



UNIVERSITY OF CENTRAL FLORIDA

Education EdS Graduate Program Handbook

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Education EdS

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Timeline for Completion

Schedule of courses offered each semester

Core

Fall	Spring	Summer
<ul style="list-style-type: none">• EDF 7232: Analysis of Learning Theory• EDG 7692: Issues in Curriculum	<ul style="list-style-type: none">• EDG 7325 (previously EDG 7356): Models of Teaching and Instructional Theory	<ul style="list-style-type: none">• EDG 7221: Advanced Curriculum Theory

Special Topics in Curriculum

Fall	Spring
<ul style="list-style-type: none">• EDF 7916: Special Topics: Analysis and Synthesis of Educational Literature	<ul style="list-style-type: none">• EDH 6939: Seminar for Future Professoriate

Prerequisites

Fall	Spring	Summer
<ul style="list-style-type: none">• EDF 6401: Statistics for Educational Data• EDF 6481: Fundamentals of Graduate Research in Education	<ul style="list-style-type: none">• EDF 6401: Statistics for Educational Data• EDF 6481: Fundamentals of Graduate Research in Education	<ul style="list-style-type: none">• EDF 6401: Statistics for Educational Data• EDF 6481: Fundamentals of Graduate Research in Education

- EDF 6223: Curriculum Theory and Organization
- EDF 6223: Curriculum Theory and Organization
- EDF 6223: Curriculum Theory and Organization
- EDF 6259: Learning Theories Applied to Classroom Instruction and Management
- EDF 6259: Learning Theories Applied to Classroom Instruction and Management
- EDF 6259: Learning Theories Applied to Classroom Instruction and Management

Research

Fall

- EDF 7403: Quantitative Foundations of Educational Research

Spring

- EDF 7463: Analysis of Survey, Record, and Other Qualitative Data

Examination Requirements

All EdS students must successfully complete one 3-hour examination in curriculum and instruction and one 3-hour examination in their area of specialization. Students must be enrolled in the university during the semester an exam is taken.

CORE EXAM: Once a student has completed the Core Curriculum classes a student must register for the Curriculum and Instruction qualifying examination. This examination assesses students' knowledge of curriculum and instruction literature and research. Emphasis is placed on the ability to synthesize this knowledge.

SPECIALIZATION EXAM: 21 credit hours must be completed in the program in Area III, Specialization. The specialization examination is taken after or near completion of the specialization.

Financial Support

Graduate education is an important investment for both the student and the community. Graduate education enables students to enter new career fields with more choices as to their work assignments. It provides enrichment and a deeper understanding of a chosen field. Educated employees improve the quality of life in the State of Florida. The cost of this investment is very reasonable. A student's basic expenses at the university will be for tuition, course-related fees, textbooks, other instructional supplies, room and board, and miscellaneous items.

Graduate Student Support Opportunities

Graduate students may receive financial assistance in the form of fellowships, tuition waivers, loans, or assistantships. Students may inquire about these opportunities at the following offices:

Fellowships Office

(MH 230) - 407-823-2766, Fax: 407-823-6442; e-mail address: graduatefellowship@ucf.edu; website: graduate.ucf.edu/

Student Financial Assistance Office

(MH 120) — 407-823-2827

Some on-line financial aid information web pages are available for specific information concerning financial aid, grants, and fellowships: Financial Aid Information: finaid.org/
Non-degree-seeking students are not eligible for financial aid.

Graduate Fellowships/Waiver

Graduate Studies Office provides support for graduate students through assistantships, tuition, and fellowships. UCF graduate students may be employed by their department as a Graduate Teaching Assistant, Graduate Research Assistant, or Graduate Assistant. The Fellowships Office assists students in applying for fellowships and in identifying other sources for financial support for graduate study. Graduate student travel fellowships are also available through the College Graduate Office, located in Millican Hall.
Fellowships Program Assistant: 407-823-6497

Assistantship/Fellowship Procedures

Graduate students who will be supported on assistantships must see their program coordinator to see that their employment contract form is filled out. If tuition waivers are desired, then they must also fill out a Graduate Tuition Fee Waiver Request Form with the program coordinator and attach the employment contract to it (PAF). This should be done before fees are paid; for continuing students, this should be done before the new semester begins. Paychecks are delayed when these arrangements are not made prior to the beginning of the semester. Students interested in financial support through education fellowship programs must have completed application files by December 20. Fellowships are typically awarded in the previous spring for students enrolling for the first time in the fall semester of the next academic year. Graduate assistantships may be granted for those who apply by February 20 for the following academic year.

