

UNION UNIVERSITY

Dear Prospective Student:

Thank you for your interest in obtaining the Library Information Specialist endorsement in the M.A.Ed. Program at Union University's Germantown campus. The letter and enclosed forms describe this program, the requirements for admission, and financial information. You may visit us online at www.uu.edu/catalogue/graduate for more detailed information.

The application for admission to Graduate Studies, along with a non-refundable \$25 application fee, and all other required forms should be returned to the **M.A.Ed. Office of Graduate Studies in Education**, Union University, 2745 Hacks Cross Road, Germantown, TN 38138. You must order and have official transcripts forwarded to Union directly from each institution of higher education attended since high school. Refer to the enclosed checklist of requirements and promptly return all applicable documentation.

Once you have made application and all of your official transcripts have been ordered, please contact Linda Tittle, Coordinator of the M.A.Ed. Program, at 901-759-0029 ext. 129, in order to confirm that all documents have been received. Thereafter, you will need to schedule an appointment to continue the enrollment process. Your transcripts will be evaluated to determine what coursework you have already completed and what coursework you need, in order to satisfy endorsement requirements.

Information about the Praxis II test is available at 609-771-7395 or online at www.ets.org/praxis.

If you have questions, please feel free to call me at 901-759-0029 ext. 109. Again, thank you for your interest in Union University.

Sincerely,



Dr. Jennifer Grove
Director of the M.A.Ed. Program
Germantown Campus

Enclosures

GRADUATE STUDIES
IN
EDUCATION
APPLICATION



1050 Union University Drive • Jackson, Tennessee 38305-3697 • (731) 661-5523
2745 Hacks Cross Road • Germantown, Tennessee 38138 • (901) 759-0029

GRADUATE STUDIES IN EDUCATION APPLICATION

(Please Type or Print Clearly)

Name _____
First Middle Maiden Last

Address _____
Street City State Zip

Telephone _____
Home Work Cell

Social Security Number _____ E-Mail Address _____

Indicate below your academic plans at Union University.

Pursue the Doctor of Education Degree in Educational Leadership

Check one:

Administration and Supervision (*Attach copy of teaching license*)

Curriculum and Supervision (*Attach copy of teaching license*)

Higher Education (*Available only through Jackson campus*)

Pursue the Education Specialist Degree in Educational Leadership

Check one:

Administration and Supervision (*Attach copy of teaching license*)

Curriculum and Supervision (*Attach copy of teaching license*)

Pursue the Master of Education Degree (*Attach copy of teaching license*)

Pursue the Master of Arts in Education Degree

Check all that apply:

To pursue the Master of Arts in Education Degree

To seek initial teacher licensure (*Admission to the Teacher Education Program is required*)

To add an endorsement to an existing teaching license (*Attach copy of teaching license*)

To enroll in graduate courses for license renewal or for personal or professional growth

To enroll in graduate courses to be applied to another program

Other (*Please specify*) _____

What semester do you anticipate enrollment at Union University? _____

For Office Use Only

ID# _____

Program: EdD EdS MAEd-DS MAEd-ND MEd Term _____

Adm Status: IQ AP AC DA PR

Application Fee MAEd, MEd, EdS(\$25) _____ Moved from Adm to Reg _____

EdD Assessment Fee (\$50) _____

OFFICIAL TRANSCRIPTS

Official transcripts from all institutions where you have attended since high school must be sent directly to the Office of Graduate Studies in Education, Union University. Course credit from a previous school that appears on the transcript of a subsequent school does not constitute an official transcript. It is the student's responsibility to see that all official transcripts are submitted as soon as possible to avoid delays in the admission process. Please list below all the institutions you have attended since high school.

Name and Location of Institution	Dates Attended	Degree Earned (or number of hours)	Grade Point Average	Name Under Which Transcript will be Issued

Are you currently enrolled in a college or university? Yes No

Have you ever been charged, arrested, or convicted of a criminal offense? If yes, please provide specific details.

Union University admits students of any race, color, sex, handicap, and national or ethnic origin. **The items of information requested below are optional and will be used only for reporting purposes.**

Male Female Married Single Birthdate: _____ Place of Birth: _____

White (European American) Asian American Hispanic American

North American Indian Black (African American) Prefer not to Indicate

Church Affiliation: _____

Federal laws require that, in order to enroll at Union University, one must either be a United States citizen or have proper legal immigration status certification. Prior to enrollment, students must present immigration paperwork to Union's Designated School Official (DSO) for processing.

