Thank you for your interest in Buena Vista University’s off-campus Master’s degree programs. We are pleased to bring our convenient, one-night-a-week graduate programs to your local area. A discounted tuition rate has been arranged for teachers, and space in each cohort is limited to 25 students. Once you submit your application, registration, and application fee (Steps 1-3 below), I will be able to hold your place in class until your application file is complete.

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at (800) 946-9863 or by e-mail at cwashington@graduateprogram.org.

Apply online at [http://graduateprogram.org/buena-vista/application-checklist](http://graduateprogram.org/buena-vista/application-checklist) for faster processing.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Application (Pages 3 &amp; 4)</strong>&lt;br&gt;Submit your application <a href="http://graduateprogram.org/buena-vista/application-checklist">online</a> or complete pages 3 &amp; 4 and return by fax to 800-504-7618.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Registration Form (Page 5)</strong>&lt;br&gt;Submit your registration <a href="http://graduateprogram.org/buena-vista/application-checklist">online</a> or complete page 5 and return by fax to 800-504-7618.</td>
</tr>
<tr>
<td>3</td>
<td><strong>$50 Application Fee (Page 6)</strong>&lt;br&gt;Use our secure payment center to submit your application fee <a href="http://graduateprogram.org/buena-vista/application-checklist">online</a> or complete page 6 and return by fax to 800-504-7618.</td>
</tr>
</tbody>
</table>

Once you have reserved your seat, turn to Page 2 or visit the [online checklist](http://graduateprogram.org/buena-vista/application-checklist) to complete the remaining admission steps.

Congratulations on your pursuit of a Master's degree with Buena Vista University!

Sincerely,

Chermaine Washington  
Graduate Information Office  
(800) 946-9863  
cwashington@graduateprogram.org
Once you have reserved your seat, please continue with the following steps to complete your admission file. Note: You will not be eligible for financial aid until your admission file is complete.

<table>
<thead>
<tr>
<th></th>
<th>Financial Aid &amp; Payment Options (Pages 7 &amp; 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, Complete the <strong>FAFSA</strong>. For more information, see page 7. It is in your best interest to complete the financial aid process as early as possible.</td>
</tr>
<tr>
<td></td>
<td>If using a Pay-As-You-Go plan, follow the instructions on Page 8.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Official Transcripts (Page 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Arrange for official, sealed transcripts from all colleges or universities attended to be sent to Buena Vista University. If you need help, further instructions are listed on page 9.</td>
</tr>
<tr>
<td></td>
<td>Buena Vista University</td>
</tr>
<tr>
<td></td>
<td>Deb Lenhart</td>
</tr>
<tr>
<td></td>
<td>Graduate Office</td>
</tr>
<tr>
<td></td>
<td>610 West Fourth Street</td>
</tr>
<tr>
<td></td>
<td>Storm Lake, IA 50588</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Reference Forms (Page 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>The easiest and fastest way to request a reference is to use our online system. This will allow us to e-mail reference forms directly to your recommenders on your behalf.</td>
</tr>
<tr>
<td></td>
<td>If you prefer to use a traditional paper form, see page 10. Each applicant must submit three references; one must be your current supervisor (superintendent or principal), another must be a professional colleague, and the third is of your choice.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Autobiographical Essay (Page 11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Please respond to the writing prompts listed on Page 11. Your statement should be at least 200 words. You may upload your statement directly to the Graduate Information Office online, or return by fax, e-mail, or mail as described below.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Copy of Teaching License</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>BVU will obtain a copy of your teaching certificate online at the Iowa Department of Education website as long as it is in the state's database. If we have any difficulties locating your teaching certificate, the Graduate Information Office will contact you.</td>
</tr>
</tbody>
</table>

Completing your application steps online at [http://graduateprogram.org/buena-vista/application-checklist](http://graduateprogram.org/buena-vista/application-checklist) will allow for more immediate processing of your application. If you choose to submit paper forms, all documents should be e-mailed, faxed, or mailed to:

