



CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

California State University, East Bay

Graduate Reading Program Handbook

Reading Certificate (Added Authorization)

MS in Education, Option in Reading Instruction

2016-2017

Welcome to the California State University, East Bay Graduate Reading Program! We are pleased to offer the Reading Certificate Added Authorization and the Masters in Education, Option in Reading Instruction.

Graduate Reading Coordinator - Dr. Diane Mukerjee

The Graduate Reading Program is offered through University Extension.

The following is a description of our programs:

Reading Certificate (Added Authorization)

Students will complete a series of five four-unit graduate Reading courses (20 units) beginning in the summer. Upon successful completion of their coursework and three or more years of classroom teaching, candidates will be recommended for the state-issued Reading Certificate Added Authorization. Candidates with less than three years of teaching experience are welcome to complete the program and apply for the Reading Certificate Added Authorization once they have the required classroom teaching experience. (The application for recommendation for the Reading Certificate Added Authorization is included in the appendix of this handbook.)

MS in Education, Option in Reading Instruction

With the addition of three more graduate courses (12 units) candidates will also receive a Masters of Science degree in Education with an Option in Reading Instruction. The 45-unit MS in Education, Option in Reading Instruction includes 13 post-baccalaureate units. Candidates may enroll in CSUEB electives (not 7000 level courses) or bring in 13 units of coursework from an accredited credential program completed within **five years** of the projected MS completion date. The entire program including the Reading Certificate Added Authorization and the MS degree can be completed in one calendar year (with the inclusion 13 approved credential program units.)

Applications

Applications open in early February and continue until late May. Candidates submit the University Graduate Application on-line. All of the other documents listed below are to be submitted to the Credential Student Service Center (CSSC) by the application deadline.

Credential Student Service Center
California State University, East Bay
25800 Carlos Bee Blvd, AE 235
Hayward, CA 94542

Application Documents

- Department Application (included in this handbook)
- University Graduate Application & \$55 application fee (Recent CSUEB graduates complete a Change of Graduate Objective in lieu of a University Application)
- Statement of Purpose
- Three letters of Recommendation
- One set of all official transcripts from all schools including credential transcript; 2 sets of official bachelors degree-bearing transcript (one will be sent to Graduate Admissions and one will be retained in department file)
- A copy of a valid Multiple Subject or Single Subject Credential
- Official CBEST score report (and a copy of the report along with a self-addressed envelope if they want their official scores returned)

Cost of the Graduate Reading Program

MS in Education, Option in Reading Instruction (inclusive of the Reading Certificate Added Authorization)

If you completed your credential within five years of the MS completion date (7 years with a waiver)...

- 45 units including the Reading Certificate Added Authorization courses (20 units) and three MS courses (12 units) and credential courses (13 units)
- Current cost: **\$339 per unit (\$10,848)**

MS in Education, Option in Reading Instruction (inclusive of the Reading Certificate Added Authorization)

If you completed your credential more than 5 years from the MS completion date (7 years with a waiver)...

- 45 units including the Reading Certificate Added Authorization courses (20 units) and three MS courses (12 units) plus post baccalaureate electives (13 units)
 - ◆ TED 5110 (3 units) Computer Based Technology in the Classroom
 - ◆ TED 6999 A (4 units) Issues in Teacher Education A
 - ◆ TED 6999 B (4 units) Issues in Teacher Education B
 - ◆ TED 6900 (2 units) Independent Study (a petition for special enrollment must be submitted to the TED Office by the beginning of the quarter in which the course is to be taken.
- Current cost: **\$ 339 per unit (\$15,255)**

Financial aid is available for MS Programs. Contact Steve Faletti for more information
stephen.faletti@csueastbay.edu

Schedule: Summer classes begin in late June and continue through early August. All classes will be held at the designated site. The tentative course schedule for the year is as follows:

Summer	Fall	Winter	Spring
Reading Certificate Added Authorization	Reading Certificate Added Authorization	Reading Certificate Added Authorization	Reading Certificate Added Authorization
TED 6230 (4 units) Reading and Language Arts: Literacy Research & Methods 1 (Fluency) TED 6253 (4 units) Reading and Language Arts: Literacy Research & Methods 2 (Comprehension) TED 6220 (4 units) Reading and Language Arts: Culture of Literacy: Focus on Diversity	TED 6231 (4 units) Reading and Language Arts: Literacy Assessment & Intervention 1	TED 6232 (4 units) Reading and Language Arts: Literacy Assessment & Intervention 2 (Diagnostic Strategies) Reading Certificate Added Authorization Completed	
	MS Core Courses	MS Core Courses	MS Core Courses
	TED 6250 (4 units) Reading Research & Evaluation	TED 6020 (4 units) Research in Education	TED 6901 (4 units) Graduate Synthesis MS in Education, Option in Reading Instruction Completed