Fellowships

All graduate students who are receiving fellowships should register as early as possible, and see the Fellowships Coordinator (MH 230) 407-823-6497, gradfaid@ucf.edu) to ensure that arrangements are made to receive proper payment. The university awards more than \$2 million in fellowships each year. Some fellowships are selected based on academic merit; others are available only to minority applicants or those who can demonstrate financial need. A number of fellowships are selected by college nominations; however, others require a fellowship application. Refer to the description of each fellowship's requirements for more information. Fellowship information is available from several sources. Program and graduate coordinators and other interested faculty may be contacted for specific opportunities related to their fields of study. Published fellowship deadlines are approximate and subject to change. A listing of fellowship opportunities and application materials offered by the university to graduate students is available on the Graduate Studies website graduate.ucf.edu/fellowships/. Books, such as the Graduate Scholarship Directory, listing fellowship opportunities are available at the Reserve Desk of the Library for students to review. International students receiving fellowships are subject to up to 14 percent withholding on their fellowship checks. International students must obtain either a Social Security Number (SSN) or an Individual Tax Identification Number (ITIN) prior to receipt of a fellowship. Further information on this issue can be obtained from International Student Services.

Need-based Fellowships

For need-based fellowships, students must complete the Free Application for Federal Student Aid (FAFSA). This application may be completed on-line at FAFSA studentaid.ed.gov/sa/fafsa. International students are not eligible for need-based support. Students must have unmet need as determined by the FAFSA to be eligible for need-based awards. Graduate students who receive need-based awards (such as the Incentive Fellowship or Work Fellowship) should be aware that the amount they receive is dependent on their need. If tuition waivers, other fellowships, or assistantships are granted after being awarded a need-based fellowship, then the total financial package may have to be adjusted to satisfy federal requirements.

General Fellowship Requirements

UCF fellowships are not awarded in conjunction with other fellowships, and students are eligible to receive a given fellowship only once (with the exception of the Work Fellowship). Students must be regularly admitted graduate students by the time the fellowship is awarded in order to receive the funds, except in the case of Summer Mentoring Fellowships, which can be awarded to provisionally admitted students. Academically, most fellowships require a GRE score of at least 1000 and a 3.0 grade point average in the last 60 attempted semester hours of undergraduate study. Each fellowship has different specific requirements.

Progress for Fellowship Recipients

Fellowship recipients are required to be in good standing and make satisfactory academic progress to continue to receive a fellowship award. To be considered in good standing a fellowship recipients are required to maintain the standards listed below. Failure to meet any one of these standards will cause cancellation of the fellowship. An exception of this policy may be granted by the Office of Graduate Studies after review of evidence of mitigating circumstances presented by the student. Students must be fully accepted into a graduate degree program at UCF. Students must enroll and maintain nine graduate hours or three dissertation hours or one thesis hour each semester of the award. Students must maintain a minimum grade point average of 3.0 each term of the award. Students must receive a satisfactory progress report from their academic adviser each term of the award. Students cannot receive a grade of incomplete (“I”) and continue to receive the award.

Tuition Waivers

Full-time (regularly or conditionally, not provisionally or restricted) accepted graduate assistants are eligible to receive tuition waivers for part of their tuition costs. Students should contact the departmental program coordinator and fill out a Request for Tuition Waiver Form when they register for classes. Fee waiver monies are used to assist graduate students to progress toward their degrees. In-state tuition waivers are available for qualified Florida residents. Out-of-state tuition waivers are offered to qualified non-Florida residents. Part-time graduate students and post-baccalaureate students are not eligible to receive tuition waivers.