E-mail: cwashington@graduateprogram.org
Fax: 800-504-7618

Mail: Buena Vista University
Deb Lenhart
Graduate Office
610 West Fourth Street
Storm Lake, IA 50588
Student Information

Birthdate: _______________________________

Salutation: _____  First Name: ______________  Middle: ________________  Last Name: ______________________

Suffix: _______  Preferred First Name: _______________  Former Name: ________________________________

Address: ______________________________________________________________________________________

City: ____________________________ State: ___________  Zip: __________________  County: _______________

Daytime Phone: __________________________________  Cell Phone: ________________________________

Evening Phone: _____________________________ E-mail: _______________________________________

Citizenship

Country of Citizenship: ______________________  If not a citizen, are you a permanent resident? ☐ Yes  ☐ No
(If yes, please submit a copy of your permanent resident card)

Native Language: ☐ English  ☐ Spanish  ☐ Other

If Nonimmigrant, current Visa status: _______________________________________________________________

Felony Conviction Disclaimer

Have you ever been charged with a violation of the law which resulted in probation, a jail sentence, or the revocation or suspension of your driver’s license?  ☐ Yes  ☐ No

If Yes, please explain the incident: __________________________________________________________________

Optional Information  This information is collected only for purposes of statistical reporting to federal agencies and is not used for purposes of determining admission or enrollment at Buena Vista University.

Marital Status: ☐ Married  ☐ Single  ☐ Separated  ☐ Widow/er  ☐ Divorced

Gender: ☐ Male  ☐ Female

Racial/Ethnic Information:  ☐ Black/African-American  ☐ White/Caucasian  ☐ Hawaiian/Pacific Islander

☐ Native American  ☐ Two or More Races  ☐ Asian  ☐ Hispanic

Employer Information

Current Employer: ___________________________ Address: _____________________________ State: ________
Program and Start Date

Semester:  □ Spring 2016

Program:  □ M.Ed. Effective Teaching and Instructional Leadership
          □ M.Ed. Talented and Gifted
          □ M.Ed. Teaching English as a Second Language
          □ M.Ed. Special Education - Mild to Moderate Needs, K-8
          □ M.Ed. Special Education - Mild to Moderate Needs, 5-12
          □ Endorsement Only

Will you be applying for financial aid?  □ Yes  □ No  □ Not sure

Have you previously attended BVU?  □ Yes  □ No

Educational Background

List each college or university you have ever attended or are currently attending. In order to complete this application you will need to send official transcripts from all colleges or universities you have attended (See Page 9).

<table>
<thead>
<tr>
<th>Dates Attended</th>
<th>Institution</th>
<th>Location</th>
<th>Degree</th>
<th>Major/Emphasis</th>
<th>Date Degree Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: The applicant is responsible for contacting the above schools to have official transcripts sent to Buena Vista University. Transcripts stamped “Student Issued” are not considered official. Information concerning all previous college enrollments must be made available to Buena Vista University. Failure to comply with this requirement will result in delay of admission.

References for Letters of Recommendation

Please provide the name and contact information for three references. One must be your current supervisor (superintendent or principal), another must be a professional colleague, and the third is of your choice. You may use our online system to have reference forms sent directly to your recommenders or you may provide each reference with a copy of the form on Page 10.

Reference 1: ____________________________________________
Name                      Title                      Email Address
Reference 2: ____________________________________________
Name                      Title                      Email Address
Reference 3: ____________________________________________
Name                      Title                      Email Address

How did you hear about this program? __________________________________________________________

Buena Vista University does not discriminate on the basis of color, national origin, sex, age, religion, sexual orientation or handicap in our admission process. Buena Vista University has an Open Admission Policy which we feel enhances the collegiate experience by insuring a diverse student population. The University respects the confidentiality of each document it receives including all transcripts, records, and test results used for purpose of evaluation and placement. By signing this application, you are confirming that all the information contained on this application is correct, complete, and honestly represented.

