

# WAYNE STATE UNIVERSITY

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## COLLEGE OF EDUCATION

*Policies and Procedures for the*  
***EDUCATION SPECIALIST CERTIFICATE***

Education Specialist programs in the College of Education are designed to strengthen the educational backgrounds of teachers, administrators, and other professionals in the field of Education and to make them more effective in their positions. The Education Specialist Certificate program is a minimum of 30 semester hours beyond the Master's Degree. Requirements for the Education Specialist Certificate depend upon the individual student's professional needs and interests. This program may include specialized professional courses, general professional and theoretical foundations courses, and Liberal Arts or other non-professional courses.

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Wayne State University  
College of Education  
Division of Academic Services  
Graduate Office  
Room 489, Education Building  
Detroit, MI 48202-3489  
Phone (313) 577-1605  
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## Program Areas and Admission Requirements for the Education Specialist Certificate

	3.2 or above Master's GPA	2.6 UG GPA or 3.4 Masters GPA	4 Professional/ Academic Recommendation	Autobiography or Vita	3 Years Teaching Experience or the Equivalent	Elem. Teaching Certificate Required	Faculty Interview	Professional License Required
<b>Counseling</b>	X		X	X			X	X
<b>Curriculum &amp; Instruction</b>		X	X	X	X		X	
<b>General Administration &amp; Supervision</b>		X			X		X	
<b>Instructional Technology</b>		X	X	X			X	
<b>Reading</b>		X	X	X	X		X	
<b>Special Education</b>	X	X	X		X	X	X	

## General Admission Policies

*Students should consult program area advisors for policies specific to any given program.*

### Prerequisites

1. A Masters degree from an accredited graduate school.
2. An undergraduate grade point average of 2.6. Applicants with grade point averages of less than 2.6 for the baccalaureate must present evidence of superior academic achievement in a Masters degree program (3.4 or above) before being considered for admission.
3. All areas except Counseling and Instructional Technology require three (3) years of teaching experience or equivalent.

### Application Process

#### 1. Application Form

- a. A student who has never been formally admitted to a graduate program at Wayne State University should file an initial Graduate application with the University Admissions Office, in the Welcome Center. Official transcripts of all college level work, both undergraduate and graduate, are to be mailed directly to the University Admissions Office by the institution where the applicant was enrolled.
- b. A graduate student in good standing should file the Change of Status form in the Division of Academic Services, Room 489, College of Education. Official transcripts of all college level work, both undergraduate and graduate, may be required; if so, they should be mailed directly to the Division of Academic Services, Room 489, College of Education by the institution where the applicant was enrolled.

**Please Note:** the Division of Academic Services will forward forms and directions for items 2 and 3 below to the applicant after the application and transcripts have been received.

#### 2. Autobiographical Statement or Vita

An autobiographical statement or vita may be required of the applicant. It should reveal significant information about educational training and experience as well as community, vocational, and avocational involvements. It is important to know about the applicant's current professional activities including memberships in professional organizations and publications.

### 3. References

Four professional and/or academic references may be required from persons who have knowledge of the applicant's academic and/or professional career potential. Two of the four recommendations must be from university professors who have known the applicant as a student.

**Note:** Instructional Technology applicants must submit four academic references.

### 4. Departmental Review

Faculty in the selected area of concentration will review the applicant's credentials to determine admissibility. If admission is recommended, an advisor will be assigned to direct the student's work.

#### *Credit Requirements*

1. A maximum of ten (10) semester hours of post-Master's graduate credit earned prior to admission to the Education Specialist program may be applied to the program. Such courses must be appropriate to the student's planned program and have the approval of the advisor and the College of Education Graduate Office.
2. A maximum of six (6) semester hours of post-Master's degree credit earned at another university after admission to the Education Specialist program may be applied to the program, provided no credit from another university has been previously included in the program.
3. Only courses with grades of "B" (3.00 on a 4-point scale) or better are acceptable for transfer credit, "B-" is not acceptable.
4. Credit earned beyond the Master's degree that is more than six years old at the time of admission may not be applied toward meeting Certificate requirements. Credit earned after acceptance as a Certificate applicant may not be over six years old at the time the Certificate is granted.
5. Requirements for the Certificate cannot be met by duplicating courses successfully completed.