Summer Reading Clinic

TED 6253 Reading/Language Arts: Literacy Research and Methods II (Comprehension) and TED 6220 Reading/Language Arts: Focus on Diversity will be taught back-to-back this summer. The summer field experiences are combined into a single experience. Clinic instruction is conducted with struggling students including English learners who come to campus for 90 minutes of tutoring in comprehension, once per week. Reading candidates complete their field experience with these students

Program Completion: Reading Certificate Added Authorization

Candidates may apply for the state-issued Reading Certificate Added Authorization upon completion of the first five Reading Certificate Added Authorization courses and verification of three years of teaching experience. The following is a list of the required courses:

- TED 6230 Reading and Language Arts: Literacy Research and Methods 1 (4 units)
- TED 6253 Reading and Language Arts: Literacy Research & Methods 2 (4 units)
- TED 6220 Reading and Language Arts: Culture of Literacy: Focus on Diversity (4 units)
- TED 6231 Reading and Language Arts: Literacy Assessment & Intervention 1 (4 units)
- TED 6232 Reading and Language Arts: Literacy Assessment & Intervention 2 (4 units)

After completing the coursework, candidates submit a Verification of Experience Form, signed by their employer (last page of this handbook) to the Credential Student Service Center (CSSC). The CSSC recommends qualified candidates for the Reading Certificate Added Authorization.

Candidates with less than three years of teaching experience are welcome to enter the Reading Certificate

Added Authorization Program and complete the coursework. They may apply for the Reading Certificate Added Authorization once they have the required three years of classroom teaching experience.

Program Completion: MS in Education, Option in Reading Instruction

The following are CSU East Bay requirements for graduation with a MS degree:

1. Fulfill the University Writing Skills Requirement
2. Be Advanced to Candidacy
3. Complete at least 45 quarter units applicable to your degree
 - ◆ All units must be earned within the five calendar years immediately preceding the receipt of your degree. (Outdated units may be accepted for one additional year with the approval of your department and the Associate Vice President, Academic Programs and Graduate Studies. If not completed in the sixth year, currency in the subject matter of the outdated courses must be demonstrated. Courses older than seven years are only applied to the degree in exceptional circumstances.)
 - ◆ No more than 13 units can be completed when not in residence in your program (e.g., while at other schools, while an undergraduate with permission to take graduate courses, while pursuing an additional baccalaureate degree in "Unclassified Post-Baccalaureate" status, while enrolled in another graduate degree program, or while enrolled in Continuing Education courses-including Open University courses)
 - ◆ At least 1/2 of the units in your program must be 6000-level
 - ◆ No lower division units can be counted
 - ◆ No more than 9 units of university thesis or 5 units of departmental thesis or project work can be counted
 - ◆ No more than 15 units may be in CR/NC courses (16 in Public Administration, 24 in Counseling)

To File for Graduation, follow these steps:

1. Log in to [MyCSUEB](#) with your NetID and password. Under "Student Center," select the "Apply for Graduation" link and follow the prompts to select the degree and term for your graduation. Please refer to [Important Dates](#) to view the deadlines to file for graduation.
2. Contact your major and minor departments to initiate a graduation check form, which will be completed by the department and sent to the graduation evaluations office for further review.

NOTE: After you file for graduation, a \$50 graduation filing fee will be applied to your student account.

Writing Skills Tests (WST)

The Writing Skills Test consists of an analytic essay that requires you to demonstrate that you can think and write critically.

- WST Exemptions:
 - ◆ Students who have completed a CSU degree or have taken one of the following exams and received the appropriate score are exempt from having to satisfy the University Writing Skills Requirement. Please note, however, that California State University, East Bay's Admissions Office or Testing Office must receive an official score report and enter it into your academic record before you are fully exempt from the UWSR requirement based on one of these tests. It is your responsibility to have your scores sent.
 - ◆ 53 or higher on the writing portion of the CBEST by graduate students accepted into their program Winter Quarter 1999 or later.
 - ◆ 4.5 or higher on the analytic writing portion of the GRE General Test taken by graduate students in Fall Quarter 2002 or later.

