified in a non-active student status must submit a new application for admission to the university and program and pay the non-refundable application fee. Graduate students wishing to return must also resubmit an application for admission to the respective graduate program.

Transfer Credits

If accepted by the faculty, graduate credit from another accredited institution may be applied toward the master’s degree. Courses used to obtain degrees from other institutions will not be used for unit credit toward the MA degree programs in Education at CSUB. For a minimum 45-quarter unit program (30 semester units), a maximum of 13 quarter units (9 semester units) of transfer credits and/or units earned may be accepted toward graduate degrees. All such units must satisfy time limit requirements for the degree program.

Waivers or Substitutions of Course Requirements

If you have taken equivalent course work at another university, you will need to complete a course substitution request form. For course substitutions, students must provide appropriate supporting materials (copy of the course syllabus, a catalog course description, and a copy of a transcript with the grade posted) with petitions to verify dates, satisfactory completions and course equivalencies. Please allow one full academic quarter for a response.

Petition forms (for extensions of time or course/prerequisite waivers, substitutions, and transfer credits) are available from the Extended University office. Students are responsible to make certain that the necessary petition forms are properly completed, signed and filed with Extended University Degree Programs. Please allow one full academic quarter for a response.
Culminating Activity

Begin work on your Culminating Activity:

Compile your Culminating Activity committee two quarters (two semesters) before you plan to graduate by downloading the Culminating Activity Registration Form. Complete the form by indicating your three-member committee. Committee members must sign the form, or send the Degree Programs office an email indicating their agreement to sit on the committee. Fax the completed form to the Degree Programs office at 661/654-2447.

Download an Extended University Registration form and submit it to the Degree Programs office with payment. A course number will be created and the student enrolled when all signatures have been received by the committee members and verification has been made that all programmatic and paperwork requirements have been met.

Graduation

Apply for Graduation three quarters (two semesters) before your intended graduation date. Application for graduation deadlines can be found at http://www.csub.edu/admissionsandaid/graduation/masters/index.html

COURSE INFORMATION & REQUIREMENTS

Technology Policy and Technology Requirements

A technology contract is a required part of the admissions packet in order to ensure applicants have the technology skills necessary to be successful in an online environment. Students need to have personal access to a computer and the Internet in order to complete classes. Students must purchase and use LiveText in order to complete each course signature assignment and the program culminating activity. LiveText Software (2005). LiveText. LiveText Student Membership - purchase through www.LiveText.com

Download a “no cost” copy of the current version of Adobe Reader in preparation for reading assignments.

The ability to create, edit, and view Microsoft Word, Excel, and PowerPoint documents is a requirement. It is recommended that students have Microsoft Office (Word, Excel and PowerPoint).
Students may purchase the student/teacher edition from many retailers. Documents created using Microsoft Works are not accepted for any reason.

It is recommended that students backup course work on a daily basis. Disk failure or other loss of data is not an excuse when completing course work.

**Blackboard**

All course work will be completed using Blackboard E-learning services. All students are required to log-in to their Blackboard courses the first day of classes each quarter. Login information will be included in your admission letter.

Be sure to back up all of your work from each course; coursework will not be available to students after the end of the course. It is recommended that you create your course discussions and posts in a word processor and copy and paste to Blackboard.

Additional Blackboard information can be found at:

http://www.csub.edu/its/_files/Bb/bb_9_1_starter_guide_student_edition.pdf

**LiveText**

LiveText is our document or e-portfolio document storage system. All students are required to purchase access to LiveText before beginning their first class. Each course as well as the culminating activity will require use of LiveText for course evaluations and project submission. LiveText is purchased one time and used throughout the degree program (up to 5 years).

To find out more about LiveText, go to the site www.LiveText.com and look at the student section. You may purchase at either "level". Compare and decide. Many of our students find Learn360 so important to their teaching that they keep LiveText beyond their initial subscription. Others are happy with the basic.

Make sure you specify CSUB when you sign up so you will have access to CSUB templates, etc. Also, when you select a name, use your myCSUB username as your LiveText account name. When a student selects surferdude12 and we see his work, we do not immediately know that the person turning it in is John Jones.

LiveText training videos are included within the program after software purchase.
Professional Liability Insurance
As of August 1, 2006, the CSU Chancellor’s Office of Risk Management is requiring all candidates in various fields, to purchase Professional Liability Insurance. This fee may be paid at the Cashier’s window or online and is valid for one academic year. Instructors will inform you via the course syllabus if you need to submit proof of insurance for any work in the course.