Graduate Teaching and Research Assistants

Graduate Teaching and Research Assistants must be enrolled full-time (nine credit hours in the fall and spring terms and six credit hours in the summer) to receive a tuition waiver. Graduate Teaching and Research Assistants who are pursuing a non-thesis option and are in their graduating semester, as determined by their college may receive tuition payments paid by the college to Student Accounts. Full-time graduate teaching and research assistants and associates are eligible for FICA and FUTA exemptions if they are enrolled at least half time, regardless of the hours worked. This chapter has more details under “Assistantship Payment” at ucf.catalog.acalog.com/content.php?catoid=4&navoid=211.

Rules that govern the use of tuition waiver monies for graduate students are:

- Graduate students must be full-time students (defined above) and in good standing with a graduate GPA of 3.0 or higher. The student must be enrolled in classes full-time for the term in which they receive the waiver and employed as a graduate teaching or research assistant for at least 10 hours/week (0.25 FTE) on average, or receiving a fellowship in the amount of \$3250 or higher for the academic year.
- If more than one academic unit employs a student who creates the waiver, the waiver money generated by the student is credited to both units proportional to the contribution of the student stipend.

- The units of those students on fellowships will receive credit for the waiver generated by the fellowship student.
- Fee waiver money is to be allocated to the colleges and institutes, rather than administrative offices such as Academic Affairs, Student Development and Enrollment Services, etc. Graduate students who work in these offices should request tuition waiver support from the College of Graduate Studies (MH 230).
- If a student drops a course for which a fee waiver has been received but remains fulltime, the waiver money received for the class must be returned to the University. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned.
- If a student drops a course for which a fee waiver has been received and becomes part-time as a result, all waiver money must be returned to the University. Any such funds will be reallocated to the unit from which they originated. Holds on student records will prevent students from registering for classes, receiving transcripts, or receiving grade reports until the money is returned. (In extreme cases, a student may petition for an exception to this.)
- If a graduate student assistant is dismissed or resigns at any point during the semester, tuition waiver funds received by the student must be returned to the University.
- Waiver money is only provided for courses taken as necessary for progress toward a student's graduate degree.
- Waiver money is limited to 9 terms for master's students, 12 terms for doctoral students beyond the master's degree, or 21 terms for doctoral students without a master's degree. All graduate assistants and fellows (the fellowship pays at least \$3,250 per academic year), regardless of their tax status, are eligible to receive tuition waivers and will generate tuition waiver authority according to Board of Regents guidelines.

Student Loans

Graduate students are eligible to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) from the Office of Student Financial Assistance (AD 120). Applications should be received before March 1 to be considered for a Perkins Loan or Federal Work Study. Graduate students may be considered for the Federal Stafford Loan, the Perkins Loan, and the Federal Work Study Program. Short-term loans are also available for graduate students. In order to be eligible for a Federal Stafford Loan, graduate students must be degree-seeking, enrolled at least half-time at UCF, and maintain academic progress. The maximum subsidized loan amount for graduate students is \$8,500. An Entrance Interview is required of first-time borrowers at UCF. To obtain a loan, students must not be in default on any educational loan or owe repayment on a grant at this or any other institution. If you are a student transferring to UCF after the Fall term (Spring or Summer), you must provide the UCF Office of Student Financial Assistance with a financial aid transcript from the school attended during the previous term(s), either Fall and/or Spring. Only U.S. citizens or eligible non-citizens (e.g., resident aliens) are eligible for Stafford Loans. In order to be eligible for Perkins Loans, students must be enrolled at least half-time at UCF. Short-term loans are available to cover books and supplies, or for unexpected emergencies. This loan is not for tuition and fees. These funds are normally available within 3-4 working days after application processing once classes have begun. Students may request up to \$600; more may be obtained for graduate students only under special conditions that generally are recommended by Graduate Studies. Non-degree-seeking students are not eligible for student loans. However, "5B" students are eligible. "5B" students are non-degree students who are seeking first-time teacher certification in the College of Education.

Graduate Student Associations

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://www.facebook.com/groups/UCFgsa/). For individual department or graduate program organizations, please see program advisor.