### **Specific Program Requirements**

Specific program requirements are obtained from the area of concentration. Areas of concentration may have requirements beyond the minimum stated for the Certificate.

### **Plan of Work**

1. A plan of work is required. Each plan of work is to be individually designed to meet the professional needs of the student, and is developed in consultation with the advisor.
2. The plan of work must be filed in triplicate, and approved by the advisor and Graduate Officer during the semester in which the student is completing the first twelve (12) semester hours of course work following acceptance into the program. The applicant may not register for additional courses until the plan of work has been submitted and approved.
3. Courses and credits used to fulfill the requirements for a Master's degree may not be used to complete the Education Specialist program.

### **Directed Study**

Before registering for directed study a student must prepare an outline of the study on a form available in the Division of Academic Services, Room 489, College of Education; secure the advisor's approval; and obtain the Graduate Officer's approval to register in the directed study. Research studies, field studies, and internships may be applied to fulfill the requirements.

### **Time Limitation**

Education Specialist Certificate program requirements must be completed within six (6) years after admission to the program.

### **Course Repeat Policy**

Graduate students may repeat no more than two (2) courses during their entire graduate career at Wayne State University (includes work completed as a masters, postmasters, or education specialist student). This number may be further limited by individual programs.

A "Request to Repeat a Graduate Course" form must be completed and filed before registration for the repeated course. The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in

computing the student's grade point average. This form may be obtained in the Division of Academic Services, Room 489 College of Education.

### **Program Completion**

1. Certificate candidates should apply for the Education Specialist Certificate prior to the beginning of the semester in which they plan to complete program requirements.
2. Upon successful completion of an Education Specialist program, the student will receive an Education Specialist Certificate from the College of Education. A minimum grade point average of "B" (3.0) is required for completion.

## **Program Areas and Admission Requirements for the Education Specialist Certificate**

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### *Counseling Program*

**Requirements:** 3.2 or above Master's GPA, four (4) Professional/Academic Recommendations, Autobiography or Vita, Faculty Interview, Professional Counseling License required

#### **Areas of Emphasis:**

1. Community Agency, Substance Abuse, or School Counseling Advanced Clinical Training
2. Counseling and Community Inclusion Advanced Clinical Training (does not require teaching experience)
3. Counselor Supervision Training

### *Curriculum & Instruction Program*

**Requirements:** 2.6 UG GPA or 3.4 Master's GPA, four (4) Professional/Academic Recommendations, Autobiography or Vita, three (3) Years Teaching Experience or Equivalent, Faculty Interview

**Areas of Emphasis:**

1. Elementary Education
2. Secondary Education
  - Career and Technical Education
  - English Education
  - Math Education
  - Science Education
  - Social Studies Education
3. General Curriculum

General Administration & Supervision Program

**Requirements:** 2.6 UG GPA or 3.4 Master's GPA, three (3) Years Teaching Experience or Equivalent, Faculty Interview

Instructional Technology Program

**Requirements:** 2.6 UG GPA or 3.4 Master's GPA, four (4) Academic Recommendations, Autobiography or Vita, Faculty Interview

Reading Program

**Requirements:** 2.6 UG GPA or 3.4 Master's GPA, four (4) Academic Recommendations, Autobiography or Vita, three (3) Years Teaching Experience or Equivalent, Faculty Interview

Special Education Program

**Requirements:** 2.6 UG GPA or 3.4 Master's GPA, four (4) Professional/Academic Recommendations, Autobiography or Vita, three (3) Years Teaching Experience or Equivalent, Elementary Teaching Certificate Required, Faculty Interview

**Area of Emphasis:**

1. Emotional Impairment
2. Learning Disabilities
3. Mental Impairment