



# Carter & Moyers School of Education

LINCOLN MEMORIAL UNIVERSITY

## Master of Education Program Packet

2023 - 2024

**Spring Cohort Beginning January 9, 2023**

**Summer Cohort Beginning May 8, 2023**

Our unique Master of Education Cohort program is designed for the practicing professional with convenient online courses, relevant and current coursework, and an emphasis on collaborative learning experiences.



**Apply Now Online!**

Visit: [education.lmunet.edu](http://education.lmunet.edu)



For educators with a passion to advance their skills as leaders in today's classroom.



For anyone with a desire to lead in an educational, community, or business setting.



For licensed teachers with the state-required experience and the desire to lead as an administrator in Pre-K – 12 schools.

**Fully Accredited Programs • CAEP • CACREP • SACSCOC**



**Carter & Moyers School of Education**

LINCOLN MEMORIAL UNIVERSITY

6965 Cumberland Gap Pkwy.

Harrogate, TN 37752

TEL: 423.869.7057

VISIT: [education.lmunet.edu](http://education.lmunet.edu)

Dear Candidate,

Thank you for your interest in the LMU Master of Education program. We are excited to have you as part of a program that respects the professional practitioner. Professionals enrolled in the LMU Master of Education program engage in exploration of current topics and embark on pathways to meet their career and personal goals.

The Master of Education 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 an online cohort, engaging in current research related to individual interests.

**The MEd classes are all offered on-line to accommodate our busy, professional students. We also offer the option of meeting with our faculty up to three times per semester at times and locations most convenient for the student. This time will not include lecture, instead just provide the student an opportunity to build a relationship with their professors and have any questions answered on a one-on-one basis.**

**The MEd program description:**

- Consists of **three** semesters, beginning Spring 2023 and completing in Fall 2023 (Accelerated option – 33 credit hours of successful coursework)
- Consists of **four** semesters, beginning Summer 2023 and completing in Summer 2024 (Traditional option – 33 credit hours of successful coursework)

**The MEd program offers majors in the following areas:**

- **Curriculum and Instruction (CI): NOT leading to Initial Tennessee Leadership Licensure** The CI major is suitable for candidates seeking to advance their skills as classroom leaders by focusing on innovative curriculum design and best practices within the classroom.
- **Education Leadership (EL): NOT leading to Initial Tennessee Leadership Licensure** The EL 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 (IL): leading to Initial Tennessee Leadership Licensure** The IL major is suitable for candidates with the State required teaching experience that are seeking to obtain Leadership Licensure. Additionally, the candidate will develop the necessary leadership skills in an education environment that focus on leading and developing teachers at either the building or district level. This focus provides the necessary tools to increase teachers' effectiveness, instructional strategies, and student assessment.

Contact Lisa Horton in the graduate office if you have questions. Out-of-state candidates may opt for their state's required assessment

Welcome,  
The LMU Graduate Faculty

## **Tuition for the MEd program:**

Please refer to the LMU Website for current Graduate Program tuition & fees. Rates are subject to change during the Fall of each year.

<https://www.lmunet.edu/graduate-admissions/tuition-and-fees.php>

## **Student Financial Services:**

<https://www.lmunet.edu/student-financial-services/graduate/how-to-apply.php>

## **★ 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 in the State of Tennessee does not guarantee eligibility or reciprocity for certification, licensure, or benefits in any other state. It is the sole responsibility of the candidate to be knowledgeable and pursue specific state certification/licensure requirements by contacting their respective state department of licensure; to qualify for the certification, licensure, or benefits; and to apply for the same. LMU holds no responsibility for certification/licensure requirements or benefits in other states.

★ The MEd degree may qualify graduates for educator licensure and/or salary upgrades contingent on State and LEA policies and regulations. Prospective students should verify all salary and promotion upgrade information with their appropriate State and LEA licensure or certification agency prior to enrollment. It is up to the individual's State Licensure Department to approve and accept programs of study leading to licensure.

