Thank you for your interest in Loyola University Maryland’s off-campus graduate 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; space in each cohort is limited to 25 students. To begin your application, please submit your application and application fee.

This packet includes all of the information you will need to complete your application. Please review this packet carefully and contact me should you have any questions. My team and I are committed to assisting you through the application process. I may be reached by phone at (855) 296-7049 or my email at kleonard@graduateprogram.org.

Note: Loyola University Maryland limits class size to 25 students and accepts applications on a first-come, first-served basis.*
Complete steps 1 & 2 below to reserve your seat in this program.

Apply online at http://graduateprogram.org/loyola-maryland/application-checklist for faster processing.

1 Application (Pages 3 & 4)
Submit your application online or complete pages 3 & 4 and return by fax to 800-504-7618.

2 $60 Application Fee (Page 5)
Use our secure payment center to submit your application fee online or complete page 5 and return by fax to 800-504-7618.

Once you have reserved your seat, turn to Page 2 or visit the online checklist to complete the remaining admission steps.

Congratulations on your pursuit of a master’s degree with Loyola University Maryland!

Sincerely,
Kim Leonard
Graduate Information Office
(855) 296-7049
kleonard@graduateprogram.org

*Reserving a seat does not guarantee admission to Loyola University Maryland
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.

3 Transcripts (Page 8)
Unofficial transcripts can be used to review your file for provisional acceptance; however, official, sealed transcripts of all undergraduate and graduate coursework are required to become fully admitted to Loyola University Maryland. Submission of official transcripts from each and every college or university you attended are required for your application file. This includes transcripts from community colleges; study abroad courses taken outside of your degree institution; undergraduate and graduate degree courses/degree programs.
Electronic transcripts may be sent to graduate@loyola.edu. Paper transcripts may be sent to:
Office of Graduate Admission
Loyola University Maryland
2034 Greenspring Drive
Timonium, MD 21093

4 Personal Statement
Submit a personal statement of at least 200 words that describes your academic and professional achievements and your aspirations and how Loyola’s graduate program will help you fulfill your goals.

5 Financial Aid & Payment Options (Page 6-7)
Determine how you plan to pay for the program.
Choose from financial aid, a monthly payment plan, district reimbursement, direct billing or a combination of these options.
If using financial aid, please complete steps 1 and 2 of the financial aid process at http://www.loyola.edu/department/financialaid/graduate/loans/applyfederal. The best time to apply for aid is once your application is complete and all required documents have been received.
If using a monthly payment plan, follow the instructions on page 6.
Note: you will not be eligible for financial aid until you have been admitted to the graduate program.
Students in the Certification in Administration and Supervision program are not eligible for federal financial aid.

The following steps are optional for all candidates (but recommended for candidates below a 3.0 GPA):

Letter of Recommendation To give the admission committee a better picture of your academic potential you may submit a professional or academic letter of recommendation.
Resume You may submit a professional resume to supplement your application file.

Completing your application steps online at http://graduateprogram.org/loyola-maryland/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: kleonard@graduateprogram.org
Fax: 800-504-7618
Mail: Office of Graduate Admission
Loyola University Maryland
2034 Greenspring Drive
Timonium, MD 21093
OFF-CAMPUS MASTER’S PROGRAMS
APPLICATION FOR GRADUATE ADMISSION

Personal Information

Title: __________ First Name:___________________ Middle: ______________________ Last Name: _________________________
Suffix: ________ Former First Name: __________________________ Former Last Name: ___________________________
Do you plan to apply for financial aid? ☐ Yes ☐ No Social Security Number (required): ______________________
Check if not a resident of the United States or Canada: ☐
Permanent Address: ___________________________________________ Attention to: ______________________
City: ____________________________ State: ___________ Zip: __________________  County:____________
Country:___________________ Home Phone: ______________________ Cell Phone:______________________
E-mail: _________________________________________
If current address is different than permanent address above, please provide your current mailing address on the back of this page.