Signature: ____________________________________________  Date: _________________________
In order to reserve a seat in a cohort program, please submit this Graduate Cohort Registration Form along with your $50 application fee (page 6) and your Graduate Application for Admission (Pages 3 & 4) by fax to (800) 504-7618, by mail to Buena Vista University, Graduate Office, Smith Hall, 610 West Fourth Street, Storm Lake, IA 50588, or online at http://graduateprogram.org/buena-vista/application-checklist.

**Student Information**

Name: _______________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Former or maiden name</th>
</tr>
</thead>
</table>

Phone Number: __________________________  E-mail Address: ________________________________________________

**Program and Start Date**

Semester:  

- [ ] Spring 2016

Program:  

- [ ] M.Ed. Effective Teaching and Instructional Leadership
- [ ] M.Ed. Talented and Gifted  or  [ ] Endorsement Only
- [ ] M.Ed. Teaching English as a Second Language  or  [ ] Endorsement Only
- [ ] M.Ed. Special Education - Mild to Moderate Needs, K-8  or  [ ] Endorsement Only
- [ ] M.Ed. Special Education - Mild to Moderate Needs, 5-12  or  [ ] Endorsement Only

**Registration Agreement**

As part of the cohort program, I understand that I will be registered for the entire cohort and remain registered unless written notification is submitted to the Graduate School and the University Registrar before the beginning of each course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes, as outlined in Buena Vista University’s current tuition refund policy.

Signature: ____________________________________________________________  Date: ____________________________

The fastest and easiest way to submit this form is online. If you choose to submit a paper form, please fax or mail to:

E-mail: cwashington@graduateprogram.org  Mail: Buena Vista University
Fax: 800-504-7618  Deb Lenhart
                                     Graduate Office
                                     610 West Fourth Street
                                     Storm Lake, IA  50588
In order to reserve a seat in a cohort program, please submit this Application Fee Payment Form along with your Graduate Cohort Registration Form (page 5) and your Graduate Application for Admission (Pages 3 & 4) by fax to (800) 504-7618, by mail to Buena Vista University, Graduate Office, Smith Hall, 610 West Fourth Street, Storm Lake, IA 50588, or online at [http://graduateprogram.org/buena-vista/application-checklist](http://graduateprogram.org/buena-vista/application-checklist).

**To pay application fee by credit card online:**

- Go online to [http://graduateprogram.org/buena-vista/application-checklist](http://graduateprogram.org/buena-vista/application-checklist) and click the “Application Fee” button.

  *Note: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.*

**To pay application fee by credit card using this form or by phone:**

- Complete this section only to pay your $50 refundable application fee.
- If you prefer, contact the Graduate Information Office at (800) 946-9863 to make your payment by credit card via phone.
- *Note: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.*

Student Name: ____________________________________  Name on Card: ____________________________________

Cardholder Address: _____________________________________________________________________________________

  Street     City    State  Zip

Card Type: ☐ Visa      ☐ MasterCard      ☐ Discover       ☐ American Express  3 Digit Security Code: __________

  (found on back of card)

Card Number: _______________________________________ Expiration Date: _____________________________________

Cardholder Signature: _________________________________ Today’s Date: _____________________________________

**To pay application fee by personal check:**

- Complete this section only to pay your $50 refundable application fee.
- Please make your check payable to Buena Vista University  and mail to Buena Vista University, Graduate Office, Smith Hall, 610 West Fourth Street, Storm Lake, IA 50588

Student Name: _________________________________________________________________________________________

I will be sending my application fee by check on (date): ______________________________________________________

Student Signature: ____________________________________  Today’s Date: ____________________________________

The fastest and easiest way to submit this form is online. If you choose to submit a paper form, please fax or mail to:

E-mail: cwashington@graduateprogram.org  Mail:  Buena Vista University
  Fax:  800-504-7618
  Deb Lenhart
  Graduate Office
  610 West Fourth Street
  Storm Lake, IA  50588
Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class.