Are you a U.S. citizen? Yes No If no, what is your current immigration status? _____

International Students must complete an international student application (available at www.uu.edu/applications/AcrobatForms/int-app.pdf) and submit it to the International Student Office so that an I-20 form for initial attendance or transfer can be processed.

PROFESSIONAL EXPERIENCE

Current Employer _____

Give name and location of school, when applicable _____

Address _____
Street *City* *State* *Zip*

Previous Employer (if less than 5 years in current position) _____

Address _____
Street *City* *State* *Zip*

Do you hold a current teaching license? Yes No If yes, in which state(s)? _____

Current Endorsement Area(s) _____

If no, what endorsement area do you wish to pursue? _____

By signing below, I agree to abide by the rules and regulations of the college as described in the current Graduate Catalogue.

Signature of Applicant _____

Date _____

GENERAL ADMISSION REQUIREMENTS GRADUATE STUDIES IN EDUCATION

- Application for admission to Graduate Studies in Education.
- Application fee of \$25 (non-refundable) payable to Union University. Additional \$25 Assessment Fee is required for EdD applicants.
- Official transcripts from all institutions attended since high school documenting the minimum program specific GPA.
- Satisfactory writing sample as required by specific program. The sample must be completed in the Office of Graduate Studies in Education during regular office hours.
- Certificate of Immunization form demonstrating evidence of immunity to measles, mumps, and rubella.

IMPORTANT—PLEASE READ

Admission to degree programs will require additional materials. If your plans include seeking a degree or initial teacher licensure or adding an endorsement to an existing teaching license, please see the *Graduate Catalogue* for specific requirements for program admission. If you have questions, please call the Office of Graduate Studies in Education: Jackson campus 731-661-5523, Germantown campus 901-759-0029.

Send this application with a \$25 non-refundable application fee (payable to Union University) to the appropriate location below. Additional \$25 Fee is required for EdD applicants.

Office of Graduate Studies in Education
Union University, Box 1876
1050 Union University Drive
Jackson, Tennessee 38305-3697

Office of Graduate Studies in Education
Union University—Germantown
2745 Hacks Cross Road
Germantown, Tennessee 38138

Annual reports indicating compliance with the [Student Right-to-Know](#) and [Campus Security Act](#) are available in the Office of Safety and Security during regular office hours. Admission to the University does not automatically guarantee admission to specific academic programs within the University.

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Union University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in admissions; in the administration of its education policies, programs, or activities; or in employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should contact Office of the President, Union University.

Master Of Arts In Education with Library Endorsement

Are you fully licensed?

Do you want a Master's Degree?

The M.A.Ed. with Library Information Specialist endorsement is for you!!

- *Most courses delivered on Saturdays; some offered as evening and daytime summer courses*
- *Receive practical preparation for library science*
- *Finish coursework for the M.A.Ed. degree with library endorsement in approximately 22-24 months*
- *Begin coursework on 8-week intervals*
- *Collegial atmosphere*
- *Terminally degreed professors*

"A Teacher-Student Dynamic of Sensitivity, Reflection, and Faith"

For more information, please call 759-0029, ext. 129 or email jgrove@uu.edu
Union University Germantown Campus located at 2745 Hacks Cross Rd.

Master Of Arts In Education with Library Endorsement

Fact Sheet

- Students must have a Tennessee teaching license. If not, students may apply to the Jackson campus.
- Students must submit a copy of their TN teaching license indicating an Apprentice or Professional license, NOT an Alternative or Interim license.
- Only an add-on endorsement in Library Information Specialist is offered on the Germantown campus.
- In order to complete the library endorsement requirements, a Master's Degree in an area directly related to public education is required by the state. Union offers the state-approved program through the M.A.Ed.
- Practicum hours are required. A total of 6 semester hours with 120 total clock hours spent in a school library are the practicum requirements. Additional practicum hours are incorporated into designated courses.
- Practicum hours can be taken after 6 specified hours of coursework have been successfully completed.
- This Master's Program includes 42 hours of coursework.

CHECKLIST OF PROCEDURES
M.A.ED. Degree with Library Information Specialist Endorsement

The following procedures should be carefully followed. Please note that it is the student's responsibility to see that all admission materials are submitted on time.

