

**The M.A. AND M.Ed. PROGRAM GUIDELINES**

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## 1. MASTER'S DEGREE PROGRAMS

Master's degree programs are governed by the policies of the Faculty of Graduate Studies, The University of British Columbia Calendar, and by policies specific to each department. All students should consult a current online UBC Calendar in addition to this document, <http://calendar.ubc.ca/vancouver/>.

Graduate programs are guided by three administrative levels: the Faculty of Graduate + Postdoctoral Studies (G+PS), the Office of Research Education (ORE) in the Faculty of Education, and the department concerned. The Faculty of Graduate + Postdoctoral Studies is located in the Graduate Student Centre, Thea Koerner House, 6371 Crescent Road (ph. 604-822-2848). The Office of Research Education is located in Scarfe 309 and is directed by the Associate Dean of Education (604-822-5512). At the department level, graduate programs are directed by the Department Head, the Graduate Advisor, and the Graduate Advisory Committee.

The Department of Curriculum and Pedagogy offers two Master's programs:

The **Master of Education** (M.Ed.) program is designed primarily for practicing teachers who wish to learn more about curriculum, teaching, and learning through the program areas offered by the Department and who intend to return to teaching upon completion of the degree. Students who feel that they might at some future date be interested in enrolling in a doctoral program are advised to follow a Master of Arts (M.A.) program rather than an M.Ed.

The **Master of Arts** (M.A.) is designed for those students who, in addition to their interest in curriculum, teaching, and learning, wish to develop their expertise as educational researchers.

## 2. ADMISSION REQUIREMENTS

Admission requirements are the same for both Master's programs.

### Faculty of Graduate Studies Requirements

1. Holder of a degree that is academically equivalent to a UBC 4-year Bachelor's degree.
2. A minimum 76% average (B+ or 3.33) on ALL senior undergraduate credits (3rd and 4th year courses).
3. Sufficient preparatory academic background to carry out graduate work in a chosen field.

**International Applicants** to UBC Graduate programs should have academic backgrounds within the general requirements listed by country at:

<http://www.grad.ubc.ca/prospective-students/application-admission/minimum-academic-requirements-international-credentials>.

Applicants who do not meet the minimum average but who have strong relevant professional experience to offset such deficiencies may be granted admission on the recommendation of the Department, subject to the approval of the Dean of the Faculty of Graduate Studies.

4. Proficiency in the English language. Proof of such proficiency is usually a degree from an institution in which English is the language of instruction, or a score of at least 92 (with the minimum score of 22 in each component) on the Test of English as a Foreign Language (TOEFL), or a minimum overall band score of 6.5 at present with a minimum score of 6.0 in each component of the academic (NOT general) International English Language Testing Service (IELTS) test.

### Department Requirements

1. One-two year/s of teacher education; or a four-year Bachelor's degree in Education  
In special circumstances teacher education may be waived for those applicants who have a university degree with sufficient standing and experience related to their proposed field of study.
2. Normally 18 credits of senior course work or a professional concentration in the area of interest.
3. Normally two years' teaching experience or other relevant professional experience.
4. A statement of intent clearly outlining the area of interest and focus for study. Applicants are encouraged to discuss their plans with a Department member before applying.
5. Statements of support from three referees including, whenever possible, professors familiar with the applicant's academic work.

### Offer of Admission

Any offer for admission is valid only in the university year within which it is made (May 1- April 30). Applicants who do not accept an offer must reapply if they wish to be considered for admission in a subsequent year.

### **Application Deadlines**

Applicants must ensure that complete applications (including references, CV, transcripts and statement of intent) are received by the Department by the following dates:

**Start Date**  
September 1

**Deadlines**  
December 1 (Application)  
January 2 (Other materials)

### **3. PROGRAM REQUIREMENTS**

#### **The Master of Education (M.Ed.)**

The program consists of a minimum of 30 credits, of which 24 must be courses numbered at the 500 level. Students select either a program consisting entirely of courses (for example, ten, three-credit courses) or 27 credits of coursework plus a graduating paper/project (3 credits).

#### Required Courses

**EDCP 562** (3) *Introduction to Curriculum Issues and Theories*

**EDUC 500** (3) *Research Methodologies in Education*

The additional credits in the program are selected in consultation with one's advisor and include the number of credits required according to the selected area of specialization (see table below).

#### Graduating Project

If the M.Ed. Graduating Project is selected (3 credits), it is intended as a culminating project that is of personal use to the student and considered educationally valuable by an audience of professional peers.

It can take the form of:

- a synthesis or critical analysis of some professionally relevant literature; an exploration of a curriculum-related problem that culminates in a proposal for addressing the problem;
- an application of theory to a specific curriculum context;
- a critical analysis of existing policies or programs, culminating in a proposal for an innovative program;
- a personally relevant creative project that also has educational application and relevance;
- the production of multi-media materials to be used in an educational context;
- or some other possibility to be discussed with your adviser. (The Department's Graduate Advisory Committee will resolve any dispute over what may or may not qualify as a Graduating Project).

