

Program Requirements for Reading & Literacy Instruction Graduate Degree Programs - MEd or EdS

*Initial Licensure for Reading Specialist
Non-Licensure Programs in Reading and Literacy Instruction*

This form confirms your understanding of the graduate degree program requirements and policies in the 39-credit Reading and Literacy Instruction Graduate Program.

Please read carefully, sign below, and return this form to the graduate admissions department with your completed application in order to enroll in classes.

Coursework Requirements:

- At the time of application, it is the student's responsibility to request in writing courses to be considered for transfer into the program. Once a student begins the graduate program, courses cannot be transferred into the graduate program.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.
- A student enrolled in the non-licensure program in Reading and Literacy Instruction does NOT have to pass the Massachusetts Tests for Education Licensure (MTELs). A student in this program does NOT earn a reading specialist license issued by Massachusetts Department of Elementary and Secondary Education.
- A non-licensure student can take any EDU/SPE/RDG/ESL/SEA 500 level class as long as the course does not have the words practicum, pre-practicum or seminar in the title as their required elective course.
- All courses need to be completed as required by the time the student completes the practicum.
- Content Courses (See Catalogue Descriptions - 27 Credits/ 3 Credits each):
 - RDG534, RDG525, RDG32, RDG530, RDG538, RDG547, RDG543, RDG548, and RDG536.
- Orton Gillingham Courses (8 Credits):
 - RDG527 (0 Credits), RDG528 (4 Credits), and RDG529 (4 Credits)
- Endorsement for MA Reading Specialist Licensure Additional Courses (4 Credits):
 - RDG554 (0 Credits) and RDG590 (4 Credits)
- Non-Licensure Additional Courses (4 Credits):
 - Approved Elective (3 Credits) and SPE571 Directed Study (1 Credit)

Attendance Policy from Academic Catalog:

- Students are expected to attend all scheduled classes as outlined in the course syllabi. Absences and lack of participation significantly affect a student's learning and, therefore, their final grade. Specific absence policies are determined by each course instructor, announced at the beginning of each course and presented in the course syllabus. The syllabus includes course learning outcomes, assignments, grading information, and policies for attendance, make-up work, late work and related issues. Faculty will take attendance and will notify the Registrar's Office in writing of the last date of attendance of any student who stops attending classes.

Zoom Attendance Policy:

- There is a Zoom attendance policy as outlined in the course syllabi, and for every hour of ZOOM class missed, two points will be subtracted from a student's final course grade.

Late Work Policy:

- There is a late work policy as outlined in course syllabi. All assignments are expected to be completed and submitted in the learning management system, CANVAS, as assigned, on the due date, and with no exceptions. Missing assignments are recorded as a zero until submitted. Once submitted, late assignments will receive a five-point deduction for each day past the due date.

Bay Path University Orton-Gillingham Program Requirements:

- BPU does not guarantee that the student will meet all the criteria for the Orton-Gillingham Associate Level certificate. Students will receive all the required training in the Orton Gillingham Approach at the Associate Level.
- If an incoming student is previously Orton-Gillingham Associate Level Certified through the Orton-Gillingham Academy (OGA), they may request a review to transfer the course into the BPU program. The admissions committee will review required documents and make a final decision. In order to submit the course for review, the student must comply with the following:
 1. Have at least a B or better in the course from an accredited institution.
 2. Course work and practicum must constitute at least 6 graduate credits
 3. Submit instructor's documentation verifying Orton Gillingham Fellow status
 4. Submit course syllabus

Orton-Gillingham Associate Level Training & Optional Certification: In order to be Orton-Gillingham Associate Level Certified through the Orton-Gillingham Academy a student will need to successfully complete coursework and the field experience practicum with a grade of B or better.

Training: Associate Level Orton-Gillingham Training is subject to the Orton-Gillingham official guidelines and requires a fee for materials. This fee may be subject to change and is available at the time of registration.

- RDG 527, the Orton-Gillingham Pre-Practicum
- RDG 528, OG Practicum I and RDG 529, OG Practicum II
- Assemble the OGA Associate Level Portfolio Application as follows:

- The candidate will create a portfolio which includes the: Student Profile, Three Lesson plans (one of which is annotated), a total of 100 hours logged of teaching/tutoring in a classroom, small group, or 1:1, and two recommendations in support of candidacy.

Orton-Gillingham Associate Level Certification and Fees (Optional):

- Submit the OGA Associate Portfolio Application with the application fee to the Orton-Gillingham Academy (OGA), which includes the first year's dues. This fee is subject to change and will be available before the registration period for the pre-practicum, RDG 527.
- Follow the OGA Application Guidelines provided by the BPU Orton-Gillingham instructor.
- Receive a recommendation from the BPU Orton-Gillingham accredited fellow to submit with the application.
- The submission of a completed OGA Associate Level Certification application to OGA must be done no later than five months after the RDG 529 end date. Application submission deadlines are July 10th and November 10th

Massachusetts Tests for Education Licensure:

MTEL requirements include documentation of having passed the established MTEs prior to enrollment in the Reading practicum, RDG 590.

There are two required MTEs as follows:

1. **Communication & Literacy** (101/201)
2. **Reading Specialist Test** (62)

- It is the student's responsibility to register for all the tests and to be aware of registration deadlines, appropriate and required tests needed, and rules of test participation. Classes may be held on computer-based testing MTEL dates. *Students are not exempt from BPU classes on computer-based testing MTEL dates.* Please plan your test dates accordingly.
- On occasion BPU may offer MTEL Workshops in various formats. This session is a review of reading specialist Subject Matter Knowledge Guidelines (SMKs DESE, 2019). Participation in the workshop is highly recommended. If a student chooses to participate, enrollment in the session does not guarantee that a student will pass the MTEL.

