Carter & Moyers School of Education
LINCONE MEMORIAL UNIVERSITY

Educational Specialist Program
Application Packet
Cohort beginning August 2016
Welcome to the Carter and Moyers School of Education!

Our unique Educational Specialist Degree Cohort program is designed for the practicing professional with a convenient Saturday class schedule, relevant and current coursework, and an emphasis on collaborative learning experiences. Come join us at one of our four convenient locations!

Preparing Professional Educators of Distinction
to Make a Positive Impact on this Generation and the Next

Come and join us at LMU!

Dr. David Cook
Chair of Graduate Education
Coordinator Leadership Programs

Dr. Terry Stevenson
Program Director
Curriculum and Instruction
Dear Candidate,
Thank you for your interest in the LMU Educational Specialist program. We are excited to have you as part of a program that respects the professional practitioner. Professionals enrolled in the LMU Educational Specialist program build strong and lasting collegial relationships, engage in exploration of current topics, and embark on pathways to meet career and personal goals.

The EdS program includes relevant academic content courses with extensive embedded clinical experiences resulting in a strong theory into practice instructional model. Candidates enter and move through the program as a cohort, engaging in individual and group projects resulting in a cohesive professional learning community. This program is based on a group work model so colleagues, or family members, wishing to participate in the program together may send applications collectively.

The EdS classes are offered at the following sites:

- **Chattanooga State Community College**
  4150 Amnicola Highway
  Chattanooga, TN 37406

- **LMU Cedar Bluff Campus**
  421 Park 40 North Blvd
  Knoxville, TN 37923

- **LMU Main Campus**
  6965 Cumberland Gap Parkway
  Harrogate, TN 37752

- **Kingsport Higher Education Center**
  300 W. Market
  Kingsport, TN 37660

The EdS program description:

- Includes 30 semester hours of successful coursework
- Consists of three semesters, beginning Fall 2016, Spring 2017, and completing in Summer 2017
- Classes begin in August and meet once per month, Saturdays 8:00 a.m. – 3:00 p.m. during the school year and twice in the summer
- The schedule may vary an additional 30-45 minutes some sessions.

The EdS program offers majors in the following areas:

- Curriculum and Instruction (CI)
- **Instructional Leadership (IL) - leading to Initial Tennessee Leadership Licensure**

  This major is suitable for candidates already holding Leadership Licensure, out-of-state candidates, higher education personnel, practitioners seeking improvement with best practices in organizational leadership, innovative strategic school improvement, organizational alignment, and data collection and analysis to improve the overall school community.

- Education Leadership (EL): *not leading to Initial Tennessee Leadership Licensure*

  This major is suitable for candidates already holding Leadership Licensure, out-of-state candidates, higher education personnel, practitioners seeking improvement with best practices in organizational leadership, innovative strategic school improvement, organizational alignment, and data collection and analysis to improve the overall school community.

*Instructional Leadership* – Applicants for the *Tennessee Instructional Leadership Licensure* track must complete the *Pre-Admissions Packet* (attached) and return it with the application form. Once the *Pre-Admissions Packet* and documentation is received, applicants will be provided the *Instructional Leadership Admission Portfolio Notebook* requirements to complete. The IL program requires specific courses and activities including a mentored practicum. Leadership Licensure candidates must also pass the School Leadership Licensure Assessment (SLLA) as a graduation requirement. IL Candidates who hold a special group license are required to take the PLT in order to earn IL Licensure. Out-of-state candidates may opt for their state’s required assessment.
Class Meeting Dates:
Saturday Cohort A - Chattanooga, Harrogate
      Saturday Cohort B - Cedar Bluff, Kingsport

Fall Semester 2016
     Aug 13, Sept. 10, Oct. 8, Nov. 12, Dec. 3

Spring Semester 2017
     Jan. 14, Feb. 11, March 11, Apr 8, Apr 22

Summer 2017
     May 13, June 24, July 8, July 29

Fall Semester 2016
     Aug. 20, Sept. 17, Oct. 15, Nov. 19, Dec. 17

Spring Semester 2017
     Jan 21, Feb 18, Mar 18, Apr 15, Apr 29

Summer Semester 2017
     May 20, June 10, June 24, July 22,

Both MEd and EdS degrees may qualify graduates for educator licensure and/or salary upgrades contingent on state policies and regulations. Prospective students are highly encouraged to verify all salary and promotion upgrade information with their appropriate state licensure or certification agency.