Are you a MSDE certified teacher? ☐ Yes ☐ No
What certification do you currently hold?
☐ Early Childhood Prek-3 ☐ Elementary Education grades 1-6 ☐ Middle School Areas grades 4-9
☐ General Secondary Content Areas grades 7-12 ☐ Special Education Infant/primary birth - grade 3
☐ Special Education Elementary-Middle grades 1-8 ☐ Special Education Secondary-adult grades 6-12

Demographic Profile

Gender: ☐ M ☐ F Date of Birth: _______________ Country of Birth: ______________________
Are you a U.S. Citizen or Permanent Resident? ☐ Yes ☐ No*
*If no: Visa Status: __________________________ Country of Citizenship: __________________________ Citizenship Status: ☐ Alien ☐ Resident Alien
Candidates who hold an F1 (Student) Visa are not eligible for the program.
Hispanic/Latino? ☐ Yes ☐ No Religious Affiliation (optional): ______________________
Regardless of the answer above, choose one or more races:
☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Cohort Information (Program and Start Date)

Semester: ☐ Fall 2018
Location: ☐ Baltimore City ☐ Baltimore County ☐ Howard County ☐ Prince George’s County ☐ Online
Program: ☐ M.Ed. in Educational Leadership
☐ Certification in Administration and Supervision
☐ M.Ed. in Literacy Education - Reading Specialist Program
☐ M.Ed. in Educational Technology - Hybrid
☐ M.Ed. in Educational Technology - Online
☐ M.A. in Curriculum and Instruction - Teaching English Language Learners
☐ Teaching English Language Learners Certificate
Educational History: An official transcript from each and every institution you attended is required.

College/University Name: ____________________________________________ City: __________________ State: ____________ Zip: _________
Graduated? ☐ Yes ☐ No  
Attended From (mm/yy): ___________________ To (mm/yy): ___________________
Degree Type: ____________________ Degree Date (mm/dd/yyyy): ___________ Expected or Earned: __________________

Work Experience

Please list all previous employment starting with the most recent.

<table>
<thead>
<tr>
<th>Title</th>
<th>Employer</th>
<th>From: mm/yyyy</th>
<th>To: mm/yyyy</th>
<th>Hours per week</th>
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Certification, Registration Statement and Signature

Do you certify the following?

I understand that all application materials, once submitted, become the property of Loyola University and cannot be returned. ☐ Yes ☐ No

I understand that once my application has been submitted it may NOT be altered in any way. ☐ Yes ☐ No

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false. ☐ Yes ☐ No

I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based. ☐ Yes ☐ No

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:
Fax: 800-504-7618    Mail: Loyola University Maryland, Office of Graduate Admission
                      2034 Greenspring Drive, Timonium, MD 21093
OFF-CAMPUS MASTER’S PROGRAMS
APPLICATION FEE PAYMENT FORM

In order to reserve a seat in a cohort program, please submit this Application Fee Payment Form and your Graduate Application for Admission (Pages 3 & 4) by fax to (800) 504-7618 or online at http://graduateprogram.org/loyola-maryland/application-checklist.

To pay application fee by credit card online:

- Go online to http://graduateprogram.org/loyola-maryland/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 $60 non-refundable application fee.
- If you prefer, contact the Graduate Information Office at (855) 296-7049 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: _________________________________________________________________________________

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: ___________________________________

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

E-mail: kleonard@graduateprogram.org  Fax: 800-504-7618
OFF-CAMPUS MASTER’S PROGRAMS
PAYMENT OPTIONS

Students in the off-campus programs at Loyola University Maryland can choose from a variety of payment options, including financial aid, an interest-free payment plan through Tuition Management Systems, or a combination of these options.

To Enroll in a Payment Plan

Loyola University Maryland offers payment plans through Tuition Management Systems (TMS). A payment plan allows you to make monthly payments, interest free, in order to spread your tuition payments over a period of several months.

Step 1: Full payment can be made through WebAdvisor. Full payments can be made through WebAdvisor by logging into your inside.loyola student homepage and click on Financial Information listed on the right side of the page under WebAdvisor. Click “view account & make payments”. Click Make a Payment Please note that all credit card payments incur a 2.5% convenience fee. You do have the option of paying with an e-check online free of charge.

Step 2: Enroll in a payment plan. Visit the TMS website at https://loyola.afford.com/. In the “Payment Plans” box, select School Year 2017-2018 and Loyola University Maryland Graduate from the drop-down menu provided. Click “Enroll.” Students enrolling in the fall term will have the option to break their tuition bill for the first semester of coursework into 4 monthly payments due August 15th through November 15th. Students enrolling in the spring term can break up tuition into 4 monthly payments due December 15th through March 15th. TMS offers a 3 month payment plan for the summer beginning May 15th through July 15th.