Although a formal written paper may be submitted, we also encourage the production of a variety of educational resource materials, exhibitions, journal and magazine articles, multi-media and oral presentations, performances, videos, etc. that can be shared with an

audience of educators. A written document that identifies the need for the project, describes its content, and lists source materials, must accompany all non-print submissions.

The journey toward the Graduating Project:

1. Prepare a proposal in which you describe the purpose of your project, the approach you will take, the literature or other source material that you will use, and the planned organization of your project. You should clearly indicate why the proposed project has professional relevance. Your adviser will review this proposal. Once it has been approved, give a copy to the graduate program assistant to be placed in your file.
2. Register in EDCP 590 (3 credits) and re-register each term until complete. With your adviser's guidance complete the work on your project and prepare for a public presentation. All graduating projects must be approved and signed by your advisor and a second qualified faculty member. Projects are assessed using criteria that are typical in university graduate programs: e.g., how well the stated purpose is achieved, clarity and organization, depth and quality of analysis, and use of appropriate source materials.
3. Arrange for the public presentation of your project. This event does not need to be on campus, but it should be attended by your adviser and second reader.
4. Submit an e-copy to the Graduate Program Assistant (together with a written summary if the project is in non-print format). A signature title page is required in the same format as the Faculty of Graduate Studies requires for theses.
5. Prepare to graduate, and make others aware of your project in your own educational setting!

### The Master of Arts (M.A.)

The program consists of 30 credits, of which at least 24 credits must be courses numbered at the 500 level, and includes a thesis (EDCP 599) normally for nine credits.

#### Required Courses

**EDCP 562** (3) *Introduction to Curriculum Issues and Theories*

**EDUC 500** (3) *Research Methodologies in Education*

Students should take at least one additional research methodology course to support their planned thesis research. The additional credits in the program are selected in consultation with their advisor and include the number of credits required according to their area of specialization (see table below).

#### Thesis

Usually a thesis proposal is developed during the latter half of course work in consultation with the advisor, and often first drafted as part of EDUC 500 or other research methodology course. Once a problem or focus for inquiry is decided upon, a research committee is formed in consultation with the program advisor. The committee should consist of the research supervisor who chairs the committee and at least two other members (see G+PS policy <http://www.grad.ubc.ca/handbook-graduate-supervision/supervisory-committee>).

When work on the research proposal begins, the student should register in EDCP 599 (9 credits) and re-register each term in this course until the thesis is complete. Once the proposal is fully developed, it is read by the supervisory committee and a meeting is scheduled for the oral presentation of the proposal, questioning and discussion by the committee, and committee approval before the research begins.

The supervisory committee is responsible for guiding the student in planning the research and in the preparation of the thesis. Care should be taken to choose a thesis advisor and committee who have the expertise necessary to direct research in the chosen topic area.

A thesis is distinct from a graduating project in that it should be:

- framed and situated within the scholarly literature related to the topic of inquiry;
- of interest and relevance to scholars beyond the immediate or local context of the researcher;
- a contribution of new insights or understanding to the scholarship in the area of inquiry.

On completion of a thesis, the student meets with her/his committee for an oral defense of the work. All research defense meetings are public and their occurrence is announced in the Department. The student must file an e-copy of the thesis with the Graduate Program Assistant. Guidelines for thesis writing and preparation are available at: <http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>.

The master's thesis will normally be for nine credits in the Department of Curriculum and Pedagogy. If students in consultation with their research supervisor and committee wishes to complete a thesis for other than nine credits, this must be approved by the thesis supervisory committee and the Department Graduate Advisory Committee when the research proposal is approved, prior to beginning the research.

### Required Courses by Program Area of Specialization

SPECIALIZATION	REQUIRED COURSES OR CREDITS
ALL	EDCP 562 – Introduction to Curriculum Issues and Theories(3) EDUC 500 – Research Methodologies in Education (3)
Art Education	Nine credits of ARTE content at the 500 level
Business Education	Currently Not Available
Curriculum Studies	Twelve credits from CUST content at the 500 level or from a combination of courses in the areas of specialization.
A joint program in Educational Administration and Leadership and Curriculum Studies	<a href="http://edst.educ.ubc.ca/programs/curriculum-and-leadership/?login">http://edst.educ.ubc.ca/programs/curriculum-and-leadership/?login</a> (CUST/EDAL)
Home Economics Ed.	Three to six credits of HMED content at 500 level.
Mathematics Education	Twelve credits of MAED content at 500 level
Media and Technology Studies Education	Three to six credits of MTSE content at 500 levels
Music Education	Nine credits of MUED content at 500 level.
Physical Education	Three to six credits of PETE content at 500 level
Science Education	Twelve credits of SCED content at 500 level
Social Studies Education	EDCP 541 (3 credits of SSED content)

