



School of Education
College of Professional Studies
University of Wisconsin - Stevens Point

Master's of Education Student Handbook

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Faculty

University staff and faculty are here to support you in your learning at UWSP. The following link will direct you to the School of Education faculty and staff:

<https://www.uwsp.edu/education/Pages/faculty/default.aspx>

Campus Departments

Disability Services: provides accommodations, accessibility, and assistive technology for students with disabilities.	Website Phone: 715-346-4143 Email: datctr@uwsp.edu
Counseling Services: offers support to students and helps them cope with college stressors.	Website Phone: 715-346-3553
Financial Aid: supports students with state and federal assistance in the form of loans, grants, and scholarships.	Website Phone: 715-346-4771 Email: finaid@uwsp.edu
Information and Technology Service Desk: supports students with online services (i.e. AccesSPoint, Canvas, etc.) and technology services.	Website Phone: 715-346-4357 OR 1-877-832-8977 Email: techhelp@uwsp.edu
Library: offers research support through online databases, books, and other resources.	Website Phone: 715-346-2836 Email: librefd@uwsp.edu
Records and Registration: supports students with student records management and registration.	Website Phone: 715-346-4301 Email : registrar@uwsp.edu

Pass/Fail Policy

The School of Education Master's of Science in Education program has adopted the following Pass/Fail policy during COVID through the Spring 2021 semester. We will revisit the need for this policy if needed at the end of the Spring 2021 semester.

1. Students interested in the Pass/Fail option should work with their professor to weigh all options in completing the course and determine if Pass/Fail is the best option for the student.
2. If Pass/Fail is the best option as determined by the collaborative efforts of the student and professor, then the student can follow the University guidelines to apply for the Pass/Fail.
3. The Pass/Fail option can only be used ONCE in the graduate program, for a maximum of 3 credits (10% of the required credits).

Program Requirements

Core Requirements

The Master's of Education degree requires the following:

1. 30 graduate credits.
2. A minimum of 15 of those credits must be at the 700 level or above.
3. 12 of those credits must be labeled as "core classes". The courses that are core and electives can be found on the [Curriculum](#) document. The [Curriculum Map](#) will detail which classes are offered on what semester.
4. 3 credits must be from a research class.
5. Maintenance of a 3.0 GPA or above.
6. Successful completion of a comprehensive portfolio.

Program Outcomes

Master's degree graduates will demonstrate:

1. The application of graduate-level knowledge in core and research areas, as well as in the chosen emphasis area or, if seeking a general Master's degree with no emphasis area, electives.
2. The ability to integrate content knowledge into curricular, instructional, and assessment strategies for students at different educational levels or in the Master's student applicable professional area.
3. The ability to formulate, implement, and sustain evidence-based practices in an educational or professional environment.

Program Goals

Program goals are skills necessary to achieve the program outcomes.

Master's degree graduates will be able to:

1. Self-direct their personal and professional growth.
2. Respond effectively to differences, equity and diversity, and global learning communities.
3. Align content, pedagogy, and knowledge of students to engage and guide learners as they achieve developmentally appropriate objectives.
4. Improve practice through critical self-reflection, self-assessment, and applied research.
5. Work collaboratively with colleagues, professionals, parents, guardians, families and individuals.
6. Demonstrate skills representative of an educational leader.

Comprehensive Portfolio

During your last semester you are required to complete a comprehensive portfolio. The comprehensive portfolio and detailed instructions for this requirement is found [HERE](#).

Advising

Before beginning your program you must meet with your advisor and complete a program plan that will outline the classes and timeline for your Master's Degree. It is recommended that you meet with your adviser each term to ensure your success. You may schedule a virtual advising meeting. If you need to take time off from classes here at UWSP let your advisor know so we can keep your records updated.

Transfer of Credits

You may transfer up to 9 graduate level credits from another institution. These courses must be approved by the Director of Graduate Studies. To have these credits considered, complete the [Transfer of Credit Form](#) and submit official transcripts from the institution and the syllabus for the course you are requesting to have transferred in. These can be submitted via email to soeacac@uwsp.edu.

Class Rolls, Attendance and Records

Attendance is checked each year at the beginning of the semester during the first eight days of class. If you are taking online classes, attendance is conducted by completing an assignment in the first eight days. If you do not attend classes or complete the first assignment the Office of Registrar will assume you are no longer attending these specific courses and remove you from the classlist. Without following appropriate drop procedures, you will still be held financially responsible for the course.