Step 3: Enter the Amount you want to Budget with TMS and your Personal Information. Students have the option of paying the entirety of their balance due to Loyola through the payment plan. They can also pay a portion of the amount due directly to Loyola and break up the remaining balance into the 4 month payment plan. Please note, graduate payment plans have an enrollment fee of $40 per semester due at the time the plan is registered. Students have the option to receive monthly bills from TMS either in the mail or with an e-bill.

Step 4: Make payments according to your chosen Payment Plan. Make tuition payment plan payments online at https://loyola.afford.com/ via electronic debit from your checking or savings account, or by credit card. If you cannot make a payment electronically, you can mail a check directly to TMS, but be sure to mail your payments at least 5 days prior to your due date to avoid a $40 late fee.

Questions?
Contact Latonia Butler Clark at 410-617-5048 or ldbutlerclark@loyola.edu or contact TMS directly at 1-800-722-4867.

Important note:
We will work with students who receive tuition reimbursement from their employers. Students are encouraged to contact their school system human resources office to learn more about the tuition reimbursement process. Most school systems require the student to pay Loyola in full prior to any eligibility for reimbursement. Loyola University Maryland does not participate in Direct Billing agreements for tuition reimbursement. We will provide a detailed receipt for the students to submit to their employer for reimbursement. Please email Latonia Butler-Clark at ldbutlerclark@loyola.edu. Please be sure to included your student ID number and the term for the detailed receipt request.
Federal Direct Unsubsidized Stafford Loan

This program allows all students, regardless of financial need, who are enrolled for at least six credits per term (fall and spring semesters) or three credits (summer) to borrow up to $20,500 per academic year. New borrowers must complete an electronic Master Promissory Note (MPN) and an online Entrance Counseling Session to borrow funds through this program.

The interest rate and origination fee for Federal Direct Unsubsidized Stafford Loans are established on July 1 each year. The interest rate established for each loan is fixed and applies for the life of the loan. Interest accrual begins immediately during in-school and deferment periods. Interest accruing during those periods may be paid or capitalized. Current interest rate and origination fee information can be found on the Office of Financial Aid website, www.loyola.edu/financialaid.

Eligibility for any type of federal student financial aid requires that a student be enrolled in courses leading to a degree or certificate. Enrollment in courses that do not count toward the completion of your degree may result in the cancellation of your federal aid.

Federal Direct Loan borrowers who graduate, withdraw, or drop below half-time enrollment must complete an online Exit Counseling session.

TEACH Grant Program

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to $4,000 per year in non-need-based grants for graduate and undergraduate students who intend to teach full-time in high-need subject areas for at least four years at schools that serve students from low income families. Students may receive up to $8,000 for graduate study. Part-time students are eligible, but the maximum grant will be reduced.

In exchange for TEACH Grant assistance, recipients must agree to serve as a highly-qualified, full-time teacher in a high-need subject area for at least four years at a school serving low income students. To learn more about the TEACH Grant Program, visit, https://studentaid.ed.gov/sa/types/grants-scholarships/teach. To apply for a TEACH Grant, please contact the office of graduate financial aid at 410 617 5205.

Maryland State Senatorial and Delegate Scholarships and Workforce Shortage Student Assistance Grants www.mhec.state.md.us

Learn more about Teacher Loan Forgiveness, https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher

Learn more about Quality Teacher Incentive Credit, http://taxes.marylandtaxes.gov

Questions?

Please direct all Financial Aid questions to gradfinancialaid@loyola.edu or 410-617-5020
Loyola University Maryland requires an applicant’s official transcripts from all previously attended colleges and universities before he or she can be considered a candidate for graduate study.

If you have copies of your transcripts, they may be submitted as unofficial transcripts to expedite the admission process; however, official sealed transcripts are required in order to be admitted to Loyola University Maryland.

### How to Request Official Transcripts

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

Typically, the easiest way to order official transcripts is:

1. Contact the Registrar’s office at your alma mater, either by phone, e-mail, or through your university’s website.

2. Submit a transcript request following your schools’ procedures. All colleges and universities require a written or electronic signature or other official request in writing. Many schools have a Transcript Request Form available for download on the registrar’s website; some institutions 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.