**How to Apply for Financial Aid:**

***Step 1:*** Complete the 2015-2016 Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov). You will need your 2014 Federal Tax Return, your federal PIN number ([www.pin.ed.gov](http://www.pin.ed.gov)) and Buena Vista University’s School Code (001847). Graduate students are considered independent for financial aid purposes.

***Step 2:*** Review your Student Aid Report (SAR) for accuracy. You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.

***Step 3:*** Once you have been academically accepted and an award has been completed, you will receive your financial aid award letter from BVU. This lists the financial aid that you qualify for. If you wish to accept or decline all or a portion of the award, go to [http://www.bvu.edu/campusconnect](http://www.bvu.edu/campusconnect).

***Step 4:*** Complete Loan Entrance Counseling and the Master Promissory Note. All students that have not borrowed through the Federal Direct loan program previously or in the last 10 years are required to complete the entrance counseling and sign a master promissory note for a Direct Loan. Both can be completed at [www.studentloans.gov](http://www.studentloans.gov) (you will need your PIN from Step 1.) If you are not sure of your status, call Applicant Services at 800-557-7394. Federal Direct Loans will not be processed until these two steps are completed. Federal Direct Loans MUST be originated before the end of your enrollment period where you are enrolled at least half-time.

### Federal Loan Requirements

To be eligible to borrow funds under the Federal Stafford Loan Program, you must:
1) File the Free Application for Federal Student Aid (FAFSA)
2) Be a U.S. Citizen or permanent resident
3) Not be in default on prior educational loans
4) Maintain satisfactory academic progress

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**Questions? Contact the Graduate Office at (712) 749-2162 or grad@bvu.edu**

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**The Federal (Title I) Teacher Loan Forgiveness Program:**

Visit [http://studentaid.ed.gov/repay-loans/forgiveness-cancellation](http://studentaid.ed.gov/repay-loans/forgiveness-cancellation) to find out whether you are eligible to have your Federal student loans forgiven or canceled in return for your service as a teacher.

You must call 1-800-4-FED-AID to verify your eligibility or visit [http://1.usa.gov/teacherforgiveness](http://1.usa.gov/teacherforgiveness) for an application.
Buena Vista University provides a monthly payment plan option to help students avoid paying a full semester's tuition in a lump sum. The payment plan will provide regularly scheduled monthly payments throughout the program. To enroll in a monthly payment plan, contact the Business Office at the number or email address below.

Questions? Contact the Business Office at
(712) 749-2133 or busoffice@bvu.edu

Important notes:

- We will work with students who receive tuition reimbursement from their employer. Contact the Business Office for additional details.

- If you are using financial aid to pay for tuition, you must be enrolled and fully admitted to the program of your choice before your student loan funds can be released. You may be required to make payments until your financial aid funds are released.
Buena Vista University requires official transcripts from all previously attended colleges and universities before a student can be approved as a candidate for graduate study or for a master's degree. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the admission process; however, official, sealed transcripts mailed directly from the educational institution to Buena Vista University are required in order to be fully admitted. Follow the steps below to request transcripts from every school that you have attended:

To Order Transcripts:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

1) Contact the Registrar’s office at your previously attended school, either by phone, e-mail, or through your university’s website.

2) Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

Note: Many colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

3) It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at (800) 946-9863.

Please have all official transcripts sent to:

Buena Vista University
Deb Lenhart
Graduate Office
610 West Fourth Street
Storm Lake, IA 50588

Remember: An admission decision cannot be made until all transcripts are received.
To the Applicant:
Please complete the top portion of this form before giving to a person acquainted with your education and abilities.

Applicant Name: ________________________________________________________________________________
Address: _____________________________________ City: ____________________ State: ______ Zip: _________

☐ I waive my access to this data under the provisions of the Family Educational Rights and Privacy Act.
☐ I do not waive my access to this data under the provisions of the Family Educational Rights and Privacy Act.

