



MOUNT ST. JOSEPH  
UNIVERSITY

# **School of Education**

Department of  
Undergraduate Education

Student Handbook

B.A. Educational Studies

2018-2019

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**Please refer to the School of Education myMount web site for the latest information.**



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*All phone numbers are area code 513 and have a 244 prefix*



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## Introduction

This handbook is intended as a supplement to the MSJ Undergraduate Catalog and Student Handbook, which can be accessed at: <http://registrar.msj.edu/undergraduate-catalog> and [http://www.msj.edu/view/student-life/student-services/student-handbook\\_2.aspx](http://www.msj.edu/view/student-life/student-services/student-handbook_2.aspx) respectively. Please refer to the MSJ Undergraduate Catalog for important information about University level policies and procedures, program requirements, and course descriptions. As an integral part of Mount St. Joseph University, the School of Education endorses all University policies and procedures. Students are expected to carefully read the MSJ Student Undergraduate Handbook and current catalog to make themselves aware of all policies that pertain to them.

The information, policies and procedures outlined in *this* handbook are provided as a means of guiding students in the process of earning the B.A in Educational Studies. Faculty within the department are available to provide direct guidance for progressing through and completing this program.

## General Information, Policies and Procedures

The Educational Studies major is designed to focus knowledge and inquiry from the liberal arts into the field of education, including perspectives about the learner, the socio-cultural context of learning, and organizational/policy issues. The program requirements include three components: 1) a solid foundation of liberal arts core courses in the areas of psychology, sociology, history and communications, 2) education specific courses and 3) electives in related subject(s). The latter component allows majors to select coursework to match their career interests, which may include pursuing a minor or even a dual major. Core curriculum courses, along with required cognate courses are sequenced on the program worksheet to maximize student learning and integration with education courses.

The learning outcomes for the Educational Studies major are directly aligned with the Mount's baccalaureate learning outcomes. While all education courses address a number of baccalaureate learning outcomes, the significant number of liberal arts requirements, across the disciplines, in this program should well prepare graduates to be effective communicators, provide a broad and critical perspective for understanding educational issues, and cultivate an ethical and socially responsible approach to education.

The Mount's liberal arts focus on the Common Good, related experiential learning and speaker series provide a strong opportunity to shape the interests of Educational Studies majors and their understanding of the socially meaningful impact of education.

### School of Education Mission Statement

*The School of Education prepares competent, collaborative, caring, and reflective practitioners who uphold the tradition of social responsibility, academic excellence, and personal integrity of the Sisters of Charity of Cincinnati.*

### **School of Education Core Values**

- We promote critical thinking and reflective practices with all students.
- We teach students to have respect for themselves and others through collaboration and service.
- We encourage students to participate in professional development and scholarship.
- We value and model ethical conduct.
- We value a knowledge and appreciation of diversity.

### **Admission Requirements**

The following are requirements for admission into the Department of Undergraduate Education, B.A. in Educational Studies program.

1. Completion of EDU 190 Introduction to Education.
2. Completion and submission of the application for admission.
3. Letter of interest/goal statement.
4. Recommendation letters (1 - education faculty and 1 - liberal arts faculty). Use form in the application packet.
5. Minimum completion of 28 credit hours in introductory courses in major and LAS prerequisites.
6. Minimum GPA of 2.0 with a “C” or better in major and cognate courses as designated on the program sheet.
7. An official, active (current) criminal background report is required and must be submitted to Jennie Cunningham, c/o Director of Clinical Experience, Mount St. Joseph University.
8. Transfer students must successfully complete one semester of full-time coursework at Mount St. Joseph University and have at least sophomore standing.

***Note: The following background checks are required, prior to service learning and co-op placements.***

An active (current) background check must be completed and submitted to the Director of Clinical Experiences, Mount St. Joseph University, School of Education prior to field placements as indicated below. Background checks are active for a 12 month period/365 days from the date the check was completed.

Service Learning: Current BCI (as required by community partner), Current FBI (required only if you have lived outside of Ohio within the past 5 years)

Co-op: Current BCI (required), Current FBI (required only if you have lived outside of Ohio within the past 5 years)

### **Admission Procedures**

1. The Chair of the Department of Undergraduate Education reviews all applications when completed. Only completed applications are considered.
2. Students will receive a letter from the Dean of the School of Education to notify them of acceptance or denial.
3. Students who believe they have met all admission criteria, yet were denied admission into the department, may appeal. Appeal for admission must be submitted within ten working days from the date of the letter. Appeals must be in writing and addressed to the Dean. The student’s

academic record, application packet and decision letter will be reviewed by a panel of no less than 3 full time faculty members, to be appointed by the Dean. This panel will determine whether or not to grant admission. A written appeal must include the following:

- a. A statement indicating that admission requirements were met.
- b. A recommendation for admission from the Education faculty advisor.