Please have all official transcripts sent to:

Office of Graduate Admission  
Loyola University Maryland  
2034 Greenspring Drive  
Timonium, MD 21093

Alternatively, you can submit official electronic transcripts via email to:  
graduate@loyola.edu

**Remember:** An admission decision cannot be made until all transcripts are received.
For:
This program is for experienced classroom teachers who have an inner passion for facilitating student achievement and school improvement. These educators will find the graduate degree in educational leadership a crucial next in their career development.

What you learn:
Emphasizing a comprehensive curriculum delivered based upon relevant theory and application of contemporary school leadership, this program provides a foundation for educators aspiring to become school leaders. With small class sizes, flexible scheduling and individual attention and advisement, students enrolled in this program will have the opportunity to learn, apply and examine school leadership in an engaging and authentic manner.

Degree Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AD 650</td>
<td>Curriculum, Assessments and Instructional Leadership</td>
<td>3</td>
</tr>
<tr>
<td>AD 683</td>
<td>Leadership Theories and Practices</td>
<td>3</td>
</tr>
<tr>
<td>AD 674</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>AD 662</td>
<td>Leadership, Supervision, and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>AD 668</td>
<td>School Law</td>
<td>3</td>
</tr>
<tr>
<td>AD 681</td>
<td>Organization Development</td>
<td>3</td>
</tr>
<tr>
<td>ED 600</td>
<td>Foundations of Research in Education</td>
<td>3</td>
</tr>
<tr>
<td>AD 684</td>
<td>Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>AD 776</td>
<td>Theory and Research in Educational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>AD 682</td>
<td>Technology for School Leaders</td>
<td>3</td>
</tr>
<tr>
<td>AD 685</td>
<td>Reflective School Leadership</td>
<td>3</td>
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<tr>
<td>AD 688</td>
<td>Internship in Educational Leadership I</td>
<td>3</td>
</tr>
<tr>
<td>AD 689</td>
<td>Internship in Educational Leadership II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 39

Note: Course order is subject to change.

How you learn:
During the fall and spring semesters you will complete one 3-credit course every eight weeks. Courses meet one night a week, from 5:00-8:45 p.m. During the summer, the first course will meet May-July, one night per week from 5:00pm-8:45pm. The second course will meet in a two-week intensive format Monday-Thursday during the day or late evenings during the month of July. Students will have a summer break during the month of August. Class meetings will be supplemented by additional online activities which may include assignments, materials, discussion threads, and assessments and/or group activities done electronically outside of class. Following this schedule, you will complete the program in approximately 2 1/2 years.

Internship:
The year-long internship is the capstone experience of the Leadership program. Interns will meet three times per semester in a seminar setting, both in the fall and spring.

Career Outcomes:
Upon completion of this program students will have earned a M.Ed. in Educational Leadership and will be eligible for certification as an Administrator I (Assistant in Administration, Supervisor in Instruction, or Supervisor in Central Administration). Students seeking Administrator II (Principal) certification are required to successfully complete the School Leaders Licensure Assessment (SLLA) Praxis exam.

Graduate Information Office
Phone: 855-296-7049
Fax: 800-504-7618
E-Mail: kleonard@graduateprogram.org
www.loyolacohorts.org
For:
This program is for experienced classroom teachers who have an inner passion for facilitating student achievement and school improvement. These educators will find the graduate program in educational leadership a crucial next step in their career programming. The certification in Administration & Supervision is designed for those who already hold a master’s degree in an educational field and who wish to earn an administrator license.

What you learn:
Emphasizing a comprehensive curriculum delivered based upon relevant theory and application of contemporary school leadership, this program provides a foundation for educators aspiring to become school leaders. With small class sizes, flexible scheduling and individual attention and advisement, students enrolled in this program will have the opportunity to learn, apply and examine school leadership in an engaging and authentic manner.

Program Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AD683</td>
<td>Leadership Theories and Practices</td>
<td>3</td>
</tr>
<tr>
<td>AD674</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>AD668</td>
<td>School Law</td>
<td>3</td>
</tr>
<tr>
<td>AD662</td>
<td>Leadership Supervision and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>AD650</td>
<td>Curriculum, Assessments and Instructional Leadership</td>
<td>3</td>
</tr>
<tr>
<td>AD688</td>
<td>Internship I</td>
<td>3</td>
</tr>
<tr>
<td>AD689</td>
<td>Internship II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 21

Note: Course order is subject to change.
Students in the Certification in Administration and Supervision program are not eligible for financial aid.