Applicant's Signature: ___________________________________________ Date: ______________________________

To the Evaluator:
The above named individual is a candidate for admission to the graduate program at Buena Vista University. Please complete the remainder of the form and return it to, Buena Vista University, Deb Lenhart, Graduate Office, 610 West Fourth Street, Storm Lake, IA 50588 or by fax to (800) 504-7618.

How long have you known the applicant? _____________________________________________________________________
In what capacity did/do you know the applicant? _______________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
<th>Insufficient Knowledge for Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to pursue graduate study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to study independently</td>
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<td></td>
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<tr>
<td>Capacity for clear oral expression</td>
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<tr>
<td>Capacity to write clearly</td>
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<tr>
<td>Intellectual curiosity</td>
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</tr>
<tr>
<td>Initiative/Industry</td>
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<tr>
<td>Dependability</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
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</tr>
</tbody>
</table>

What is your evaluation of the applicant’s past academic achievement, present motivation and future potential for graduate study and professional work? ___________________________________________________________________________________
______________________________________________________________________________________________________

What personal characteristics do you believe will have a positive or negative impact on the applicant’s performance in both the graduate program and future professional work? _______________________________________________________________
______________________________________________________________________________________________________

Among approximately (number) ____________ of students I have known in comparable fields, I would rank this student in the upper __________ percent.

The group to which I am making this comparison (e.g., undergraduates at your institution): _______________________________________________________________
______________________________________________________________________________________________________

Printed Name: ___________________________________________ Title: _____________________________
Institution: ___________________________________________________________________________________________
Address: _______________________________________________________________________________________________
Recommender’s Signature: ___________________________________________ Date: ____________________________
Please compose answers to the following three questions and submit to the Graduate Information Office.

1) Why are you applying to this program at this time?
2) How do you plan to contribute to this program? What do you expect to take from it?
3) How will you support your own success in this program? That is, what steps will you take to ensure your success in this academically rigorous endeavor?

To upload your statement using our online system, visit http://graduateprogram.org/buena-vista/application-checklist and click “Upload Statement” on Step 7.

You may also submit your statement by email, fax, or mail to:

E-mail: cwashington@graduateprogram.org  
Fax: 800-504-7618

Mail: Buena Vista University  
Deb Lenhart  
Graduate Office  
610 West Fourth Street  
Storm Lake, IA  50588
Effective Teaching & Instructional Leadership - M.Ed.

For:
Experienced, certified teachers with a desire to become instructional leaders among their peers.

What you learn:
The Effective Teaching & Instructional Leadership Track of the M.Ed. program will equip you with the skills necessary to serve as an instructional leader among your peers, give you the knowledge necessary for data-driven leadership, and enable you to put your learning into practice in the classroom right away.

How you learn:
Face-to-Face: This is a cohort program; courses will be delivered primarily in a face-to-face format and supplemented by required online activities designed by the instructor for assessment, enrichment and collaboration. You will meet one night a week, from 4:45 to 8:45 p.m., the same night for the entire program, and participate in online activities such as discussion threads, collaborative assignments, and assessments online. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Fully Online: This is an online cohort; you will log in regularly to complete assignments and participate in online discussions and group activities. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:
Upon completion of this program, students will have earned an M.Ed. in Curriculum & Instruction with an emphasis in Effective Teaching & Instructional Leadership.