Program Term Limit

UW-Stevens Point requires that you complete the masters program in seven years or less. If you require more than seven years to receive your degree you must complete the [Request for Extension to Degree](#) to be approved to continue in the program. There should be extenuating circumstances that are detailed on this form to validate the prevention of program completion within the allotted time.

Graduation

One semester prior to completing your required coursework and your comprehensive portfolio you should apply to graduate. This can be done through AccesSPoint. The following link explains how to apply, where to apply, and when to apply in further detail: <https://www.uwsp.edu/regrec/Pages/graduation.aspx>

Helpful Information

Academic Calendar

You will find the academic calendar for each semester here;

<https://www.uwsp.edu/regrec/Pages/calendars.aspx>. It is important to note the dates for breaks and holidays.

Academic Integrity

Students can find information regarding academic and behavioral concerns through the Dean of Students website: <https://www.uwsp.edu/dos/Pages/default.aspx>

AccesSPoint

This website is used to register for upcoming courses, manage financial aid and billing, and for viewing final grades. To login in to this website you will use your UWSP login and password which you used when activating your student email account. Other information can be found here such as final exam times, any holds on your account, and applying for graduation. You can find AccesSPoint from the UWSP homepage under logins or through this link; <https://accesspoint.uwsp.edu/psp/CSPRD/?cmd=login>.

Canvas

Canvas is a learning management system that allows professors to post assignments, powerpoints, and any other information they wish you to view would like you to see. Much of your course work will be done through or in conjunction with this program online. On Canvas you are able to take online quizzes, upload assignments, and see any announcements a professor may have for you. You can find Canvas on the the UWSP homepage under the logins or through this link; <https://www.uwsp.edu/canvas/Pages/default.aspx>

Disability Services

In accordance with the University of Wisconsin-Stevens Point policy, if a student has a documented disability and requires accommodations to obtain equal access in a class, the student should contact [Disability Services](#). To qualify for services you must have a written notice from a Doctor of the disability and work with the department to make accommodations.

Email Accounts

Email accounts are the main communication tool that professors will use to update students. To begin using all UWSP accounts you must first activate your account at the following link;

<https://www.uwsp.edu/infotech/Pages/Account/Manage-Your-Account.aspx>. Once you have activated your account you must change your password every six months when notified through your email account. Any questions regarding email can be found [here](#).

You can find your email server on the UWSP homepage under the logins or through this link; <https://email.uwsp.edu>

Office Hours

Office hours can be found on your professors syllabus or you can email them to set up an appointment if those times do not work for you. This can include virtual office hours where you meet via phone or web conferencing. UWSP offers Skype for Business to assist you with virtual meetings.

Online class support

As a graduate student many of your classes will be entirely online. The following link has several tips, resource, expectations, and rules for online classes at UWSP; <https://www.uwsp.edu/online/Pages/Student-Support.aspx>

Parking

All students and faculty must purchase a parking pass through the [UWSP parking services](#). However if you are only coming to campus a couple of times a year you may park in the metered parking lots G, R, T, V, and portions of F. The meters take quarters or you can download an app to help watch and deposit money into your meter. You can also park in any UWSP parking lot on the weekend for free starting on Friday after 7PM and through Monday at 6AM.

Scholarships

Several scholarships can be found on the School of Education website under the [scholarships tab](#). There are other opportunities to receive funding for your Master's degree through your school district or a local community center. There are also several websites that you may qualify to receive funding such as [Wisconsin Higher Ed Board](#), [Federal Aid System](#), [Go Grad](#), and [Teacher.org](#).

Testing Services

Testing services such as longer time on a test, quiet area, and other accommodations can be administered through your professor or directly through disability services. To receive services for testing you must first contact disability services.

Textbooks

Students can find their book listed through [AccesSpoint](#) under the my classes tab. The page that you are redirected to will show you the author, title, and edition you will need for the course. Books can be purchased through the University Bookstore both used or new. A few select graduate programs have text rental included, which means you will have a text rental fee on your bill, which is less than the textbooks. If you have text rental then you can pick your books up at the University Bookstore in the Dreyfus University Center. You can also call them and request shipping.