Students not yet admitted to the department may enroll in introductory coursework in their education programs. *Education coursework at the 300 level and above requires department admission.* Students may pick up an application for admission packet in the School of Education.

**All application materials should be sent to:**  
 Department of Undergraduate Education  
 Mount St. Joseph University  
 5701 Delhi Road  
 Cincinnati, OH 45233-1670

Materials may also be faxed to: **(513) 244-4867**

Call **(513) 244-4801** to schedule an appointment with an undergraduate advisor.

**Advising**

Students who have declared Educational Studies as their major will be assigned an advisor from the Department of Undergraduate Education. Advising is an on-going process, in which a student meets with a faculty advisor on a regular basis to ensure successful progression through the program. It is a shared responsibility between the student and advisor, as defined below. At any point the student may fail to meet expectations for academic performance and professional conduct. See the section on "counseling and disciplinary action" for an overview of the process for addressing this.

<b>Advisor Responsibilities</b>	<b>Student Responsibilities</b>
<ul style="list-style-type: none"> <li>• Support the student in realizing his/her academic and career goals</li> <li>• Clarify information about University policies and procedures, program requirements, and options as necessary.</li> <li>• Assist the student in developing a study plan to ensure that goals are reached in a timely manner.</li> <li>• Monitor the student’s progress and recommend interventions to ensure success.</li> <li>• Seek formal approval of transfer/substitute</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with the advisor at least once per semester; obtain clearance for web registration.</li> <li>• Be familiar with all program requirements.</li> <li>• Keep the advisor apprised of necessary changes to the long range program of study.</li> <li>• Keep abreast of important requirements and deadlines for achieving program milestones.</li> <li>• Address deficiencies in academic performance and professional conduct, as</li> </ul>

<p>course work to be applied to the student's program.</p> <ul style="list-style-type: none"> <li>• Provide feedback on quality of academic performance and professional conduct.</li> <li>• Guide student to address deficiencies in academic performance and professional conduct, as necessary.</li> </ul>	necessary.
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**Progress Through the Program**

Successful progression through the program involves completion of coursework, fieldwork, and professional development. Professional development involves the demonstration of relevant conduct, membership in a professional organization, and attendance at a conference. Specific requirements are identified on the "program advisement sheet" which is provided by the student's advisor. General requirements, which are applicable to all Educational Studies majors, are explained in this section.

**Coursework.** Required coursework is designed to provide: 1) a liberal arts education; 2) foundational knowledge in education; and 3) the development of knowledge and practical experience in a related field of interest. All students must complete the designated number of credit hours in liberal arts courses for earning the Mount baccalaureate degree. See the Mount catalog for approved courses. To earn the bachelor's degree in educational studies, all students must take electives within the area of education, as well as cognate electives and earn a grade of "C" or higher, as specified on the program advisement sheet. The program sheet provides a guide for completing all of these courses in an appropriate sequence. Following this course sequence is critical to building knowledge and progressing through the program in a timely manner.

**Fieldwork.** Educational Studies majors are required to complete 30 hours of service learning (SED 215 SL) and one or more Co-op experiences, which will provide the opportunity to explore career interests. Participation in this field work requires an active (current) background check (BCI) to be on file with the School of Education. An FBI background check is required if the student has not resided in Ohio for the past 5 years. An active (current) background check must be submitted to Jennie Cunningham, c/o Director of Clinical Experience in the School of Education at the Mount St. Joseph University, prior to field placement. Background checks are active for a 12 month period/365 days from the date the check was completed. (Note: A specific setting may require additional training such as First Aid, CPR, or Child Protection.)

The following University guidelines for Co-op experiences are applicable.

1. While on a Co-op work assignment, the student is an employee of the company or agency and is under the supervision of that organization in the performance of her/his duties. Students must meet the employer's standards of quality, loyalty, confidentiality, and appearance. As employees, students are expected to contribute to the improvement of the operation of the firm and practice the highest standards of professional ethics.
2. Each student is expected to work as scheduled and recorded on the work agreement. A student observes only company holidays unless other arrangements have been made with the employer.