RECORDS

myCSUB
Students will be given a myCSUB account when admitted to the program. Students will be able to register, pay, view grades, print unofficial transcripts, and view Financial Aid information by logging into their account with a Net ID. A Net ID will be assigned upon admission to the program.

Change of Address or Name
A graduate student who changes his/her address or name must change their information in myCSUB. This is the official record that is provided to instructors through Blackboard and LiveText. Graduate students with former names should make sure that all transcripts and papers submitted contain the current name.

CURRICULUM AND INSTRUCTION PROGRAM SCOPE AND SEQUENCE

MA Pattern Requirements:
A minimum of 45 quarter units (30 semester units) are required for the degree. The degree program may not contain units from courses over 7 years old.

Required Core Courses
EDCI 695  Research Methods for Educational Leaders
EDCI 588  Social Justice & Teaching for Equity
EDCI 548  Educational Leadership
EDCI 530  Curriculum Development and Transformation

Culminating Activity (Select one of the following)
EDCI 690  Master’s Thesis in Education
EDCI 691  Master’s Project in Education
EDCI 692  Master’s Examination in Education
Elective Courses
Elective Coursework can be comprised of a combination of Literacy, Advanced Topics, approved Credential courses, and approved BTSA/FACT courses.

Reading Certificate
Students in the C&I program have the option of earning a Reading Certificate issued by CTC by taking the entire 20 quarter units (12 semester units) of Literacy elective courses. These courses also count as elective in the program, and students have the option of completing one or more literacy courses for elective requirements without earning the certificate.

- EDLT 501 Foundations of Creating a Culture of Literacy in Diverse Settings
- EDLT 502 Research-Based Writing Strategies, Assessment, and Intervention
- EDLT 503 Planning, Organizing, and Differentiating Literacy Instruction and Assessment
- EDLT 504 Research-Based Comprehension Strategies, Assessment, and Intervention

Common Core Assessment & Instruction Certificate (approval pending)
Students can earn the entire certificate by taking all courses or just take one or more Common Core courses to fulfill elective requirements.

- EDCI 577 Advanced Topics: Common Core Foundations
- EDCI 577 Advanced Topics: Common Core Instruction & Engagement
- EDCI 577 Advanced Topics: Assessment & Intervention in the Common Core Classroom
- EDCI 577 Advanced Topics: Standardized Testing and Data-Driven Decision Making
- EDCI 577 Advanced Topics: Extending Beyond the Common Core: Next Generation Science Standards, English Language Development, and the Changing Classroom

Credential Coursework
Up to 20 quarter units (13.3 semester units) of select CSUB multiple or single subject credential coursework or up to 9 units of approved multiple or single subject credential coursework from another institution may be applied toward program completion.

BTSA/FACT Coursework
Up to 8 BTSA/FACT quarter units may be applied as electives toward program completion. To receive credit, students must register for CSUB courses listed below:

- EDCI 604 Special Topics: FACT Year I
- EDCI 604 Special Topics: FACT Year II
Additional Courses from the catalog may be offered and will count towards the C&I concentration.

A GPA of 3.00 or higher **MUST** be maintained while you are in the program.

Program courses or requirements may change with new legislation and/or CCTC requirements. Your program advisors will keep you informed regarding any change that may affect you. Please do not seek advice from other candidates.

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**PATHWAY TO THE CURRICULUM AND INSTRUCTION DEGREE**

**STEP ONE: ADMISSION & CLASSIFICATION**

(See pages 5 to 6)

**STEP TWO: ADVANCEMENT TO CANDIDACY**

Advancement to Candidacy

A graduate student Classified with Full Admission may be Advanced to Candidacy upon completion of a significant portion of the Program of Study which was approved by a program advisor. This is usually completed in the quarter prior to beginning the Culminating Activities. An Advancement to Candidacy form must be submitted to the Degree Programs office. In order to advance to candidacy the student must have fulfilled the following requirements:

1. Completed at least 15 units in their master's program
2. Maintained a 3.0 or higher average
3. Obtained Classified Standing – Full Admission
4. Passage of GWAR
5. Program File is complete

After the Advancement to Candidacy form has been processed, the students will receive a course number in which to sign up for culminating activities.

**STEP THREE: CULMINATING ACTIVITY**

The Culminating Activity is the capstone course for the Curriculum and Instruction Program. The Culminating Activity is intended to demonstrate the Candidate’s knowledge and skill regarding Curriculum and Instruction. An oral defense of the Culminating Activity may be required.
Preparing for the Culminating Activity

The Culminating Activity consists of three options for most Candidates: a thesis, a project, or an examination. The student and academic advisor are to communicate at least two quarters (two semesters) in advance of the intended graduation date to begin the planning process for the Culminating Activity. Additional Culminating Activity information will be provided to the candidate from the academic coordinator. The Proposal and the following Culminating Activity drafts and products will be shared and discussed with the MA committee chair and committee members in LiveText.