## **Special Chattanooga State Community College Site Scholarships Available:**

### **O. O. Howard Minority Teacher Scholarship -**

The *O.O. Howard Minority Scholarship* celebrates the educational legacy of Lincoln Memorial University founder General Oliver Otis Howard who, before chartering LMU, established more than forty schools for the education of former slaves and mountain youth. One of the schools included Chattanooga's first institution for public education, The Howard School. Now diverse full-time faculty and staff of any Hamilton County, Tennessee school can receive a 10% tuition scholarship for any Lincoln Memorial University graduate education program. Contact Terri Knuckles at [Theresa.knuckles@lmunet.edu](mailto:Theresa.knuckles@lmunet.edu) for application information.

**Master of Education Cohort Program  
Instructions and Program Process Guide**

**Initial Program Admittance (Level 1) for Curriculum and Instruction (CI) and Educational Leadership (EL) majors:**

- Complete and submit program application by **January 2, 2023 (Spring) or May 1, 2023 (Summer)** deadline – Applications must be submitted online at <https://www.lmunet.edu/index.php> and click on Apply
- A \$50 non-refundable application fee is due at the time of the application submission or you can request a fee waiver. LMU Alumni should submit a fee waiver.
- Request 1 official transcript for your bachelor's degree – **Due by January 2, 2023 (Spring) or May 1, 2023 (Summer)**
- Request 1 official transcript for any coursework since your bachelor's degree - **Due by January 2, 2023 (Spring) or May 1, 2023 (Summer)**
- Official transcript(s) can be submitted to Lisa Horton via email at [lisa.horton@lmunet.edu](mailto:lisa.horton@lmunet.edu) or they can be mailed to:  
LMU - Graduate Education Department  
Attention: Lisa Horton  
6965 Cumberland Gap Parkway – BE Suite 237  
Harrogate, TN 37752

**Level 2 Program Admittance (Before completion of your first semester):**

- Application for Degree Candidacy
- Three Recommendation Forms
- Director Approved Program of Study
- Acknowledgement of Receipt of Guidelines

**Initial Program Admittance (Level 1) for Instructional Leadership (IL) majors:**

- Pre-Admissions Packet – complete page 5 (ensuring to provide listed necessary pre-admission documents) and email to Lisa Horton at [lisa.horton@lmunet.edu](mailto:lisa.horton@lmunet.edu) after submission of your online application. The Recommendation for Consideration form and the Employment of Verification form will be emailed to you after your application is submitted – Must be completed by **January 2, 2023 (Spring) or May 1, 2023 (Summer)**.
- Instructional Leadership Admission Portfolio - once the *Pre-Admissions Packet* and documentation is received, applicants will be provided with the requirements and directions needed to complete the portfolio. The Admission Portfolio must be completed by and evaluated at the scheduled DAP interview.
- Instructional Leadership DAP Interview – an interview will be conducted for every IL candidate. DAP Interview date(s) and location: **December 3, 2022 (Spring) and April 22, 2023 (Summer) – LMU Cedar Bluff Campus**
- **Cumulative GPA: 2.75 or above. Minimum 2 years teaching experience. Must have a valid TN Teaching License.**
- Conditional acceptance, with Program Director approval, for candidates who have less than a 2.75 Cumulative GPA

**Level 2 Program Admittance (Before completion of your first semester):**

- Director Approved Program of Study
- Acknowledgement of Receipt of Guidelines

**The following are to be completed before the end of your last semester:**

- School Leadership Licensure Assessment (SLLA) - leadership licensure candidates must also pass this exam as a graduation requirement (taken during your last semester).