How you learn:
During the fall and spring semesters you will complete one 3-credit course every eight weeks. Courses meet one night a week, from 5:00-8:45 p.m. During the summer, the first course will meet May-July, one night per week from 5:00pm-8:45pm. The second course will meet in a two-week intensive format Monday-Thursday during the day or late evenings during the month of July. Students will have a summer break during the month of August. Class meetings will be supplemented by additional online activities which may include assignments, materials, discussion threads, and assessments and/or group activities done electronically outside of class. Following this schedule, you will complete the program in approximately 1 1/2 years.

Internship:
The year-long internship is the capstone experience of the Leadership program. Interns will meet three times per semester in a seminar setting, both in the fall and spring.

Career Outcomes:
Upon completion of this program students will be eligible for certification as an Administrator I (Assistant in Administration, Supervisor in Instruction, or Supervisor in Central Administration). Students seeking Administrator II (Principal) certification are required to successfully complete the School Leaders Licensure Assessment (SLLA) Praxis exam.

Graduate Information Office
Phone: 855-296-7049
Fax: 800-504-7618
E-Mail: kleonard@graduateprogram.org
www.loyolacohorts.org
For:
Experienced classroom teachers looking to gain a stronger foundation in literacy and the development of leadership skills. In this program, you will prepare not only to meet the needs of struggling literacy learners, but also to assume leadership positions within your school. This program is designed for the MSDE certified teacher who wishes to be certified by the Maryland State Department of Education (MSDE) as well as the International Literacy Association as a Reading Specialist. (NOTE: The MSDE requires three years of classroom experience to be certified as a reading specialist.) In order to receive the MSDE certification in Reading Specialist, you must first be certified in another area by MSDE. If you are not currently certified in Maryland, you will need to show certification from another state and demonstrate that you will receive certification in Maryland no later than six months after entering the program.

What you learn:
Coursework employs research-based practices that directly address the literacy needs of struggling students in the 21st century. Throughout the program, courses are supported by hands-on experiences. You will participate in a set of culminating practicum where you will work intensely in one-on-one and small groups to implement intervention and corresponding coaching practices. You will conduct full diagnostic assessments, prepare individualized instructional programs, work with students based on the individual programs, evaluate the effects of the instruction, and write complete case studies for each student. Loyola’s graduate program in reading prepares you to assess, diagnose, and instruct K-12 students, as well as provide leadership to other school professionals and parents.

Degree Requirements*:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RE 510</td>
<td>History and Foundations of Literacy Instruction</td>
<td>3</td>
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<tr>
<td>RE 523</td>
<td>Elementary Literacy and Literature</td>
<td>3</td>
</tr>
<tr>
<td>RE 531</td>
<td>Adolescent Literacy and Literature</td>
<td>3</td>
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<tr>
<td>RE 603</td>
<td>Language, Literacy and Culture</td>
<td>3</td>
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<tr>
<td>RE 737</td>
<td>Literacy Assessment I</td>
<td>3</td>
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<tr>
<td>RE 739</td>
<td>Literacy Assessment II</td>
<td>3</td>
</tr>
<tr>
<td>RE 670</td>
<td>Teacher Research and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>RE 609</td>
<td>Disciplinary Literacy</td>
<td>3</td>
</tr>
<tr>
<td>RE 605</td>
<td>Principles and Practices of Writing</td>
<td>3</td>
</tr>
<tr>
<td>RE 740</td>
<td>Literacy Leadership</td>
<td>3</td>
</tr>
<tr>
<td>RE 770</td>
<td>Literacy Education Seminar</td>
<td>3</td>
</tr>
<tr>
<td>RE 758</td>
<td>Summer Practicum in Literacy</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Hours: 39

There will be approximately one hour online class time each week. Specific information will be contained on the syllabus. In addition, any class time missed due to school closing will be made up through online class time.

*Candidates must take and pass the Praxis II: Reading Specialist exam before graduation.