Proposal for the Culminating Activity – Thesis or Project

The process of approving study proposals for projects or thesis culminating activities is subject to the consensus of the Culminating Activity committee. The student may discuss and receive advice from each committee member regarding the proposed study. It is the responsibility of the Culminating Activity Committee chair to inform the student of the decision as to the acceptance of a study proposal. Graduate students who submit formal proposals for studies to meet partial requirements of the MA degree in Education should use this general outline as a format for the writing of such proposals. The following five parts are minimum requirements for a study proposal:

Part I - Need for the Study:
This section should include a brief introduction and statement of the need for the proposed study. It should also include a review of the related literature. Citations and sources should be ample and observe the style of the Publication Manual of the American Psychological Association (most current edition).

Part II - Proposed Problem:
This section should include a concise statement of the central problem with supporting hypotheses or relevant questions and concerns to be researched or addressed. Definitions of major terms should be included where useful or necessary. The limitations of the proposed study should also be included in this section.

Part III - Proposed Methods of Study:
The methods section of a study proposal should be a thorough and complete statement of the procedures to be employed in the study including a careful explication of the sample selection, instruments to be used, and methods of data gathering. This section should also provide some indication of the statistics (if any) to be used in conjunction with the study and/or a description of how the project
is to be conducted. The Candidate is encouraged to present the research literature supporting the methodology proposed.

Part IV - Proposed Purpose of the Study:
This section should state clearly how the proposed study might reasonably add or contribute to scholarship in a particular discipline. Project proposals should describe how the materials developed for the project will be of value to the larger community.

Part V - References:
Proper references should support each citation within the proposal using the guidelines of the most current Publication Manual of the American Psychological Association.

The Culminating Activity Committee
The student and advisor need to discuss the three members that will make up the Culminating Activity Committee for the Culminating Activity. The advisor is usually the head of this committee, but it is not required. The membership of the Culminating Activity Committee must be approved by the activity chair. All committees must consist of three members. The chair of the MA Committee must be a full-time faculty, or equivalent status, at CSU Bakersfield. At least two of the committee members must be current (within the past two academic years) instructors in the Curriculum and Instruction Program. The third committee member may be a credentialed, practicing school administrator. Any exceptions to the composition of the committee must be approved in advance by the activity chair.

Once all members of the committee are determined, the Culminating Activity Approval form must be filed with Regional Programs. All members of the Culminating Activity Committee must sign this form.

Institutional Review Board (IRB) and Other Approvals
All Curriculum and Instruction Program Candidates are required to take and pass the CSUB Human Subjects Protection Training (HSTP) Quiz prior to registering for the Culminating Activity. Candidates are encouraged to take this quiz when they have completed approximately half of their program of study. If any human subjects are involved in research for projects/theses, students must contact the CSUB Research Office for legal clearance forms, approval of research, and deadline dates. This information is available online at http://www.csub.edu/grasp/research%20compliance/irb/. IRB approval must be obtained before any human research is conducted. The Curriculum and Instruction Program Advisor will assist the Candidate with this process.
In many cases, research involved in school or community settings must have the approval from that district, office, or school board. The student should seek approval well in advance of starting the Culminating Activity in order to prevent delays.

Registering for the Culminating Activity
The Culminating Activity is designed to be completed in one or two quarters at the end of each program. The School of Social Sciences and Education policy states: Once a Culminating Activity has begun, the graduate student must enroll each quarter until the activity is complete. These units guarantee the student access to the advisor, library, and research services. If the Culminating Activity is not completed within one term, the student should enroll in a special low-cost “700” course, at zero (0) credit units, through the Extended University to maintain continuous enrollment.

Guidelines for Production of the Culminating Activity
All Culminating Activities must adhere to the current standards of the Publication Manual of the American Psychological Association. Internet versions of Culminating Activities, such as web page development must also adhere to guidelines of the American’s With Disabilities Act (ADA).
All Culminating Activities (theses, projects and examinations) are to be the original work of the graduate student developed through direct and periodic consultation in LiveText with the three members of the Culminating Activity committee. A typical graduate student submits three or more drafts prior to full acceptance by the committee. It is expected that all drafts will include the use of appropriate grammar skills and follow all guidelines for referencing others’ work prior to presentation to the committee so that members can focus on content revision.

Thesis
A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendations. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.