Tuition Information
The EdS tuition rate for the 2015-2016 academic year is $503/credit hour. There are payment plans and financial aid packages available. As soon as the 2016-2017 rates become available, prospective students will be informed at the following URL http://www.lmunet.edu/admissions/graduate/tuition-and-fees http://www.lmunet.edu/admissions/financial-aid/applying-for-financial-aid

Special Scholarships Available at Chattanooga State Site:

O. O. Howard Minority Scholarship
Qualified, diverse educators employed in Hamilton County Tennessee schools are eligible for the O.O. Howard Minority Scholarship. The scholarship grants a 10 percent reduction of tuition for any Lincoln Memorial University graduate education program at CSCC. Contact Rachel Schott at Rachel.schott@lmunet.edu for application information.

Chattanooga State Community College President’s Scholarship
Qualified full-time employees of Chattanooga State Community College may receive a generous President’s Scholarship for any graduate program offered by Lincoln Memorial University on the CSCC campus, and also for the Executive Leadership and Higher Education EdD programs in Knoxville, TN.

Carter & Moyers School of Education Professional Certification and Licensure Disclaimer
Authorization for the University to provide a program for the preparation of teachers, counselors or administrators does not guarantee eligibility for certification, licensure or benefits. It is the sole responsibility of the candidate to be knowledgeable about state-specific requirements for certification/licensure/benefits, and/or qualifications for certification, licensure or benefits and to apply for the same.

For Alabama Students: Alabama Commission on Higher Education Disclaimer Statement
State authorization to provide a program related to the preparation of teachers or other P-12/school/system personnel does not indicate eligibility for an Alabama certificate. Applicants for an Alabama certificate based on reciprocity must meet Alabama’s test requirements and submit a valid, renewable professional educator certificate/license issued by another state at the degree level, grade level and in the teaching field or area of instructional support for which an Alabama certificate is sought and for which Alabama issues a certificate. Applicants for Alabama certification in an area of administration must also document at least three years of full-time employment as an administrator in a P-12 school system(s). www.alsde.edu
EdS Cohort Program
Application Instructions and Program Process Guide

Initial Program Admittance

- **Level 1** Complete and submit program application – Page 5 or use the online Graduate Application by clicking the “Apply Now” button found at http://www.lmunet.edu/home
- Submit $50 non-refundable application fee
- Request 2 official transcripts for your Master’s Degree
- Request 2 official transcripts for any coursework since your Master’s Degree
- Instructional Leadership Majors Only – Submit Pre-Admissions Packet for Instructional Leadership (Tennessee Leadership Licensure) – Page 6
- Submit all document above to:
  - Graduate Education Department
  - 6965 Cumberland Gap Parkway
  - Harrogate, TN 37752
- The IL Candidate Portfolio and Candidate Interview must be approved prior to registration – Pg. 6

Level 2 Program Admittance (Before completion of 9 Credit Hours or December 2016)

- Application for Degree Candidacy – (will be provided in class)
- Advisor-approved Program of Study – (will be provided in class)
- IL Candidates holding a special area license (such as school counseling) must take and pass the appropriate Praxis Principles of Learning and Teaching (PLT). See http://www.ets.org/praxis
Contact Kay Lewis in the graduate office if you have questions.

Exit Requirements

- Successful completion of all course requirements
- Pass School Leadership Licensure Assessment (SLLA) (IL Candidate Majors Only)
- Complete Intent to Graduate Form
- $150 Graduation Fee

Contact Information

- Graduate Education website: http://www.lmunet.edu/academics/schools/school-of-education.
- LMU Toll-free number: 1-800-325-0900, ext. 7068, 7057 or 6223 and 423-869-7068.
- Kay Lewis, IL and EL Program Contact: kay.lewis@lmunet.edu
- Karen Bowling, Admission Information and CI Program Contact: Karen.bowling@lmunet.edu
- Dr. David Cook, Chair Graduate Education: david.cook@lmunet.edu
- Dr. Terry Stevenson, Program Director Curriculum and Instruction: Theresa.stevenson@lmunet.edu
# Educational Specialist Program Application

**Saturday Cohort Beginning August 2016**

## Applicant Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Maiden/Middle</th>
</tr>
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<tr>
<td>Current street address:</td>
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<td>Gender:</td>
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<td>Female</td>
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<tr>
<td>Date of Birth:</td>
<td>Race: (voluntary – reporting purposes only)</td>
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<tr>
<td>Telephone Number:</td>
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<td>Home</td>
<td>Work</td>
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<td>Email address:</td>
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</tr>
<tr>
<td>Current Position:</td>
<td>School System:</td>
<td>School:</td>
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## Program Information

Do you plan to enroll in Saturday cohort beginning Fall 2016?  Yes  No

Cohort Site: *(please circle or highlight)*  Chattanooga  Harrogate  Knoxville  Kingsport

Proposed major (check one):

- [ ] Curriculum and Instruction (CI)
- [ ] Instructional Leadership (IL): leading to Initial Tennessee Leadership Licensure
- [ ] Educational Leadership (EL): Leadership program leading to degree only (Suitable for candidates already holding Leadership Licensure, out-of-state candidates, higher education personnel, or practitioners seeking improvement with best leadership practices.)