**Exit Requirements:**

- Successful completion of all course requirements
- Intent to Graduate Form
- Graduation Fee
- **CI and EL majors only** - Comprehensive Examination - see graduate catalog for examination information.
- **IL majors only** - School Leadership Licensure Assessment (6990 - SLLA) / Exit Interview / Completion of 100 practicum hours with a Licensed TN Administrator

# Master of Education Instructional Leadership (IL) Leading to Initial Tennessee Leadership Licensure

## Pre-Admissions Packet – Spring 2023 or Summer 2023

APPLICANT INFORMATION		
Name: <i>Last</i>	<i>First</i>	<i>Maiden/Middle</i>
Current address:		
City:	State:	ZIP Code:
SS#	Date of Birth:	Race: <i>(voluntary – reporting purposes only)</i>
Telephone Number:	<i>Mobile</i>	<i>Home</i>
Email address:		
Current Position:	School System (County):	School:
Attending Semester (circle one):    Spring 2023    Summer 2023		
NECESSARY PRE-ADMISSION DOCUMENTS		
<i>Please attach the following documents and submit by <b>January 2, 2023 (Spring)</b> or <b>May 1, 2023 (Summer)</b></i>		
1. Recommendation for Consideration (must be completed by a practicing licensed administrator)		
2. Copy of current teacher license		
3. Copy of system Employment Verification Form, documenting the State required teaching experience at time of program entry		
4. Copy of most recent scored performance appraisal		
Please submit to: Lincoln Memorial University Office of Graduate Education 6965 Cumberland Gap Parkway, BE Suite 237, Harrogate, TN 37752 Attention: Lisa Horton or email to <a href="mailto:lisa.horton@lmunet.edu">lisa.horton@lmunet.edu</a>		

Upon receipt of the completed IL ***Licensure Pre-Admission Packet***, you will receive the ***IL Licensure Admission Portfolio Requirements via email***. The completed ***IL Licensure Admission Portfolio*** must be completed and submitted on the date of each student’s scheduled DAP interview. The Instructional Leadership faculty will evaluate the ***IL Licensure Admission Portfolio***.

## **Important Dates**

### **January 2, 2023 (Spring) or May 1, 2023 (Summer)**

- Last day to submit an online application with application fee
- **Note: If you are interested in applying after the deadline please contact Lisa Horton at 423-869-7057 or [lisa.horton@lmunet.edu](mailto:lisa.horton@lmunet.edu)**

### **January 2, 2023 (Spring) or May 1, 2023 (Summer)**

- Submit Instructional Leadership Licensure Pre-Admission Documents – IL Candidates only

### **January 2, 2023 (Spring) or May 1, 2023 (Summer)**

- Official Transcripts Due

### **Completed and submitted per each individual's scheduled DAP interview**

- IL Licensure Admission Portfolio – IL Candidates only

### **IL Candidate Admission Portfolio Review/DAP Interview**

- LMU Cedar Bluff campus– December 3, 2022 (Spring) or April 22, 2023 (Summer)

### **Spring Semester**

- January 9, 2023 – April 28, 2023

### **Summer Semester**

- May 8, 2023 – July 31, 2023

### **Fall Semester**

- January 9, 2023 – April 28, 2023

### **Spring Semester**

- January 8, 2024 – April 26, 2024

### **Summer Semester**

- May 6, 2024 – July 31, 2024

### **Commencement for Accelerated Spring 2023 Cohort (3 semesters):**

- December 9, 2023

### **Commencement for Traditional Summer 2023 Cohort (4 semesters):**

- December 14, 2024

**Lincoln Memorial University  
Master of Education  
On-Line Cohort Program 22023**

**Program of Study:  
Curriculum and Instruction (CI) Non-Licensure**

**ACCELERATED (3 Semesters)**

<b>CI Major – Semester 1 – Spring 2023</b>	
EDUC 511 Educational Research and Statistics	3 hours
EDUC 551 Supervision for Teaching and Learning	3 hours
CI 509 Content Literacy	3 hours
CI 510 Supervision and Content Literacy Action Research Project	3 hours

<b>CI Major – Semester 2 – Summer 2023</b>	
IL 541 School Community Partnerships in a Diverse World	3 hours
CI 501 Curriculum, Instruction and Assessment	3 hours
CI 512 Educational Practice and Innovation	3 hours
CI 513 Educational Practice and Innovation Field Experience	3 hours

<b>CI Major – Semester 3 – Fall 2023</b>	
EDUC 501 Foundations of American Education	3 hours
CI 516 Motivational Theory and Classroom Management	3 hours
CI 517 Motivational Theory and Classroom Management Field Experience and Electronic Portfolio	3 hours
Capstone Electronic Portfolio	0 hours
Summative Evaluation: Comps	0 hours