A general outline for the thesis is below. A final outline should be approved by the Culminating Activity Committee.
• Title page
• Approval page
• Acknowledgment page
• Table of Contents
• List of Tables
• List of Figures
• Chapters:
  o Introduction, Statement of Problem, etc.
  o Review of the Literature
  o Methods of the Study
  o Results of the Study
  o Conclusions and Recommendation
• References
  o Appendices (if appropriate)
  o Study Instrument (s)
  o Raw data tables
  o Additional Addenda

**Project**
A project is a significant undertaking that enhances the professional field. It demonstrates originality and independent thinking, appropriate form and organization, and a rationale. An oral defense of the project may be required.

A general outline for the project is below. A final outline is to be approved by the Culminating Activity committee.

• Title page
• Approval page
• Acknowledgment page
• Table of Contents
• List of Tables
• List of Figures
• Chapters:
• Introduction and Statement of Purpose
• Review of the Related Literature and/or Statement of Need
• Design of the Project
• Report of the Project
• Summary, Conclusions, Recommendations
• References
• Appendices (if appropriate)
  o Project Instrument(s)
  o Raw data
  o Bibliographies
  o Other materials

Examination
The graduate examination option is designed to demonstrate mastery of relevant facts, processes, and theories. It is usually highly cognitive in nature, but may require dimensions other than sheer memory or systematic recall. To permit some degree of consistency and comparative quality control, the following agreements should guide the development and administration of examinations for master’s degree candidates:

The examination is developed and approved by all committee members. The examination involves a minimum of three questions in three areas of study that are academically related to the candidate’s courses in the degree concentration. The committee chair is responsible for final preparation of the exam. The Candidate’s responses to the questions will be submitted to Turn It In.com for a report prior to submission to the committee for evaluation. The Candidate will provide this report with each question response via LiveText to the committee chair and MA committee members. The student may not retain any copy of the exam questions or responses for his or her own personal use. Violation of this honor code will automatically come under the review of University policies and sanctions.

Exam questions will be issued the first day of the quarter, and will be due the last day of classes for the quarter. Incompletes will not be given. A student who does not complete the exam requirements will receive an “F” for the course and will be required to re-register. Students who must retake the exam will be issued three new topics. Essays completed for the previously incomplete exam may not be used when retaking the exam.
Grading and Completion of Culminating Activities

The final grade assignment for the Culminating Activity is made according to the consensus of the committee; however, the final recorded grade is the decision and responsibility of the Culminating Committee chair. The committee must also sign a Certificate of Completion of Culminating Activity form which is turned into the Office of Graduate Studies in Education Office.

The official record of the student’s Culminating Activity will be submitted via LiveText in the appropriate Culminating Activity course. A copy of the Certificate of Completion form is submitted by the MA committee chair to the Evaluations Office at Admissions and Records in order to finalize the awarding of the student’s degree.

STEP FOUR: PREPARING TO GRADUATE

Applying for Graduation

The Application for Graduation should be filed a minimum of two quarters (two semesters) before the expected date of graduation. The student must reapply for graduation each quarter if all work is not completed as expected.

An evaluator at the Admission and Records office will request the Certificate of Completion of the Culminating Activity and other paperwork as necessary from EU Degree Programs. The Evaluator will review the Program of Study to assure that all courses listed have been completed. A report from the evaluator will be sent directly to the student address. If there are questions, the student should contact Degree Programs directly. The student should remember to file a petition for any course/program changes or the Application to Graduate will be rejected.

Students who apply for graduation will be invited to participate in the graduate ceremony of the School of Social Sciences and Education. Information materials will be sent to the student, however, it is the student’s responsibility to meet all deadlines, such as turning in paperwork, ordering robes, and attending the graduation rehearsal. Official transcripts are available and degrees are mailed through the Office of Admissions and Records after the end of the quarter after grades are due for the term.
Academic Freedom
Freedom to pursue truth and to achieve personal and intellectual development is essential to CSUB's community of scholars. The University is firmly committed to such freedom for both students and faculty. Academic freedom is the University's guarantee of freedom of expression by all students and faculty under the First Amendment.

For the achievement of academic freedom, a necessary condition for such pursuit is an acceptance of the spirit of inquiry and appreciation for diverse ideas, viewpoints, cultures, and life-styles. Acceptance must be demonstrated not only in the classroom but in all other areas of the campus. The achievement of academic freedom, however, must occur within a respect for law and the protection of the opinions and dignity of others.

Appeals Procedure
Candidates may appeal an unsatisfactory performance evaluation for course work - to the instructor of record.

If the candidate is not satisfied, a written request for reconsideration may then be submitted to the Program Coordinator. If a resolution is still not obtained, a written appeal may be made to the Dean of Extended University. Candidates may further appeal a case through established University procedures that are available in the Student Services Office.