## Educational Background: List All Colleges or Universities Attended, Including LMU.

Applicants must submit two copies of official transcripts of bachelor’s and master’s degree programs and any other post graduate coursework. Transcripts must be sent directly to the Graduate Education Office. Attn: Karen Bowling or Kay Lewis

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location</th>
<th>Dates Attended</th>
<th>Major Area</th>
<th>Degree</th>
</tr>
</thead>
</table>

I hereby certify that the information given on this application is complete and accurate and any false or inaccurate information may affect my degree conferral.

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Please submit application, a nonrefundable $50 application fee and official transcripts to:

Lincoln Memorial University Office of Graduate Education, BE Suite 237

6965 Cumberland Gap Parkway Harrogate, TN 37752 Attn: Karen Bowling or Kay Lewis

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Approved:

Chair of Graduate Education

Signature of Applicant  Date

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EdS Instructional Leadership Licensure (IL)
Pre-Admissions Packet
(Completed by Instructional Leadership (IL) TN Licensure majors only)

Candidates desiring admissions to the Tennessee Leadership Licensure Major must complete the Pre-Admissions process outlined below. Please attach this form to the front of your Pre-Admissions Packet.

### APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
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<th>Maiden/Middle</th>
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Current street address:

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<th>ZIP Code:</th>
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<td></td>
</tr>
</tbody>
</table>

SS#: Date of Birth: Race: (voluntary – reporting purposes only)

Telephone Number: Mobile Home Work

Email address:

Current Position: School System: School:

### REQUIRED PRE-ADMISSION DOCUMENTS

Please attach the following documents and submit by June 1, 2016

1. Recommendation for Consideration (must be completed by a practicing licensed administrator) (see attached)

2. Copy of current teacher license (IL candidates who hold a special group license is required to take and submit the PLT in order to earn IL licensure.)

3. Copy of system Employment Verification Form, documenting three years of successful teaching experience at time of program entry.

4. Copy of most recent performance appraisal

Mail Packet to:
Lincoln Memorial University Office of Graduate Education
Attn: Kay Lewis
6965 Cumberland Gap Parkway Harrogate, TN 37752

Upon receipt of the completed Leadership Licensure Pre-Admission Packet, you will receive the IL Licensure Admission Portfolio Requirements. The completed IL Licensure Admission Notebook Portfolio must be received in the graduate office by June 1, 2016. The Instructional Leadership faculty will evaluate the IL Licensure Admission Portfolio and those accepted into the program will be invited for an interview.

### Deadline Dates:

*Leadership Licensure Pre-Admissions Packet – June 1, 2016*
*IL Licensure Admission Portfolio – June 30, 2016*
Lincoln Memorial University  
Educational Specialist  
Saturday Cohort Program 2016-2017

Program of Study:  
Curriculum and Instruction (CI)

### Semester 1

<table>
<thead>
<tr>
<th>CI Major</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CI 641 World Class Education</td>
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<tr>
<td>IL 652 Leadership for Educational Programs</td>
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<tr>
<td>CI 642 World Class Education Clinical</td>
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### Semester 2

<table>
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<tr>
<th>CI Major</th>
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<tr>
<td>CI 610 Instructional Strategies for Diverse Learners</td>
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<tr>
<td>IL 611 Assessment for School Improvement</td>
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<tr>
<td>CI 612 Instructional Strategies Clinical</td>
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<tr>
<td>EDUC 670 Action Research in Practice</td>
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### Semester 3

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<tr>
<td>CI 661 Instructional Design and Initiatives</td>
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<tr>
<td>IL 651 Education Law and Ethics</td>
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<tr>
<td>EDUC 685 Capstone Electronic Portfolio</td>
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Total Program Hours 30
Lincoln Memorial University  
Educational Specialist  
Saturday Cohort Program 2016-2017

Program of Study:  
Educational Leadership (EL) Non-Licensure

Semester 1

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<tr>
<th>EL Major</th>
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Semester 2

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Semester 3

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<tbody>
<tr>
<td>IL 651 Education Law and Ethics</td>
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<td>IL 661 Finance and Human Resource Management</td>
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<td>EL 685 Capstone Electronic Portfolio</td>
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Total Program Hours 30
Lincoln Memorial University  
Educational Specialist  
Saturday Cohort Program 2016-2017  

Program of Study:  
Instructional Leadership (IL) Licensure  

<table>
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<tr>
<th>Semester 1</th>
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Total Program Hours 30