M.Ed. in Literacy, Reading Specialist Program

How you learn:
During the fall and spring semesters you will complete one 3-credit course every eight weeks. Courses meet one night a week, from 5:00-8:45 p.m. During the summer, you will be obligated to take courses in June and July. Class meetings will be supplemented by additional online activities which may include assignments, materials, discussion threads, and assessments and/or group activities done electronically outside of class. You will need access to high speed internet throughout the program as well as an up-to-date iPad for course work throughout the program. You will complete the program in approximately two years.

Reading Specialist Practica (6 credits)
Graduate students assess individual children and instruct individual and small groups of children who are in grades K-12 (ages 6 and above) throughout the practica experiences. They assess each child's literacy development, set learning goals for them, design an individual research-based reading and writing program, and implement models of best practice in literacy instruction. The practica will take place at the graduate student’s school setting and each graduate student will be responsible for identifying and recruiting three to five K-12 children to be participants in this experience. We highly encourage graduate students to use children from their own classrooms.

Career Outcomes:
Upon completion of this program and the Praxis II: Reading Specialist examination (before graduation) students will have earned an M.Ed. in Literacy and will be eligible for certification as a Reading Specialist. Three years of classroom experience and eligibility for certification is required in order to be certified as a Reading Specialist.

Graduate Information Office
Phone: 855-296-7049
Fax: 800-504-7618
E-Mail: kleonard@graduateprogram.org
www.loyolacohorts.org
For:  
Certified teachers and educational professionals interested in becoming more proficient in working with the growing student population for whom English is a second or third language.

What you learn:  
The program assists teachers and other school professionals to develop practical skills and theoretical knowledge necessary for effective expertise in bilingual teaching, learning, and assessment within K-12 education. The TELL program will also benefit reading specialists and special educators.  
Program participants will learn to: identify and effectively use research-based best practices in bilingual/ESOL instruction; articulate an understanding of the evolution of ESOL programming; articulate an understanding of second language acquisition and literacy development; design instruction reflecting effective assessment and learning strategies; and demonstrate sensitive and innovative instruction respecting cultural differences.

Graduate Certificate Requirements:  

- RE525 Reading and Writing in the Linguistically Diverse Class 3
- RE602 Second Language Development: Theory and Practice (Online Only) 3
- RE603 Language, Literacy, and Culture (Online Only) 3
- RE604 Methods for Teaching English to Speakers of Other Languages 3
- RE606 Assessments in Bilingual and Second Language Education 3

Total Hours: 15

Career Outcomes:  
Upon completion of this program, students will have earned a graduate certificate in Teaching English Language Learners (TELL). Upon passing the Praxis II content area assessment in ESOL, students who hold initial certification with Maryland State Department of Education (MSDE) may apply to MSDE for an English to Speakers of Other Languages (ESOL) endorsement to be added to their initial certification.

How you learn:  
This is a hybrid cohort program which consists of three in person courses and 2 online courses. Courses meet one night a week, from 5:00-8:45 p.m., on the same night for the program. During the summer, only one course is offered in the summer during the regularly scheduled time.  
Class meetings will be supplemented by additional online activities which may include assignments, materials, discussion threads, and assessments and/or group activities done electronically outside of class. You will finish one 3-credit course every eight weeks. Following this schedule, you will complete the program in approximately 1 year.

Graduate Information Office  
Phone: 855-296-7049  
Fax: 800-504-7618  
E-Mail: kleonard@graduateprogram.org  
www.loyolacohorts.org
For:  
Individuals who wish to expand their knowledge of educational technology in the K-12 environment. This program is appropriate for teachers who wish to expand their use of technology in their own classroom, as well as those wishing to become technology leaders on the school, district, and national levels. Our program is designed to support the needs and interests of specialty teachers including language teachers, art and music teachers, and special educators, as well as K-12 classroom teachers.

What you learn:  
Technology is playing an increasing role in our schools. Schools and districts are spending millions of dollars on technology, and leadership is needed to ensure that this investment is used to benefit education. The program integrates hands-on applications of educational technology with practical and theoretical perspectives of change, school reform, staff development, and ethical considerations of technology in the schools. Methods of infusing technology into the teaching and learning process will be modeled throughout the program.

Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 605</td>
<td>Introduction to Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>ED 602</td>
<td>Learner-Centered Education</td>
<td>3</td>
</tr>
<tr>
<td>AD 776</td>
<td>Theory and Research on Teaching and Educational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ET 680</td>
<td>The Role of the Technology Leader</td>
<td>3</td>
</tr>
<tr>
<td>ET 620</td>
<td>Multimedia Design in the Classroom</td>
<td>3</td>
</tr>
<tr>
<td>ET 662</td>
<td>Technology, Leadership and Professional Learning</td>
<td>3</td>
</tr>
<tr>
<td>ET 690</td>
<td>Educational Technology Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ET 691</td>
<td>Educational Technology Internship</td>
<td>3</td>
</tr>
<tr>
<td>ET 660</td>
<td>Innovative Digital Schools</td>
<td>3</td>
</tr>
<tr>
<td>ET 608</td>
<td>Educational Innovations</td>
<td>3</td>
</tr>
<tr>
<td>ET 630</td>
<td>Digital Communication for Educators</td>
<td>3</td>
</tr>
<tr>
<td>ET 631</td>
<td>Transformative Online Teaching</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 36

M.Ed. in Educational Technology  
Fully Online or Hybrid Program

How you learn: Online or Hybrid  
The Educational Technology program (to be completed in 2 years) offers courses that are delivered at times of the day that are convenient to full-time work schedules. This program is offered in two different formats: a cohort based face-to-face format with traditional classes meeting one night per week, from 5:00-9:00 pm on the same night for the duration of the program or a completely online format with self-paced content as well as live class meetings using our web platform where you attend from the location of your choice.

Career Outcomes:  
Upon completion of this program students will have earned an M.Ed. in Educational Technology.

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For:
Candidates choosing the TELL concentration will become more proficient in working with cultural and linguistic diversity to include the growing student population for whom English is a second or third language, as well as those professionals who work with children and young adults who are English Language Learners. The program assists teachers and other school professionals in developing the practical skills and theoretical knowledge necessary for effective expertise in bilingual teaching, learning, and assessment within K-12 education. This program will also benefit reading specials and special educators dedicated to equity and educational reform.

What you learn:
The Curriculum & Instruction - Teaching English Language Learners program is an interdisciplinary degree which unpacks the field of K-12 education, teaching, and the impact on society. This 33-credit Master of Arts degree is designed to help students understand the broader field of education, critically analyze it, and consider it as an instrument of positive change by studying social, cultural, philosophical, and historical issues in and about education within a rapidly changing global society. Grounded in social justice theories and informed by current understandings of learning, graduates will appreciate the rich assets within marginalized communities that can be harnessed to enhance the lives of students and empower communities, while understanding how dominant structures and institutions have been created resulting in adverse purposes. Coursework will challenge students’ assumptions about the field of education, teaching, learning, and curriculum. It will encourage students to think creatively and critically about education’s past and present inequities, its current place in society, and provide visionary possibilities for greater equity in our globalized society.

Degree Requirements:

Curriculum and Instruction Core (18 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ED600 or</td>
<td>Foundations of Research in Education or</td>
<td>3</td>
</tr>
<tr>
<td>ED670</td>
<td>Teacher Research and Practices</td>
<td>3</td>
</tr>
<tr>
<td>ED612</td>
<td>Philosophy, History, and Reforms in Education</td>
<td>3</td>
</tr>
<tr>
<td>ED618</td>
<td>Instructional Theories and Practices</td>
<td>3</td>
</tr>
<tr>
<td>ED650</td>
<td>Curriculum Theories and Practices</td>
<td>3</td>
</tr>
<tr>
<td>ED659</td>
<td>Power, Identify, and Intersectionalities in Education</td>
<td>3</td>
</tr>
<tr>
<td>ED805</td>
<td>Capstone Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Teaching English Language Learners (15 credits):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE525</td>
<td>Reading and Writing in the Linguistically Diverse Class</td>
<td>3</td>
</tr>
<tr>
<td>RE602</td>
<td>Second Language Development: Theory and Practice (Online Only)</td>
<td>3</td>
</tr>
<tr>
<td>RE603</td>
<td>Language, Literacy, and Culture (Online Only)</td>
<td>3</td>
</tr>
<tr>
<td>RE604</td>
<td>Methods for Teaching English to Speakers of Other Languages</td>
<td>3</td>
</tr>
<tr>
<td>RE606</td>
<td>Assessments in Bilingual and Second Language Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 33