A candidate who experiences other difficulties within the C&I program should discuss the issues first with the C&I Coordinator and Regional Programs Director. If the candidate wishes to further pursue the issues and/or difficulties, the candidate should then consult, in sequential order, with the: Dean of Regional Programs, School of Education Dean, and Associate Vice President for Academic Affairs. [See Appendix D for CSU=s Executive Order No. 758 regarding due process]

Civility and Respectful Conduct
The classroom is essential for the achievement of academic freedom, the pursuit of truth, and the development of students. Because of its importance, students are expected to exhibit respect for the views of others, the professionalism of the instructor, and the goals of academic freedom whenever they are in the classroom.
Faculty are obligated to recognize and respect student diversity, ideas, perceptions, and opinions. At the same time, faculty have a fundamental responsibility to maintain the integrity of the learning environment. When confronted by unreasonable disruption in the classroom, faculty are expected to initiate actions to correct such conditions. Such actions may result in disciplinary action ranging from removal from the classroom to formal disciplinary sanctions, including probation, suspension, or expulsion.

Disabled Student Services
Together, the CSUB Office of Services for Students with Disabilities and Degree Programs work to provide the necessary services for students to achieve their optimum level of performance.

Services are available to all admitted and enrolled students with verified temporary or permanent disabilities. In order to obtain verification, a disabled student must be assessed and, when appropriate, provide medical documentation. All contacts and obtained information are confidential within CSU policies and state and federal laws.

The Americans with Disabilities Act of 1990 (ADA), defines a "person with a disability" as anyone with a physical or mental impairment which substantially limits one or more major life activities, such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working.

If you have a disability that may impede your ability to take courses, please contact the Degree Programs office. Since not all accommodations are readily available at all remote delivery sites, it is important that EU Degree Programs be apprised of any services or equipment necessary well in advance of your expected enrollment.

Student Responsibilities:
Identify him/herself to SSD and provide professional verification of his/her disability. A professionally verified disability is a condition that has been certified by a licensed physician, psychologist, audiologist, speech pathologist, registered nurse, social worker, rehabilitation counselor, physical therapist, corrective therapist, learning disability specialist, or other appropriate professional.
Meet with the CSUB SSD Coordinator, the Degree Programs Student Services Professional, and a Support Services Specialist to arrange specific accommodations that will be needed while enrolled in courses at CSUB.

If a learning disability is present, current testing and evaluation results must be provided and a meeting scheduled with the LD Specialist to determine eligibility for services and specific accommodations. Present a list of required accommodations, as specified by SSD, to the Degree Programs office. Notify the SSD and Degree Programs offices when classroom accommodations are needed. This includes the need for adaptive furniture and/or accessible locations.

Inform SSD and Degree Programs of test dates and times for which authorized accommodations are needed within the SSD required time lines.

Notify the Degree Programs office of interpreter needs at least 4 weeks prior to the start of each quarter.

Abide by departmental, school, and University policies and academic regulations.

Nondiscrimination Policies
Extended University does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the educational programs or the activities that it conducts. Students admitted with physical, perceptual or learning disabilities will be given necessary accommodations provided that their disability has been verified by the CSUB Office of Services for Students with Disabilities (661-654-3360). For a complete policy description, please go to:
http://www.csub.edu/regional/html/policies_and_regs.html

Any additional questions may be addressed to Regional Programs staff.

Plagiarism / Academic Integrity
The principles of truth and integrity are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing will protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and without giving unauthorized assistance.
Faculty have the responsibility of exercising care in the planning and supervision of academic work so that honest effort will be encouraged and positively reinforced.

There are certain forms of conduct that violate the university’s policy of academic integrity. ACADEMIC DISHONESTY (CHEATING) is a broad category of actions that involve fraud and deception to improve a grade or obtain course credit. Academic dishonesty (cheating) is not limited to examination situations alone, but arises whenever students attempt to gain an unearned academic advantage. PLAGIARISM is a specific form of academic dishonesty (cheating) which consists of the misuse of published or unpublished works of another by claiming them as one’s own. Plagiarism may consist of handing in someone else’s work as one’s own, copying or purchasing a pre-written composition and claiming it as one’s own, using paragraphs, sentences, phrases, words or ideas written by another without giving appropriate citation, or using data and/or statistics compiled by another without giving appropriate citation. Another example of academic dishonesty (cheating) is the SUBMISSION OF THE SAME, OR ESSENTIALLY THE SAME, PAPER or other assignment for credit in two different courses without receiving prior approval from the instructors of the affected courses.