Professional Development

Instructor Training and Development

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. They offer several programs for the professional development of Graduate Teaching Assistants at UCF.

GTA Training (mandatory for employment as a GTA)

This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.

Preparing Tomorrow's Faculty Program

This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information: fctl.ucf.edu/ > Events > GTA Programs or call 407-823-3544.

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines. It is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information graduate.ucf.edu/graduate-research-forum/.

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

Award for Excellence by a Graduate Teaching Assistant – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students

who are instructor of record)

Award for Excellence in Graduate Student Teaching – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

Award for the Outstanding Master's Thesis – It recognizes graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

For the nomination process and eligibility criteria, see the College of Graduate Studies website graduate.ucf.edu/awards-and-recognition/.

Other

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit the Graduate Fellowship section at graduate.ucf.edu/presentation-fellowship/.

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/ > Awards.

For grant-proposal writing resources: uwc.cah.ucf.edu/.

For information regarding clinical experiences for students in the education discipline, visit the Office of Clinical Experiences webpage on the College of Education's website.

Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

For specific services or resources provided by the academic program, please contact the graduate program director or academic advisor.

Forms

- [College of Community Innovation and Education](#)
Includes links to forms for students in the College of Community Innovation and Education.
- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not

available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- [Education EdS](#)
- [College of Community Innovation and Education](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

Andreasen, Janet *

College: College of Community Innovation and Education

Disciplinary affiliations: Education

Research interests: Teacher Content Knowledge for Teaching Mathematics, Effective Use of Technology in Mathematics Classrooms, Use of Technology in Teacher Training

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Biraimah, Karen *

College: College of Community Innovation and Education

Disciplinary affiliations: Education

Research interests: Comparative & International Education, Education in Developing Nations, Effects of Race, Class, Gender, and Ethnicity on Educational Chances and Outcomes

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Cohn, Sheryl

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Disciplinary affiliations: Education

Research interests: Holocaust Education

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Websites: <http://education.ucf.edu/holocaust/>

Damico, Nicole

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Disciplinary affiliations: Education

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Disciplinary affiliations: Education

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Disciplinary affiliations: Education

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Gill, Michele *

College: College of Community Innovation and Education

Disciplinary affiliations: Education

Research interests: Conceptual Change, Teacher Education, Teacher Beliefs, Differentiation, School Reform, Mathematics Education

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Goodman, Constance

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Disciplinary affiliations: Education

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Gunter, Glenda *

College: College of Community Innovation and Education

Disciplinary affiliations: Education

Research interests: eLearning, Educational Technology, Virtual Teaching, Mobile Learning, Instructional Design, Digital Media

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Websites: <http://education.ucf.edu/faculty>, <http://www.education.ucf.edu/insttech/>

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Disciplinary affiliations: Education

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Hines, Rebecca *

College: College of Community Innovation and Education

Disciplinary affiliations: Education

Research interests: Inclusion, Universal Design for Learning, Teaching students with emotional/behavioral disorders, Technology Co-Teaching

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Disciplinary affiliations: Education

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Little, Mary *

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Disciplinary affiliations: Education

Research interests: Mathematics, Teacher Leadership, School Reform, Implementation Research

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Regalla, Michele *

College: College of Community Innovation and Education
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Roberts, Sherron *

College: College of Community Innovation and Education
Disciplinary affiliations: Education
Research interests: Literacy as Social Practice, Children's Literature, Innovative Social Literacy Strategies, Professional Development Poetry Writing
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Wegmann, Susan

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Research interests: Discourse Analysis of Online Education, Reading Education, Content Area Education
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Disciplinary affiliations: Education
Research interests: Metacognition Reading Comprehension, Think Alouds
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Witta, Eleanor *

College: College of Education and Human Performance

Disciplinary affiliations: Education

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Xu, Lihua

College: College of Community Innovation and Education

Disciplinary affiliations: Education

Research interests: Survey Development and Validation, Psychometrics, Structural Equation Modeling,

Quantitative Research Methodologies

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Contact Info

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