

Master of Education Program Packet  
**Summer Cohort**  
**Beginning May 6, 2024**

Our unique Master of Education Cohort program is designed for the practicing professional with convenient hybrid face-to face and 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 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

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 the 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 a cohort, engaging in current research related to individual interests.

**The MEd classes are hybrid face-to-face and online. We also offer the option of meeting with our faculty up to three times per semester at times and at 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 Summer 2024 and completing in Spring 2025 (33 credit hours of successful coursework)

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

- **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 who are seeking to obtain Leadership Licensure. Additionally, the candidate will develop the necessary leadership skills in an education environment that focuses 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.

Welcome,  
Dr. Vicki Clevinger  
MEd/EdS Program Director

## **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/student-financial-services/>

## **Student Financial Services:**

<https://www.lmunet.edu/student-financial-services/>

## **★ 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 Educational Leadership (EL) majors:**

- Complete and submit the program application by **May 1, 2024** 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. **Returning LMU students should submit a fee waiver. New students will be required to submit a \$50 application fee. Financial hardships are considered for the fee waiver. Fee waiver requests should indicate the reason.**
- Request 1 official transcript for your bachelor's degree – **Due by May 1, 2024**
- Request 1 official transcript for any coursework completed since your bachelor's degree - **Due by May 1, 2024**
- 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
- LMU 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 **May 1, 2024**.
- Instructional Leadership Admission Portfolio - applicants will be provided with the requirements and directions needed to complete the portfolio after acceptance of the application. 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: **April 20, 2024 – 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):**

- Application for Degree Candidacy
- LMU Director-Approved Program of Study
- Acknowledgement of Receipt of Guidelines
- TN Literacy Training certificate or a passing TELA certificate

**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
- **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/State-required Literacy Training

**EdS Hybrid Cohort location:**  
**LMU Cedar Bluff Campus**  
**421 Park 40 North Blvd.**  
**Knoxville, TN 37923**

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

## Pre-Admissions Packet – Summer 2024

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: Summer 2024		
NECESSARY PRE-ADMISSION DOCUMENTS		
<i>Please attach the following documents and submit by <b>May 1, 2024</b></i>		
1. Recommendation for Consideration (must be completed by a practicing licensed administrator) – document will be provided after the online application has been submitted		
2. Copy of current TN teacher license (or out-of-state teacher license)		
3. Copy of the system Employment Verification Form, documenting the State required teaching experience at the time of program entry – document will be provided after the online application has been submitted		
4. Copy of most recent scored performance appraisal – TN Compass		
5. Copy of Tennessee Literacy Certificate from TN Compass (Reading 360) – acceptable documentation includes Course 1 completion of the Early Reading Training or Secondary Literacy Training or passing result for the Tennessee Early Literacy Assessment (TELA).		
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>		

## Important Dates

### April 20, 2024

- IL Licensure Candidate Admission Portfolio Review and DAP Interview. LMU Cedar Bluff Campus. Alternate interview dates will be provided to entrants who submit an application after this date.

### May 1, 2024

- Last day to submit an online application with application fee
- Official Transcripts due
- Submit Instructional Leadership Licensure Pre-Admission Documents – IL Candidates only
- **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)**

### Academic Calendar:

<https://www.lmunet.edu/academics/academic-calendar>

### Graduate Catalog

<https://graduatecatalog.lmunet.edu/>

### Summer Semester 2024

- May 6, 2024 – July 31, 2024

### Fall Semester 2024

- August 19, 2024 – December 13, 2024

### Spring Semester 2025

- January 6, 2025 – May 1, 2025

### Commencement:

- May 9, 2025
- **Payment is required by the first day of class (contact the Office of Student Financial Services at 423-869-6336 or [finaid@lmunet.edu](mailto:finaid@lmunet.edu) to discuss the monthly payment plan option)**

## Summer 2024 – Spring 2025 MEd Hybrid Schedule

Summer 2024 (12 hrs)			Fall 2024 (9 hrs)	Spring 2025 (12 hrs)
<b>Monday</b>	<b>Wednesday</b>	<b>Saturday</b>	<b>Days of the week – TBD</b>  <b>EDUC 501</b> <b>IL 501</b> <b>IL 502</b> <b>SPED 530</b> <b>SPED 560</b>	<b>Days of the week – TBD</b>  <b>EDUC 511</b> <b>EDUC 551</b> <b>EDUC 575</b> <b>IL 571</b> <b>IL 589</b> <b>Capstone Portfolio</b>
<b>SPED 530</b>	<b>IL 501</b>	<b>IL 541</b> <b>IL 561</b>		
<b>May 20</b> <b>Class 1</b>	<b>May 8</b> <b>Class 1</b>	<b>May 18</b> <b>Class 1</b>		
<b>May 27</b> <b>Online 1</b>	<b>May 15</b> <b>Class 2</b>	<b>May 25</b> <b>Online 1</b>		
<b>June 3</b> <b>Class 2</b>	<b>May 22</b> <b>Class 3</b>	<b>June 1</b> <b>Class 2</b>		
<b>June 10</b> <b>Class 3</b>	<b>May 29</b> <b>Online 1</b>	<b>June 8</b> <b>Online 2</b>		
<b>June 17</b> <b>Class 4</b>	<b>June 12</b> <b>Class 4</b>	<b>June 15</b> <b>Class 3</b>		
<b>June 24</b> <b>Online 2</b>	<b>June 19</b> <b>Online 2</b>	<b>June 29</b> <b>Class 4</b>		
<b>July 1</b> <b>Online 3</b>	<b>June 26</b> <b>Class 5</b>	<b>July 6</b> <b>Online 3</b>		
<b>July 8</b> <b>Class 5</b>	<b>July 3</b> <b>Online 3</b>	<b>July 13</b> <b>Class 5</b>		
<b>July 15</b> <b>Class 6</b>	<b>July 10</b> <b>Class 6</b>	<b>July 20</b> <b>Class 6</b>		
<b>July 22</b> <b>Class 7</b>	<b>July 24</b> <b>Class 7</b>	<b>July 27</b> <b>Class 7</b>		