When a faculty member discovers a violation of the university’s policy of academic integrity, the faculty member is required to notify the CSUB Dean of Student Life and CSUB Student Conduct Coordinator and the student(s) involved. A course grade of ‘F’ may be assigned or another grade penalty may be applied at the discretion of the course instructor. Additional academic sanctions are determined by the student conduct coordinator. Academic sanctions may include disciplinary probation, suspension, permanent expulsion from the university or from the California State University system, administrative hold on the release of records, and withholding a degree. Disciplinary probation shall be noted on the student’s formal academic record only for the duration of the probationary period. Disciplinary suspension and expulsion are a part of the student's permanent record.

The student may pursue a formal hearing or make a settlement agreement with the student conduct coordinator. CSUB Dean of Student Life and CSUB Student Conduct Coordinator shall conduct an investigation, confer with the faculty member, students and any witnesses identified, and review all evidence. The student is entitled to a formal hearing scheduled by the CSUB Dean of Student Life and CSUB Student Conduct Coordinator, in which the evidence of the alleged violation shall be presented before an impartial Hearing Officer (appointed by the President) and the student shall be present to provide an explanation or defense. The Hearing Officer shall submit a written report to the President containing the findings, conclusions, and recommendations. Alternatively, a settlement agreement may
be made with the CSUB Dean of Student Life and CSUB Student Conduct Coordinator. The settlement agreement will specify the academic sanctions, the length and terms of disciplinary probation or suspension, and the conditions the student is expected to meet in order to remain in good standing (e.g., training or regular meetings with the CSUB Dean of Student Life and CSUB Student Conduct Coordinator). All sanctions are reported to the instructor reporting the incident, the student’s Chair, and the student’s Dean.

Any repeated violation of academic integrity shall result in more serious academic sanctions. Normally, this will include suspension or expulsion from the university with a note on the student’s permanent record.

Privacy of Personal Information

CSU General Provisions – Section 19 Confidential Records
Candidates must abide by prescribed confidentiality and privacy guidelines including pupil records. Such records and information are to be held in strictest confident under the Family Educational Rights and Privacy Act and the California Education Code and shall not be disclosed to third parties.

Student Complaint and Grievance Procedures
The policy and procedures for filing a complaint and/or grievance deal only with individual student complaints and/or grievances against the actions and/or decisions of faculty, academic administrators, or staff professionals. The complaints and/or grievances may concern but are not restricted to (1) an assigned final course grade, (2) administration of records, (3) admission to a program, or (4) requirements for program completion. Group grievances are not permitted. Complaints and/or grievances will not involve allegations of dishonesty or abuse of professional responsibility as such allegations fall strictly under formal university disciplinary proceedings. Procedures for redress of grievances must protect the respondent against unsubstantiated and false charges of bias or unfairness. Therefore, in a grievance there is a presumption that procedures have been fairly followed. It is the responsibility of the grievant to demonstrate otherwise. The final responsibility for assigning or changing a student’s record rests solely with the faculty, academic administrators, or staff professionals.

Complaint Procedures: (A) Before resorting to a grievance, a student shall exhaust all complaint procedures at the department/school level. (B) The student shall first address the complaint with the
concerned faculty, academic administrator, or staff professional. If the complaint is not resolved at this level, the student should then meet with the program director and/or department chairperson. (NOTE: It is acceptable for the program/department to have in place a committee that hears/reviews complaints and submits its findings/recommendations to the program director/ department chairperson prior to the student meeting with the program director and/or department chairperson.) (C) If the complaint is not resolved with the program director/department chairperson, the student should meet with the school Dean. (D) If the complaint is still unresolved after meeting with the school Dean, the student may then, and only then, file a written grievance with the Office of the Academic Vice President within a period of seven (7) working days following the date the above complaint procedures were concluded.
social, racial, and gender issues and toward creating positive social change. We will provide students with excellent classroom instruction, faculty-guided research experiences, and experiential learning opportunities to prepare them for career success and for lifelong learning to meet the changing demands of society. The faculty and staff of the School of Social Sciences and Education are committed to supporting quality measures identified in the CSUB vision statement featuring faculty academic excellence and diversity, the student experience, community engagement, staff excellence and diversity, and organizational “best practices.”

CURRICULUM AND INSTRUCTION PROGRAM PHILOSOPHY
The mission of the Curriculum and Instruction Program is to prepare professional educators who are committed to providing learning opportunities for all students in pluralistic schools. Our program seeks to impart both knowledge and skill bases in teachers through integrating research-based pedagogy, fostering cultural and linguistic diversity, utilizing technology, establishing school/community partnerships, and promoting lifelong learning.