Degree Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEDU 510</td>
<td>Introduction to Graduate Study &amp; Research</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 512</td>
<td>Learning, Development &amp; Motivation</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 517</td>
<td>Social &amp; Cultural Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 518</td>
<td>Assessment &amp; Evaluation of Classroom Learning</td>
<td>3</td>
</tr>
<tr>
<td>GECI 501</td>
<td>Principles of Instructional Design &amp; Curriculum Planning</td>
<td>3</td>
</tr>
<tr>
<td>GECI 502</td>
<td>Cognition &amp; Instruction: Research Based Instructional Strategies</td>
<td>3</td>
</tr>
<tr>
<td>GECI 503</td>
<td>Differentiating Instruction for Diverse Learners</td>
<td>3</td>
</tr>
<tr>
<td>GECI 504</td>
<td>Professional Development &amp; Instructional Leadership</td>
<td>3</td>
</tr>
<tr>
<td>GECI 505</td>
<td>Collaborating with Home, School &amp; Community Partners</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 591</td>
<td>Capstone Portfolio: Effective Teaching &amp; Instructional Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 30

Note: The Capstone portfolio is designed to promote student synthesis of learning across the program, within the National Standards framework. Students will assemble learning artifacts which demonstrate their competency in the Standards and their growth within the program. The capstone portfolio requirement is in lieu of comprehensive exams or a thesis requirement.
For:
Experienced, certified teachers with a desire to teach English as a Second Language in K-12 educational settings.

What you learn:
The Teaching English as a Second Language Track of the M.Ed. program will prepare you to teach English as a second language in both public and private K-12 educational settings, and give you knowledge of second language acquisition, assessment procedures, and techniques. The program is designed to allow you to effectively address the academic and social challenges presented by an increasingly diverse population of students.

How you learn:
Face-to-Face: This is a cohort program; courses will be delivered primarily in a face-to-face format and supplemented by required online activities designed by the instructor for assessment, enrichment and collaboration. You will meet one night a week, from 4:45 to 8:45 p.m., the same night for the entire program, and participate in online activities such as discussion threads, collaborative assignments, and assessments online. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Fully Online: This is an online cohort; you will log in regularly to complete assignments and participate in online discussions and group activities. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:
Upon completion of this program, students will have earned an M.Ed. in Curriculum & Instruction with an emphasis in Teaching English as a Second Language and be eligible to earn a TESL endorsement from the state of Iowa.

Degree Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEDU 510</td>
<td>Introduction to Graduate Study &amp; Research</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 517</td>
<td>Social &amp; Cultural Foundations of Education*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 503</td>
<td>Differentiating Instruction for Diverse Learners*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 541</td>
<td>Second Language Acquisition for Classroom Teachers*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 542</td>
<td>Applied Linguistics*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 543</td>
<td>Methods &amp; Curriculum Development in TESL*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 544</td>
<td>Assessment Issues in Second Language Learning*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 558 or 559</td>
<td>Practicum in Teaching ESL (K-6) or (7-12)*</td>
<td>1</td>
</tr>
<tr>
<td>GEDU 512</td>
<td>Learning, Development &amp; Motivation</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 518</td>
<td>Assessment &amp; Evaluation of Classroom Learning</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 592</td>
<td>Capstone Portfolio: TESL</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 31

Note: The Capstone portfolio is designed to promote student synthesis of learning across the program, within the National Standards framework. Students will assemble learning artifacts which demonstrate their competency in the Standards and their growth within the program. The capstone portfolio requirement is in lieu of comprehensive exams or a thesis requirement.

*Students who are certified teachers and who do not wish to earn a M.Ed. degree may take the 19 credit hours denoted with an asterisk to earn their TESL endorsement from the state of Iowa.
For:
Experienced, certified teachers with a desire to strengthen their classroom skills for working with gifted and talented students.

What you learn:
The Talented and Gifted Education Track of the M.Ed. program will equip you with the knowledge base for effectively serving learners who have been identified as talented and gifted, prepare you with best practice models of teaching talented and gifted learners, and give you the knowledge and skills to serve, administrate and supervise talented and gifted programs.

How you learn:
Face-to-Face: This is a cohort program; courses will be delivered primarily in a face-to-face format and supplemented by required online activities designed by the instructor for assessment, enrichment and collaboration. You will meet one night a week, from 4:45 to 8:45 p.m., the same night for the entire program, and participate in online activities such as discussion threads, collaborative assignments, and assessments online. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.
Fully Online: This is an online cohort; you will log in regularly to complete assignments and participate in online discussions and group activities. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:
Upon completion of this program, students will have earned an M.Ed. in Curriculum & Instruction with an emphasis in Talented and Gifted Education and be eligible to earn a Talented and Gifted Teacher endorsement from the state of Iowa.