Required courses in all master's programs in the Department of Curriculum and Pedagogy are EDCP 562 and EDUC 500. Additional required courses are specified by program areas of specialization and indicated in the table above. Students should enroll in required courses early in their program and at first available offering in the required courses in their areas of specialization. Students who wish to take courses in more than one area of specialization, should select their area of specialization as Curriculum Studies (CUST). While the Department endeavours to offer all graduate courses on a regular basis, the availability of specific courses depends on a minimum number of students enrolling. No student's progress in a program will be held up because specific required courses are not offered by the Department.

#### Registration

**Students must maintain continuous registration throughout all years, and keep up with fee payments, until graduation.** Students are not sent fee statements but must check Student Information Services for fees owing and pay by the dates due. Failure to pay by the due date will result in the student being placed on "Financial Hold" and registration/ Library privileges halted. **There is a processing fee (check Calendar for amount) to be taken off Financial Hold.**

### Status

Students are considered full-time if they pay full-time tuition fees. Students are automatically assessed full-time tuition fees (assessed on Schedule A) unless they have indicated in writing that they would like to be switched to Schedule B (part-time tuition fee schedule). Once on schedule B, students are not permitted to revert back to Schedule A.

Students need to be registered full-time to be eligible for any competitive awards.

Students who are planning on taking a Master's degree on a part-time basis must obtain approval of their departmental advisor and the Faculty of Graduate Studies prior to the beginning of the first term of the program (i.e. prior to the commencement of the degree program) in which fees are first assessed.

Students permitted to pay their tuition fees according to Schedule B are advised that:

1. they are not eligible to receive interest-free status government loans, and University fellowships or scholarship
2. are not eligible for teaching assistantships, research assistantships, student housing, or assigned desk space at the University
3. the 5-year maximum time allowed for the program applies to part-time students

Students who pay tuition fees according to Schedule B are not permitted to revert back to Schedule A after the initial payment of the tuition fees in the first term of the program.

Tuition fees paid according to Schedule B are payable in three (3) instalments per year (plus authorized student fees). No Master's student who selects Schedule B will pay total fees of less than the first nine (9) instalments (plus authorized student fees). Upon program completion, any instalments not already assessed will be assessed at that time.

For detailed information regarding specific program fees, please refer to the **Fees** section of the UBC Calendar.

### Duration

A Master's program must be completed within five years from the date of admission. Most students plan to complete within two to three years. A student whose progress in the program must be interrupted should apply for "on leave" status which may be granted for up to one year. Parenting leave of up to one year duration is also possible.

If a program is not completed within five years, a one year extension is possible in exceptional circumstances. Each student's progress is reviewed annually by the Department.

### Independent Study

Guided Independent Study courses (those numbered 580) to a maximum of 9 credits MAY be part of a program.

### Study at Other Canadian Universities

The Western Dean's Agreement, The Graduate Exchange Agreement, and the Canadian University Graduate Transfer Agreement make it possible for students enrolled in a graduate degree program to study at another member institution and transfer credit to their home institution.

Details are available on the Faculty of Graduate Studies website and it is important that such plans be made early to allow sufficient time for applications to be processed.

## 4. ADVISEMENT AND SUPERVISION

When a student is accepted for graduate study in the Department, the Graduate Advisory Committee designates the student's pro-tem advisor (being temporary). Prior to admittance into a program, if a student has had contact with a Department member that he or she wishes to have as an advisor, this should be indicated in the application for graduate studies.

The student should contact the pro-tem advisor and arrange for a meeting soon after being admitted to a program. A "Program Planning Form for M.A. / M.Ed." should be completed, reviewed and updated frequently. The plan should outline required and elective courses to be taken and a timeline for thesis or graduating project completion. The student and advisor should hold regular meeting times as appropriate.

The pro-tem advisor may become the student's advisor for the duration of the program, including the thesis research. If a student wishes to change program advisor, such a change should be made as early as possible in the program. When a student changes advisor, he/she should complete the "Change of Advisor Form" available from the Graduate Program Assistant. In agreeing to serve as advisor for a graduate student, the faculty member is making the commitment to assist that student in completing all of the requirements for the degree. Students are advised therefore to select their advisors and research topics with care.

Students are encouraged to refer to the Handbook of Graduate Supervision produced by the Faculty of Graduate + Postdoctoral Studies

<http://www.grad.ubc.ca/handbook-graduate-supervision>.

For further information on policies and a variety of topics of interest to graduate students visit the Faculty of Graduate Studies web-site at: <http://www.grad.ubc.ca/>

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