PROGRAM DESCRIPTION
The Curriculum and Instruction Program serves the needs of students who have completed their initial teaching credential and need additional expertise in technology, teaching, and curriculum. This program is offered online to a regional, national and international audience through the Extended University division. The program seeks to address access problems of professional teachers by combining online delivery with curricular flexibility.

SCHOOL OF SOCIAL SCIENCES AND EDUCATION CORE VALUES
- Transparency and clarity will be present in all School business within legal limits.
- Committees will be organized around specific goals and objectives which are clear to all constituents, and decisions will be shared with all faculty and staff in the School.
- Any document derived in a unit will be a collective venture, allowing for input and review from all constituents.
- The School will seek funding for program maintenance and enhancement using an open, transparent process.
- Core support services and levels will be defined by the departments and their respective faculty.
- Departments and faculty will determine trends in the profession and areas for growth and improvement.
• The School will place high priority on professional development and research activities for faculty.
• The School will also place high priority on professional development opportunities for staff.
• The School will support the maintenance or improvement of a healthy and safe work environment for faculty and staff.
• The School will support enhancement of the learning environment through provision of up-to-date facilities, equipment, and technical support.
• The School will support and promote mentorships between faculty and faculty, staff and staff, student and faculty.
• The School will be fully engaged in the assessment of student learning and will commit to regular review, incorporation of research in teaching and learning, and improvement based on assessment results, providing appropriate resources to accomplish these goals.
• The School will respond to the needs and input of its students in a timely manner.
• The School will value and encourage external collaborations and partnerships tied to our mission and goals.
• The School supports and encourages the pursuit of external funding of program initiatives and enhancements.
• The School encourages ongoing faculty research and will promote a system of support.

SCHOOL OF SOCIAL SCIENCES AND EDUCATION GOALS
• Recruit and retain high quality faculty committed to participating and actively engaging students in all aspects of university life, including service, research, and the educational environment
• Support funding for faculty travel, research, and professional development
• Encourage regular curricular review and innovation
• Monitor and support the learning environment including class characteristics, technology, faculty needs, staff needs, and physical environments
• Encourage the use of appropriate technologies for enhancement of student learning
• Develop strong undergraduate and graduate programs
• Establish a framework for faculty research partnerships with students
• Create opportunities for students to develop leadership, citizenship, social responsibility, and civic engagement
• Provide opportunities for student involvement in disciplinary or professional activities with special attention to career preparation
• Create pathways for leadership development
• Build and maintain collaborative and interactive relationships with the campus or at-large community
• Promote and develop active learning experiences
• Encourage cross departmental or cross school collaboration
• Develop multidisciplinary programs having strong community partnerships
• Promote faculty serving as resources for community agencies
• Support community projects involving students and faculty in SSE
• Build and maintain a culture of acceptance, tolerance, respect for diversity, collaboration, and mentorship among faculty, staff, and students
• Sponsor events celebrating diversity
• Integrate "cultural proficiency" across the curriculum
• Develop a faculty mentor program
• Establish regional, national, or international study opportunities that enhance student and faculty experiences with diverse groups
• Develop learning communities that encourage student, faculty, and community discourse
• Promote and encourage collaborative ventures
• Celebrate faculty activities
• Encourage faculty discourse on important issues
• Develop and maintain ongoing communication with alumni and friends of SSE
• Encourage departmental newsletters
• Invite alumni and friends to SSE events
• Work to create a group of friends and boosters of the School
• Work with the CSUB Foundation to establish priorities for SSE funding

CURRICULUM AND INSTRUCTION PROGRAM GOALS
• To empower candidates through a solid knowledge base for reflective decision-making and other educational duties.
• To promote an understanding about the contemporary role of the teaching profession and the organizational system of schools.
• To help candidates implement content and curriculum planning through effective instructional strategies to facilitate learning.
• To foster the development of caring reflective practitioners who engage in inquiry-based learning and teaching.
• To enhance an understanding of human growth and development and cultivate cultural differences and global perspectives.
• To enhance the integration of appropriate technology and utilize various communication skills effectively.