Reading Practicum Requirements: Please note that the BPU practicum goes above and beyond requirements set by DESE.

Pre-Practicum (RDG554):

- A student will begin their preparation for the Practicum during the pre-practicum where they gather all required documentation in their E-binder, receive site and Supervising Practitioner approval, and are assigned their Practicum Supervisor from the sponsoring organization.
- A student must hold a current initial teaching license and must have taught under a license for at least one year.
- A student qualifies for the Practicum once they have passed all established DESE MTEL requirements (i.e., Communication and Literacy and Reading Specialist Tests), holds a 3.0 cumulative grade point average, has a grade of B or better in every course in their program, and has completed all required coursework. There is an option to delay the practicum (pending no DESE and/or BPU regulation changes) or to complete the non-licensure program if these requirements are not met.

Practicum (RDG590): Overview of the Reading Practicum & Seminar

The Practicum (RDG 590) is a Post Baccalaureate seminar and field-based experience for licensure as a reading specialist (Academic: Specialist Teacher, Reading Initial All Levels) within the Bay Path University Reading and Literacy Instruction Degree Program. The candidate's performance is supervised and evaluated jointly by the sponsoring organization and the Supervising Practitioner. Candidates complete a 150-hour, supervised, semester-long practicum that enables them to engage in the multiple roles of the Reading Specialist (i.e., instruction, assessment, and leadership). Candidates are expected to work with students individually, in small groups, and with whole classes who are at different ability levels. Candidates are expected to administer formal and informal reading, writing, and spelling assessments; analyze formal and informal test results; and communicate results with appropriate school personnel. It is further expected that assessment results will be used to plan structured literacy instruction in (1.) phonemic awareness or phonics; (2.) comprehension; and (3.) writing. In addition to assessment and instruction, candidates are expected to demonstrate leadership skills as a reading specialist and literacy coach by planning and implementing targeted professional development, modeling lessons, and observing lessons at various grade levels. Candidates act as a resource for colleagues and administration by sharing instructional strategies, materials, and assessments learned in licensure coursework. Candidates also assist appropriate school personnel through consultation and collaboration for grouping options, and curriculum determinations.

- There are four practicum Seminar sessions that run concurrently with the practicum field experience. Practicum candidates throughout the practicum experience should demonstrate growth and contribute to the school and community. The integration in the program of Reading Specialist Subject Matter Guidelines (SMKs) for universal design, inclusive practices, sheltered English immersion, and diversity, ensures that candidates develop these competencies.
- Candidates complete a field experience at the site where the candidate is employed. The site is a Massachusetts public school, approved private special education school, Massachusetts Department of Early Education and Care approved preschool, educational collaborative, or a school that requires Massachusetts educator licensure.
- All practicum sites are approved by the Program Director. The practicum site must be secured and approved prior to the start of the practicum. The site must be conducive to the various roles required of the Reading Specialist candidates (i.e., teaching individual students and groupings of students, assessing students and planning instruction, consulting with appropriate school staff on reading needs instruction and materials, and providing professional development).
- Students must complete a CORI (Criminal Offense Records Investigation) and any other requirements as mandated by a school district. Students are responsible for any required expenses associated with their placements including fingerprinting.
- Students who are completing fieldwork or practicum experiences in districts which require medical documentation services will be responsible for the cost of the service.
- Candidates will be supported by their seminar instructor, an approved on-site supervising practitioner, a practicum Program Supervisor, and the Program Director.

- If a student is withdrawn from the university before the practicum experience is completed, the student will need to be withdrawn from the entire practicum experience and repeat the entire practicum experience if admitted back into the university.
- A student who fails the practicum experience will not be allowed to return to BPU to complete another practicum experience.

Licensure:

- There is no guarantee that you will be recommended for licensure or will pass requirement exams.
- It is the student’s responsibility to remain informed and compliant with all Massachusetts requirements for licensure; including verification of employment, licensing, and MTEL test requirements.

Financial Aid:

- It is the student’s responsibility to monitor their financial aid. Grades, changes to programs, etc. could have financial aid implications that students are required to monitor.
- Please know the federal financial aid guidelines limit the number of classes a student can complete within a program. If a student is switching between program options and/or degrees, or adding certificates to the program of study, it is the student's responsibility if seeking financial aid to work with the Office of Student Services to make sure all coursework will be covered.

General Program Information:

- Each student must **check their BPU Google email account on a daily basis**. All information about the program (as well as MTEL information if applicable) is posted in the School of Education Group in CANVAS. Students are responsible for checking the School of Education CANVAS Group weekly. Students must check the **Graduate Academic Catalog** for additional university/program policies. The catalog is found on the BPU Portal under Academics
- Students need to follow all university policies stated in the online graduate catalog.
- Students are responsible for making sure the correct degree audit is posted and for completing the required courses listed on the degree audit. The degree audit is found on the BPU Portal under the heading, Students.
- Students must adhere to all syllabi requirements and policies.
- Online courses are different from face-to-face courses. There are certain skills that an online student should have (or develop) in order to be successful in online learning. **Before enrolling in a BPU online course, you must complete BPU’s EXT 099 Student Self-Paced CANVAS Online Training**. It is critical for you to know what is expected from you and what is needed to be a competent online learner.
- Requirements in the reading graduate programs are subject to modification due to changes as stipulated by Bay Path University and/or recommendations from the Massachusetts Department of Elementary and Secondary Education.

Student’s Signature: _____ Date: _____

Student’s Name (*Print*): _____

Please sign and return to the Graduate Admissions Department.