Degree Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEDU 510</td>
<td>Introduction to Graduate Study &amp; Research</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 512</td>
<td>Learning, Development &amp; Motivation</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 517</td>
<td>Social &amp; Cultural Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>GEDU 518</td>
<td>Assessment &amp; Evaluation of Classroom Learning</td>
<td>3</td>
</tr>
<tr>
<td>GECI 506</td>
<td>Psychology of the Gifted*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 507</td>
<td>Gifted Education Programming*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 508</td>
<td>Action Research &amp; Practicum in Gifted Education*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 509</td>
<td>Administration &amp; Supervision in Gifted Education*</td>
<td>3</td>
</tr>
<tr>
<td>GECI 510</td>
<td>Differentiating Instruction for Gifted Learners</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Elective will be selected for the entire cohort; GECI 511, 512, or 513</td>
<td>3</td>
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</tbody>
</table>

Total Hours: 30

Note: The Capstone portfolio is designed to promote student synthesis of learning across the program, within the National Standards framework. Students will assemble learning artifacts which demonstrate their competency in the Standards and their growth within the program. The capstone portfolio requirement is in lieu of comprehensive exams or a thesis requirement.

*Students who are certified teachers and who do not wish to earn a M.Ed. degree may take the 12 credit hours denoted with an asterisk to earn their Talented and Gifted Teacher endorsement from the state of Iowa.
Off-Campus Master’s Programs
Special Education - M.Ed.

**For:**
Experienced, certified teachers with a desire to further their knowledge and skills in the area of Special Education. Candidates must have appropriate access to a classroom in order to be successful in this program, due to its practical and application oriented nature.

**What you learn:**
The M.Ed. in Special Education program will advance the skills of practicing professionals in the area of Special Education. Students have the choice of two tracks, K-8 Mild to Moderate Needs or 5-12 Mild to Moderate Needs.

**How you learn:**
Face-to-Face: This is a cohort program; courses will be delivered primarily in a face-to-face format and supplemented by required online activities designed by the instructor for assessment, enrichment and collaboration. You will meet one night a week, from 4:45 to 8:45 p.m., the same night for the entire program, and participate in online activities such as discussion threads, collaborative assignments, and assessments online. Following this schedule, you will complete the program in approximately 2 years.

Fully Online: This is an online cohort; you will log in regularly to complete assignments and participate in online discussions and group activities. Following this schedule, you will complete the program in approximately 2 years.

**Career Outcomes:**
Upon completion of the full program outlined below, students will have earned an M.Ed. in Special Education and be eligible to earn an endorsement from the state of Iowa in one of the following two areas: K-8 Mild to Moderate Needs or 5-12 Mild to Moderate Needs.

**Required for all tracks:**
- GEDU 510 Introduction to Graduate Study & Research 3
- GEDU 512 Learning, Development & Motivation 3
- GEDU 517 Social and Cultural Foundations of Education 3
- GECI 561* Characteristics of Learners with Disabilities & the IEP Process 2
- GECI 562* Professional Practices & Collaboration 3
- GECI 563* Methods for Instruction & Intervention 2
- GECI 566* Behavior & Classroom Management 2
- GECI 567* Assessment & Diagnosis 2

Choose your specialization/track:

**Mild to Moderate Needs, K-8**
- CSPD 561* Characteristics of Learners: Mild to Moderate Disabilities (2)
- CSPD 566* Behavior & Classroom Management: Mild to Moderate K-8 (2)
- ESPD 563* Specific Methods & Instructional Strategies: Mild to Moderate K-8 (2)
- CSPD 567* Assessment & Diagnosis: Mild to Moderate Disabilities (2)
- GECI 569 Self-Determination for Early Education Transitions (2)
- GECI 580* OR GECI 584 Student Teaching Experience Mild to Moderate K-8 (6) Capstone Portfolio in Special Education (3)