- **Black font: in-person dates**
- **Red font: online dates**

Note: Due dates for course assignments of 100% online courses will be specified in the course syllabus and will not follow the above schedule. The syllabus will be available on the first day of the semester start. There will be a mixture of courses that are hybrid (a combination of seated and online dates as specified above) and 100% online courses in the program. Students will be informed of course schedules prior to registration each semester.



**Summer 2024:**

SPED 530 – Special Education & Law, Pract., & Ethics – Monday – 4:30 p.m. – 7:10 p.m.

IL 501 – Leadership and School Improvement – Wednesday – 5:30 p.m. – 8:10 p.m.

IL 541 – School Community Partnerships in a Diverse World – Saturday – 9:00 a.m. – 12:00 p.m.

IL 561 – School Law and Ethics – Saturday – 1:00 p.m. – 4:00 p.m.

IL 502 – Clinical Practice in Leading Schools and Portfolio - Online (modules/assignments completed according to syllabus)

SPED 560 – Screening, Assessment, and Identification of Risk/Disability for Program Planning – Online (modules/assignments completed according to syllabus)

\*Dates are subject to change. Fall 2024 and Spring 2025 dates will be provided before Early Registration. Early Registration for Fall 2024 begins on May 31, 2024, and Early Registration for Spring 2025 begins on October 27, 2024. Students will be notified in the event of a date(s) change.

**Lincoln Memorial University  
Master of Education  
Hybrid Program 2024-2025**

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

<b>Semester 1 - Summer 2024</b>	
IL 501 Leadership and School Improvement	3 hours
IL 502 Clinical Practice in Leading Schools and Portfolio	3 hours
IL 541 School Community Partnerships in a Diverse World	3 hours
IL 561 School Law and Ethics	3 hours

<b>Semester 2 - Fall 2024</b>	
EDUC 501 Foundations of American Education	3 hours
SPED 530 Special Education, Law, Policy, and Ethics	3 hours
SPED 560 Screening, Assessment, and Identification of Risk/Disability for Program Planning	3 hours

<b>Semester 3 - Spring 2025</b>	
EDUC 511 Educational Research and Statistics	3 hours
EDUC 551 Supervision for Teaching and Learning	3 hours
EDUC 575 Phonological Awareness & Phonics	3 hours
IL 571 School Finance and Resource Management	3 hours
Capstone Electronic Portfolio	0 hours
Summative Evaluation: Comps	0 hours

**Total Program Hours    33 hours**

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

**Student Signature and date:** \_\_\_\_\_

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

**Lincoln Memorial University  
Master of Education  
Hybrid Program 2024 - 2025**

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

<b>Semester 1 - Summer 2024</b>	
IL 501 Leadership and School Improvement	3 hours
IL 502 Clinical Practice in Leading Schools and Portfolio	3 hours
IL 541 School Community Partnerships in a Diverse World	3 hours
IL 561 School Law and Ethics	3 hours

<b>Semester 2 - Fall 2024</b>	
EDUC 501 Foundations of American Education	3 hours
SPED 530 Special Education, Law, Policy, and Ethics	3 hours
SPED 560 Screening, Assessment, and Identification of Risk/Disability for Program Planning	3 hours

<b>Semester 3 - Spring 2025</b>	
EDUC 511 Educational Research and Statistics	3 hours
EDUC 551 Supervision for Teaching and Learning	3 hours
EDUC 575 Phonological Awareness & Phonics	3 hours
IL 571 School Finance and Resource Management	3 hours
IL 589 School Leadership Licensure Assessment (SLLA)	0 hours
Capstone Electronic Portfolio	0 hours

**Total Program Hours    33 hours**

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

**Student Signature and date:** \_\_\_\_\_

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



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

- 3 semesters – 12-month Program
- Voluntary Regional Meeting Support
- Professional In-person and Online Discussion Community
- Building Skills and Professional Networks
- 99.6% 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
- Lisa Horton, MEd/EdS Program Contact: [lisa.horton@lmunet.edu](mailto:lisa.horton@lmunet.edu) – (423) 869-7057
- Dr. Vicki Clevinger, MEd/EdS Program Director: [vicki.clevinger@lmunet.edu](mailto:vicki.clevinger@lmunet.edu) – (865) 531-4157