How you learn:
During the fall and spring semesters you will complete one 3-credit course every eight weeks. Courses meet one night every week, from 5:00-8:45 p.m. During the summer, the first course will meet May-July, one night per week from 5:00pm-8:45pm. The second course will meet in a two-week intensive format Monday-Thursday during the day or late evenings during the month of July. Students will have a summer break during the month of August. Class meetings will be supplemented by additional online activities which may include assignments, materials, discussion threads, and assessments and/or group activities done electronically outside of class. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:
Successful candidates will receive the Master of Art in Curriculum and Instruction with a concentration in Teaching English Language Learners. After completing the TELL, an individual with Maryland teaching certification can seek additional ESOL endorsement by completing the Praxis II test.

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About the Loyola University Maryland School of Education
The Loyola University Maryland School of Education provides undergraduate, graduate, and continuing education programs that train highly effective, ethical educators to improve learning for all children. Our nine state-approved programs offer on-site, off-site, and online program options to equip educators with the knowledge, skills, and tools to become effective educators in diverse, urban settings.

Why Loyola?
Loyola University Maryland provides high-quality, mission-driven programs that provide educators and researchers with the knowledge, skills, and tools needed to effectively improve the quality of life for students, families, and the community. Our programs are instructed by highly respected, socially-engaged professors with relevant field experience and we train today’s teachers to meet the needs of students in urban classrooms, ensuring academic excellence for all learners. We aim to educate whole persons, in intellect, consciousness, and spirit so that they leave here with the knowledge, compassion, and moral compass to lead the way for others. Our mission is to prepare educators who can bring about fundamental change for a student, a school, or a system.

Admissions Requirements
The School of Education seeks graduates from accredited institutions of higher learning who demonstrate significant academic ability. A minimum GPA of 3.000 in undergraduate work or a master’s degree from an accredited institution is required for full acceptance. Probational acceptance may be granted for students with a GPA between 2.750 and 3.000. Students below a 3.0 GPA are encouraged to submit a Letter of Recommendation and resume. Standardized test and/or personal interview may be required.

Program Requirements
Live Text: All new students are required to purchase and use LiveText. LiveText is a Web-based software application used by the School of Education for key assignment submission, artifact collection, accreditation standard integration, and student assessment in initial licensure and advanced programs. All students in an initial licensure or advanced program are required to purchase either the Standard or Field Experience LiveText Student Membership. LiveText accounts can be purchased at the Loyola bookstore (Evergreen Campus) or online. There is a one-time subscription fee of $115. For more information visit: https://www.loyola.edu/school-education/academics/livetext

Transfer Credits
The University will permit the transfer of nine (9) graduate credits for a degree program (M.A. and M.Ed.). These courses must have been completed within five years from the date of admission at an accredited institution; the student must have received a B or better; and official transcripts must be submitted to the records office to attach to the student’s official record. Students must submit a request for transfer credits at the time of admission. (Students must submit the request within the first eight weeks of the program.)

Cohort Information
Although our off-campus programs are scheduled to meet one night per week at the same time and location. Meeting dates are tentative and are subject to change. These programs are dependent on a minimum of 15 students and the class size is limited to 25 students.

Loyola University Maryland Tuition Discount Guarantee
Loyola University Maryland will provide a 15% discount for cohort participants. The tuition discount is guaranteed to students provided they enroll in the cohort courses in the approved sequence and in the identified semester. Cohort discounts may not be used in conjunction with other Loyola University Maryland discounts. Students who miss more than two courses (one semester) in their cohort sequence will be forced to withdraw from the cohort (but remain a student at Loyola University Maryland). Loyola University Maryland does not permit deferments in our cohort program.

Important Contacts
Graduate Information Office
Kim Leonard
855-296-7049
kleonard@graduateprogram.org
Office of Graduate Admission
410-617-5020
800-221-9707, Ext. 5020
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Danielle Ballantyne
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Billing inquiries, Payment plans
Latonia Butler Clark
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lbutlerclark@loyola.edu
School of Education
Tonya Lewis
tlewis@loyola.edu
(M.Ed. in Educational Leadership, Certification in Administration & Supervision, and Educational Technology, Reading Specialist and Teaching English Language Learners Graduate Certificate)