3. Each student is required to register for their Co-op work experience at the beginning of each semester (fall, spring, and summer). A student may choose to register for academic credit (1-3 hours) or for non-credit.
4. In case of illness or other emergency which required the student to be absent from work, the employer should be notified as quickly as possible by telephone.
5. It is not ethical for a participating Co-op student to request or receive unemployment compensation based on periods of Co-op work experience. Such application would breach Ohio state laws and would be a breach of the good-faith understanding between the student and the Co-op employer. Any student making an application for unemployment compensation will be subject to immediate suspension from the Co-op Program.
6. Upon acceptance of a Co-op assignment, the student is required to register each semester that he/she remains employed by that employer. Should it be necessary for a student to terminate a work experience while on assignment, it is the student's responsibility to first discuss this with the cooperative education coordinator at the University.
7. A Learning Contract is required for those students earning academic credit.
8. Students must report any changes in supervisor, salary or duties to the Co-op Office.
9. A Student Evaluation is completed each semester by its due date and a site visit is arranged by the student each semester with the student's supervisor and faculty coordinator.
10. Questions regarding Co-op can be directed to Career and Experiential Education, 513-244-4888.

**Professional Conduct and Development.** The Department of Undergraduate Education promotes the development of professional conduct and active involvement in the broader profession.

*Professional Disposition and Conduct.* In the process of coursework and fieldwork, the student is expected to adhere to dispositions of the teaching profession. Below is a list of behaviors and dispositions that are expected

<b><i>Communication</i></b>	<b><i>Adaptability</i></b>
1. Proper use of grammar when speaking	7. Listens to constructive feedback without being defensive.
2. Correct written language/grammar/spelling	8. Demonstrates ability to improve using feedback from mentor teacher, supervisor, or colleagues
<b><i>Effective Interpersonal Relations</i></b>	<b><i>Responsibility</i></b>
3. Builds rapport with students, mentor teacher, and college supervisor	9. Professional appearance

4. Demonstrates enthusiasm towards one's work as well as students and colleagues' work	10. Acts ethically towards students, colleagues and parents
<b><i>Dependability</i></b>	<b><i>Diversity</i></b>
5. Meets deadlines	11. Shows respect for cultural diversity.
6. Punctual for meetings and keeps appointments.	12. Persists in efforts to help all students learn.

An emphasis is placed on rapport, reliability and responsibility, with specific positive and negative examples provided in the chart below.

	<b>Rapport</b>	<b>Reliability</b>	<b>Responsibility</b>
Positive Examples	Constructively responds to comments or questions made by a peer or the instructor.	Attends class and/or practicum on a regular basis	Assignments and papers are turned in on time.
Negative Examples	Makes disrespectful comments to instructor or peer in class.	Fails to contribute to group projects.	Fails to come to class prepared.

Students will receive informal guidance regarding these expectations and their performance throughout the program. If a student's disposition and/or conduct does not meet expectations, a faculty member will request a meeting with the student and use the "Professional Performance" report to identify the concern and an agreed upon strategy for addressing it. This report will be reviewed by the department Dean and placed in the student's file. If the student receives more than two of these reports, or if one occurrence is of particular concern, his or her advisor will form a review panel with at least two additional faculty members to determine the need for further action.

*Organizational Membership.* A grounding in professional issues and collegiality is developed through membership in a professional organization. A student must join one professional organization of his/her choosing by senior year. Professional organizations must be approved by the student's academic advisor. A list of approved professional organizations will be available on the MyMount website. Undergraduate students need to document attendance of at least one local, state, regional, or national professional conference. Professional membership and conference opportunities will be publicized regularly by education faculty in advising sessions and in major courses, and by the School of Education as relevant.

*Kappa Delta Pi (KDP).* Kappa Delta Pi, an International Honor Society in Education, was founded March 8, 1911 at the University of Illinois. Organized to recognize excellence in education, Kappa Delta Pi elects those to membership who exhibit the ideals of scholarship, high personal standards, and promise in teaching and allied professions. It encourages improvement, distinction in achievement, and contributions to education. Students are invited for this honor in the spring of each year.

### **Counseling and Disciplinary Action**

When a student's performance or behavior is less than should be demonstrated at a given point in the program, faculty will provide counseling regarding corrective actions. This process should be progressive, unless the seriousness of a particular occurrence warrants evaluation of the student's status in the program. Progressive counseling will begin with individual meetings and the use of the "Professional Performance" report. If the student receives more than two of these reports from more than one instructor, or if one occurrence is of particular concern, his or her advisor will form a review panel with at least two additional faculty members to determine appropriate action. If deficiencies are not satisfactorily addressed, according to the plan developed, the candidate may be counseled out of the program.

### **Program Completion**

In order to complete the undergraduate program, candidates must complete required coursework, fieldwork and professional development requirements (e.g. membership in a professional organization and attendance at one professional conference).

Students (traditional and nontraditional) formally apply for graduation through the Registrar's Office. The degree application must be on file by April 15 for December graduation, September 15 for May graduation, and November 15 for August graduation. Students applying for graduation after the application deadline date will be assessed a late fee in addition to the graduation fee assessed for all students. The graduation fee is a one-time charge with payment applied to the actual degree granting date (provided the fee rate remains the same).