- Please see the following website for more information about the WST:
<http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/testing/tests/wst/information/index.html>

Appendix

The following Graduate Reading Program documents are included in the appendix:

1. Graduate Reading Program Department Application (all applicants)
2. Change of Graduate Status Form (recent CSU East Bay graduates only)
3. Five-Year Rule Waiver Petition (candidates who completed their credentials 5-7 years from the MS completion date)
4. Verification of Experience Form (form used to apply to CTC for Reading Certificate Added Authorization)



Please select which quarter you wish to begin your program:

- Summer (Application deadline: February 1, 2016 – May 30, 2016) (extensions available - please contact coordinator, Diane Mukerjee at diane.mukerjee@csueastbay.edu).
- Fall (Deadline June 15, 2016)

(All candidates will be admitted to the MS Program,)

MS in Education, Option in Reading Instruction (Includes the Reading Certificate Added Authorization)

Credential completed at CSUEB

Credential Program GPA _____ Date of credential program completion _____

Credential completed at a different university

Name of the university where credential was completed _____

Credential Program GPA _____ Date of Credential Program Completion _____

Please PRINT the following information

Name _____ Net ID _____ SSN _____ - ____ - _____

Mailing Address _____ Apt # _____

City: _____ State: _____ Zip Code: _____

Contact Number: (____) _____ - _____ Email _____

REMINDER: In order to be considered for our program you must complete the entire application process.

Application Documents (In addition to this form)

- University Graduate Application & \$55 application fee (Recent CSUEB graduates complete a Change of Graduate Objective in lieu of a University Application)
- Statement of Purpose
- Three letters of Recommendation
- One set of all official transcripts from all schools including credential transcript; 2 sets of official bachelors degree-bearing transcript (one will be sent to Graduate Admissions and one will be retained in department file)
- A copy of a valid Multiple Subject or Single Subject Credential
- Official CBEST score report (and a copy of the report along with a self-addressed envelope if they want their official scores returned)

By signing this form, I affirm that I am a candidate in good standing and fully intend to complete all coursework for the Masters in Education program. I understand that any misrepresentation will result in being disqualified from the program. I must adhere to all criteria to maintain my status in the Masters program.

Signature: _____ Date: _____



Change of Graduate Status

Continuing students may request a change of graduate objective after their first term of attendance if they are in one of the following academic categories:

- You are a continuing CSUEB post-baccalaureate student who wishes to change your degree or credential program.
- You are a CSUEB master's degree recipient who wishes to continue into a new MA/Credential program the following term.
- You are a dual master's degree applicant.
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In order for your Application for Change of Graduate Objective to be considered, you must follow these steps:

Complete the Change of Graduate Objective Request at <https://adhayweb13.csueastbay.edu/prospective/how-to-apply/cogo-form.php>

The request will be forwarded by the Office of Admission to the academic department for approval.

After review, applicant will be notified of the decision via e-mail. If the request is approved, the applicant will be granted access to apply via CSUMentor and will receive instructions via e-mail.

You must check with your major department regarding their specific departmental application deadlines, terms of entry, and supporting documents required for admission consideration, prior to submitting this request.

Please be advised, changing your graduate objective may affect financial aid. Please contact the Office of Financial Aid directly at (510) 885-2784 or finaid@csueastbay.edu.

For inquiries regarding the Change of Graduate Objective process you may e-mail gradadmission@csueastbay.edu or call the Office of Admission at (510) 885-2784.



**Five-Year Rule* Waiver Petition
Extension for Seventh and Final Year**

Name: _____ NetID: _____

Address: _____ Major: _____

_____ Telephone: _____

FOR A SECOND EXTENSION THROUGH THE SEVENTH YEAR (no further extensions allowed)

Intended Quarter of Graduation: Fall Winter Spring Summer Year _____

List all courses which will be 5 or more years old at the end of that quarter and describe how currency was determined. If more than six courses are outdated, complete an additional form.

In addition, if the number of outdated units exceeds 16, describe how the currency of the entire degree was determined.

Course Prefix and Number	Units	Description of How Currency in Subject Matter was Determined

Entire Degree: _____

I request approval of this waiver: _____ Date: _____

Student's Signature

Approval of Dept. Chair: _____ Date: _____

Chair's Signature

Approval of Academic Programs: _____ Date: _____

Associate Vice President's Signature



State Of California
 California Commission On Teacher Credentialing
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Web site: www.ctc.ca.gov

VERIFICATION OF EXPERIENCE

If experience is a requirement for your credential, please have the experience verified by your current and/or previous employer using this form. You only need to verify experience that is appropriate for the issuance of this credential. If you have served in more than one position for a single employer, have a separate form completed for each position that you held.

► Do not mail this form directly to the Commission separate from the application.

This is to certify that: _____

(Name of Applicant)

has served successfully from: _____ to _____
 (Month/Year) (Month/Year)

in the position of:

- Teacher
- Education Specialist
- Resource Specialist
- Administrator
- Counselor
- Other (specify): _____

in the following grade or level: _____

in the area or subject of: _____

- Full-time
- Part-time (specify): _____ hours/day _____ days/week
- Day-to-Day Substitute

School/Agency: _____

Address: _____

Telephone Number: _____

Verified by: _____

(Signature)

Name: _____

Title: _____

Date: _____