Total Program Hours      33 hours

Student (print): \_\_\_\_\_

Student (signature and date): \_\_\_\_\_

LMU Director (signature and date): \_\_\_\_\_



**Lincoln Memorial University  
Master of Education  
On-Line Cohort Program 2023**

**Program of Study:  
Instructional Leadership (IL) Licensure**

**ACCELERATED (3 Semesters)**

<b>IL Major – Semester 1 – Spring 2023</b>	
EDUC 511 Educational Research and Statistics	3 hours
EDUC 551 Supervision for Teaching and Learning	3 hours
IL 571 School Finance and Resource Management	3 hours
IL 572 Supervision & Community Partnerships Action Research Project	3 hours

<b>IL Major – Semester 2 – Summer 2023</b>	
IL 541 School Community Partnerships in a Diverse World	3 hours
CI 501 Curriculum, Instruction and Assessment	3 hours
IL 561 School Law and Ethics	3 hours
IL 562 Legal, Ethical, and Financial Issues Practicum	3 hours

<b>IL Major – Semester 3 – Fall 2023</b>	
EDUC 501 Foundations of American Education	3 hours
IL 501 Leadership and School Improvement	3 hours
IL 502 Clinical Practice in Leading Schools and Portfolio	3 hours
Capstone Electronic Portfolio	0 hours
IL 589 School Leadership Licensure Assessment (SLLA) <i>or</i> Out-of-State Required Assessment	0 hours
Total Program Hours	33 hours

Student (print): \_\_\_\_\_

Student (signature and date): \_\_\_\_\_

LMU Director (signature and date): \_\_\_\_\_

**Lincoln Memorial University  
Master of Education  
On-Line Cohort Program 2023**

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

**ACCELERATED (3 Semesters)**

<b>EL Major – Semester 1 – Spring 2023</b>	
EDUC 511 Educational Research and Statistics	3 hours
EDUC 551 Supervision for Teaching and Learning	3 hours
IL 571 School Finance and Resource Management	3 hours
IL 572 Supervision & Community Partnerships Action Research Project	3 hours

<b>EL Major – Semester 2 – Summer 2023</b>	
IL 541 School Community Partnerships in a Diverse World	3 hours
CI 501 Curriculum, Instruction and Assessment	3 hours
IL 561 School Law and Ethics	3 hours
IL 562 Legal, Ethical, and Financial Issues Practicum	3 hours

<b>EL Major – Semester 3 - Fall 2023</b>	
EDUC 501 Foundations of American Education	3 hours
IL 501 Leadership and School Improvement	3 hours
IL 502 Clinical Practice in Leading Schools and Portfolio	3 hours
Capstone Electronic Portfolio	0 hours
Summative Evaluation: Comps	0 hours
<b>Total Program Hours</b>	<b>33 hours</b>

Student (print): \_\_\_\_\_  
 Student (signature and date): \_\_\_\_\_  
 LMU Director (signature and date): \_\_\_\_\_

**Lincoln Memorial University  
Master of Education  
Summer Cohort Program 2023-2024**

**Program of Study:  
Curriculum and Instruction (CI) - Non-Licensure**

**TRADITIONAL (4 Semesters)**

<b>Semester 1 - Summer 2023</b>	
CI 512 Educational Practice and Innovation	3 hours
CI 513 Educational Practice and Innovation Field Experience	3 hours
EDUC 551 Supervision for Teaching and Learning	3 hours

<b>Semester 2 - Fall 2023</b>	
CI 516 Motivational Theory and Classroom Management	3 hours
CI 517 Motivational Theory and Classroom Management Field Experience and Electronic Portfolio	3 hours
EDUC 501 Foundations of American Education	3 hours

<b>Semester 3 - Spring 2024</b>	
CI 509 Content Literacy	3 hours
CI 510 Supervision and Content Literacy Action Research Project	3 hours
EDUC 511 Educational Research and Statistics	3 hours