CURRICULUM AND INSTRUCTION PROGRAM OBJECTIVES
• Use a range of research tools and methods including qualitative and quantitative research, educational measurements, action research, literature reviews, and proposal design/development.
• Review the knowledge base and be familiar with the research basis for various instructional strategies.
• Review and know the principles of selecting instructional strategies to maximize student achievement.
• Analyze the purposes and problems of teaching for understanding.
• Identify rationales for adopting instructional strategies.
• Reflect thoughtfully on strategies used in personal teaching practice.
• Review the knowledge base and know the theoretical dimensions of curriculum as it relates to schools and instruction, and to think creatively about such matters.
• Review and know the principles of curriculum development and the major components of such processes.
• Analyze the purposes and problems of curricular improvement for the purpose of improving student learning.
• Analyze data pertaining to school assessment data over time, identifying trends in academic achievement and comparative success for targeted subgroups.
• Understand the fundamental social, political, religious, commercial, demographic and community dynamics that influence education in America.
• Analyze the purposes of schooling in a diverse, democratic society in the past and today with an emphasis on the processes of change.
• Apply research and analysis to contemporary educational issues, including understanding the background.
Become technologically competent as per the NETS standards which are:

1. Facilitate and Inspire Student Learning and Creativity
2. Design and Develop Digital Age Learning Experiences and Assessments
3. Model Digital Age Work and Learning
4. Promote and Model Digital Citizenship and Responsibility
5. Engage in Professional Growth and Leadership

NATIONAL AND STATE STANDARDS

ISTE: http://www.iste.org/standards.aspx

Additional state and national standards for the teacher profession as needed by students.
CANDIDATE DISPOSITIONS

Candidates preparing to work in schools as teachers or other professional school personnel know and demonstrate the content, pedagogical, and professional knowledge, skills, and dispositions necessary to help all students learn.

PROFESSIONAL COLLABORATION
Candidates will participate in action-oriented collaboration that will enable them to learn from others and provide leadership in partnerships with all stakeholders.

REFLECTIVE PRACTITIONER
Candidates are reflective, lifelong learners who apply problem solving and critical thinking strategies and the respectful appreciation of differing points of view.

ETHICAL PROFESSIONAL
Candidates’ actions are based on accepted professional standards of conduct and reflect insight and awareness with respect to diverse perspectives, opinions, obligations and ethical responsibilities of the profession.

STUDENT/CLIENT CENTERED
Candidates, throughout their programs, will prioritize the needs of the students/clients they serve by maintaining trusting relationships built upon caring, nurturing (respective) and meaningful interactions.

PROFESSIONAL LEADER
Candidates, throughout their programs, will be strong, determined, professional leaders with a clear instructional focus using effective communication skills and a willingness to take risks to ensure the advancement, safety, and welfare of all students in our communities.

PROFESSIONAL COMPETENCE
Candidates will maintain high programmatic outcomes that reflect research-based practices, principles of learning differentiation, and standards based instruction.

Adopted January 2006, Revised 8/29/06
DISPOSITION ASSESSMENT

The CSUB C&I Program provides opportunities for candidates to develop foundational knowledge, professional skills, and dispositions. University faculty, coordinators, and supervisors make reasonable attempts to help candidate develop these competencies. If a candidate is not developing competencies required for completion of the Master’s program, it may be necessary to take corrective action(s) as dictated by departmental and institutional policies, CSU Executive Orders, and CTC guidelines. If the corrective action does not lead to the necessary competence, it may be necessary to dismiss the candidate from the C&I program after the due process is exhausted.

Although cases may vary, the following general departmental due process will be implemented as outlined below:

**Step 1: Improvement Plan**

A university supervisor, faculty member, or coordinator completes the **C&I Candidate Improvement Plan** and requests approval from the C&I Program Director. The Program Director meets with the C&I Candidate to review the areas of concern and to establish specific steps for improvement. This improvement plan is provided to the candidate (and other involved parties) in writing.

**Step 2: Decision to Dismiss**

If the candidate does not meet the stipulations in the improvement plan and continuation in the program is not recommended, a committee of faculty members including the Program Director may decide to dismiss the candidate from the program.

**Step 3: Grievance Process**

If the candidate would like to appeal the decision, he or she may send a written request to the Teacher Education Department Appeals Committee, which includes faculty members, the Program Director, and the Department Chair. The Appeals Committee will meet with all involved parties and inform the candidate of the final decision in writing.
C&I Candidate Improvement Plan

C&I Candidate: ______________________ Quarter/Year: _________ Date: ________

University Supervisor/Instructor/Coordinator: _____________________________________

Area(s) of Concern (Please list specific areas of concern with Coursework and/or Disposition):
____________________________________________________________________________
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Specific Improvement Actions with timeline for completion:
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____________________________________________________________________________
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____________________________________________________________________________
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____________________________________________________________________________
________________________________________________________________________

Once signed, please provide copies to the candidate, Program Director, and Program Evaluator (for candidate’s file).

C&I Candidate: ______________________ Date: _____________

Supervisor/Instructor: ______________________ Date: _____________

Decision:

____ Improvement Plan met

____ Candidate has demonstrated growth and has additional time to further improve. Please indicate the amount of time allotted for this: _____________________________________

____ Candidate is removed from the program