**Total Hours: 33-36**

**Mild to Moderate Needs, 5-12**
- CSPD 561* Characteristics of Learners: Mild to Moderate Disabilities (2)
- CSPD 566* Behavior & Classroom Management: Mild to Moderate Disabilities (2)
- CSPD 567* Assessment & Diagnosis: Mild to Moderate Disabilities (2)
- GECI 568* Transition & Post-secondary Outcomes (3)
- SSDP 563* Specific Methods & Instructional Strategies: Mild to Moderate 5-12 (2)
- GECI 580* OR GECI 584 Student Teaching Experience Mild to Moderate 5-12 (6) Capstone Portfolio in Special Education (3)

**Total Hours: 34-37**

Note: The Capstone portfolio is designed to promote student synthesis of learning across the program, within the National Standards framework. Students will assemble learning artifacts which demonstrate their competency in the Standards and their growth within the program. The capstone portfolio requirement is in lieu of comprehensive exams or a thesis requirement for candidates seeking a Master's in Special Education without an endorsement.

*Students who are certified teachers and who do not wish to earn a M.Ed. degree may take the 25-28 credit hours denoted with an asterisk to earn the selected Special Education endorsement from the state of Iowa. Students may also choose to earn the M.Ed. in Special Education, without any additional endorsements. Students may choose to return to BVU to complete their endorsement at a later date.
About Buena Vista University

Buena Vista University’s Graduate & Professional Studies received rave reviews when students were recently asked what they liked about the program. The pace, academic rigor, class size, and the online or local class options rated among the top reasons students loved their BVU experience. The benefits of earning a Master’s degree from Buena Vista University are many according to students. The master of education in curriculum and instruction is designed to meet the challenges of the 21st century classroom as well as the challenges required in mastering the art of teaching.

Admissions Requirements

Bachelor of Arts or Bachelor of Science degree from an accredited institution; Minimum undergraduate college GPA of 2.75 (on a 4.0 scale). Applicants who cannot meet this requirement may be considered for probationary admission status and may enroll in up to nine hours of graduate study at BVU. These applicants will be reviewed at that time and pending successful completion of these nine hours (at least a “B” in each course), may be granted full status; Submission of the online application form, including autobiographical essay; Three letters of recommendation. One from your principal, one from a colleague, and another from a reference of your choosing; Official transcripts from any institution attended as well as any graduate transcripts; Copy of a valid K-12 teaching certificate or license.

Transfer Credits

Course credit may be transferred into BVU’s online graduate program after the applicant has been accepted. No more than six semester hours of credit may be transferred into the program for a Master’s degree. Transfer credit must consist of coursework that has been obtained from an accredited graduate program within the past seven years and only relevant coursework that is equivalent to a required course in the BVU program with a grade of “B” or above may be transferred.

Cohort Information

Although our off-campus programs are scheduled to meet one night per week at the same time and location, we reserve the right to change meeting times and/or locations due to any extenuating circumstances. These programs are dependent on a minimum of 12 and class size is limited to 25 students.

Buena Vista University Tuition Guarantee

The discounted tuition rate for students beginning in Spring 2015 is $388 per credit hour, Fall 2015 is $400 per credit hour, and is guaranteed to students provided that they remain continuously enrolled in the program. A student is considered “continuously enrolled” provided that the student does not miss more than two courses (one semester) in their cohort sequence.

Important Contacts

Graduate Information Office  Chermaine Washington  (800) 946-9863  cwashington@graduateprogram.org
Admissions/School of Education  Deb Lenhart  (712) 749-2162  grad@bvu.edu
Financial Aid  (712) 749-2162  grad@bvu.edu
Business Office/Billing  (712) 749-2133  busoffice@bvu.edu