<b>Semester 4 - Summer 2024</b>	
CI 501 Curriculum, Instruction and Assessment	3 hours
IL 541 School Community Partnerships in a Diverse World	3 hours
Capstone Electronic Portfolio	0 hours
Summative Evaluation: Comps	0 hours

**Total Program Hours    33 hours**

**Student Name (Print):** \_\_\_\_\_

**Student Signature & date:** \_\_\_\_\_

**LMU Director Signature & date:** \_\_\_\_\_

**Lincoln Memorial University  
Master of Education  
Summer Cohort Program 2023-2024**

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

**TRADITIONAL (4 Semesters)**

<b>Semester 1 - Summer 2023</b>	
EDUC 551 Supervision for Teaching and Learning	3 hours
IL 561 School Law and Ethics	3 hours
IL 562 Legal, Ethical, and Financial Issues Practicum	3 hours

<b>Semester 2 - Fall 2023</b>	
EDUC 501 Foundations of American Education	3 hours
IL 501 Leadership and School Improvement	3 hours
IL 502 Clinical Practice in Leading Schools and Portfolio	3 hours

<b>Semester 3 - Spring 2024</b>	
EDUC 511 Educational Research and Statistics	3 hours
IL 571 School Finance and Resource Management	3 hours
IL 572 Supervision & Community Partnerships Action Research Project	3 hours

<b>Semester 4 - Summer 2024</b>	
CI 501 Curriculum, Instruction and Assessment	3 hours
IL 541 School Community Partnerships in a Diverse World	3 hours
Capstone Electronic Portfolio	0 hours
Summative Evaluation: Comps	0 hours

**Total Program Hours    33 hours**

**Student Name (Print):** \_\_\_\_\_

**Student Signature & date:** \_\_\_\_\_

**LMU Director Signature & date:** \_\_\_\_\_

**Lincoln Memorial University  
Master of Education  
Summer Cohort Program 2023 - 2024**

**Program of Study:  
Instructional Leadership (IL) - Licensure**

**TRADITIONAL (4 Semesters)**

<b>Semester 1 - Summer 2023</b>	
EDUC 551 Supervision for Teaching and Learning	3 hours
IL 561 School Law and Ethics	3 hours
IL 562 Legal, Ethical, and Financial Issues Practicum	3 hours
<b>Semester 2 - Fall 2023</b>	
EDUC 501 Foundations of American Education	3 hours
IL 501 Leadership and School Improvement	3 hours
IL 502 Clinical Practice in Leading Schools and Portfolio	3 hours
<b>Semester 3 - Spring 2024</b>	
EDUC 511 Educational Research and Statistics	3 hours
IL 571 School Finance and Resource Management	3 hours
IL 572 Supervision & Community Partnerships Action Research Project	3 hours
<b>Semester 4 - Summer 2024</b>	
CI 501 Curriculum, Instruction and Assessment	3 hours
IL 541 School Community Partnerships in a Diverse World	3 hours
IL 589 School Leadership Licensure Assessment (SLLA) or Out-of-State Required Assessment	0 hours
Capstone Electronic Portfolio	0 hours

**Total Program Hours    33 hours**

**Student Name (Print):** \_\_\_\_\_

**Student Signature & date:** \_\_\_\_\_

**LMU Director Signature & date:** \_\_\_\_\_



### **LMU Master of Education Online**

- 3 semesters – 12-month Program (Accelerated)
- 4 semesters – 15-month Program (Traditional)
- Voluntary Regional Meeting Support
- Professional Online Discussion Community
- Building Skills and Professional Networks
- 99% pass rate on the IL SLLA Exam
- Optional SLLA help sessions

### **Master of Education Graduate Education Office Contact Information:**

- <https://www.lmunet.edu/graduate-admissions/index.php>
- LMU Toll-free number: 1-800-325-0900, ext. 7057 or 6223
- Lisa Horton, Primary MEd Program Contact: [lisa.horton@lmunet.edu](mailto:lisa.horton@lmunet.edu) – (423) 869-7057