For post-baccalaureate students seeking the Library Information Specialist endorsement with the M.A.Ed. Degree:

_____ Submit the following items **in one packet** to the Office of Graduate Studies in Education:

- *Application to Graduate Studies in Education*
- a non-refundable application fee of \$25
- *Health Form (complete Hepatitis B section & show proof of 2 MMR shots)*
- *Copy of current teaching license*

_____ Order official transcripts from **every institution attended**, even if the coursework appears on another transcript. Request that they be sent to the **MAED Office of Graduate Studies in Education, Union University, 2745 Hacks Cross Road, Germantown, TN 38138-7507.**

_____ If the cumulative GPA is 3.0 or higher, complete the written rationale statement. If the cumulative GPA is below 3.0, arrange to take the longer writing sample. Writing sample must be completed in the Office of Graduate Studies in Education during regular office hours. **Please call (901) 759-0029, ext. 129 to schedule an appointment.**

_____ Give reference forms to two people who know your academic, communication, and leadership abilities (former teacher, co-worker, supervisor, etc.). These should be sent to Linda Tittle, 2745 Hacks Cross Road, Germantown, TN 38138-7507.

_____ Approximately two weeks after transcripts are ordered; call (901) 759-0029, ext. 129, to verify receipt. When **all** transcripts have arrived in the Graduate Office, call (901) 759-0029, to schedule a transcript audit appointment with the Assistant Dean for Teacher Education and Accreditation. You will also be scheduled to meet with the Program Director to plan your M.A.Ed Program of Study and begin coursework.

_____ Obtain student ID and parking permit from the security guard, Velton Johnston. Establish computer access codes and passwords after registration.

_____ See Graduate Handbook for further information on obtaining and maintaining M.A.Ed. graduate status.

_____ Maintain an overall GPA of at least 2.75 since completion of the undergraduate degree (must be 3.0 in graduate coursework to avoid probation) and a GPA of 2.75 in the professional education core. Maintain a GPA of at least 2.75 in all undergraduate and graduate courses in the endorsement area.

_____ Take Praxis II #10310 for Library Media Specialist. (Required score 600)

_____ Submit application for graduation to the Office of Graduate Studies in Education by deadline printed in the *Graduate Catalogue*.

_____ Attend graduation. **CONGRATULATIONS!**

UNION UNIVERSITY's approved program for the **Add-on Endorsement of Library Information Specialist Grades PreK-12 (Code 473)** with the **Master of Arts in Education degree** by the State of Tennessee Department of Education to a valid Tennessee license.

Candidate _____ SSN _____

Candidate's Current Endorsement Area(s) _____

Evaluator _____ Date _____

M.A.Ed. Core:	Hours/Status
<u>EDU 610, History and Philosophy of Education</u>	<u>3</u>
<u>EDU 620, Curriculum Dev. & Implementation</u>	<u>3</u>
<u>EDU 650, Educational Measurement & Evaluation</u>	<u>3</u>
<u>EDU 670, Research Design</u>	<u>3</u>
<u>EDU 675, Capstone Research Seminar</u>	<u>3</u>

Knowledge & Skills Specific to LIS are found in the following courses*:

<u>LSC 610, Principles of Librarianship</u>	<u>3</u>
<u>LSC 621, School Library Administration</u>	<u>3</u>
<u>LSC 631, Collection Organization & Management</u>	<u>3</u>
<u>LSC 640, Young Adult Literature</u>	<u>3</u>
<u>LSC 650, General Reference</u>	<u>3</u>
<u>EDU 616, Children and Literature</u>	<u>3</u>
<u>EDU 510, Computers in the Classroom</u>	<u>3</u>
<u>LSC 646, Practicum</u>	<u>6</u>

SUMMARY:

LSC Requirements	27 hrs.
M.A.Ed. Core	15 hrs.
Total Hours	42 hrs

*Documentation of knowledge & skills having been met by another means is acceptable in lieu of credit hours.

Praxis II: 10310 Library Media Specialist (600) _____



Immunization Record

All Graduate Students Must Complete Parts A & B

Name _____ Date of Birth _____ Phone # _____

Address _____ e-mail _____

A. MEASLES, MUMPS, AND RUBELLA

1) Combined Shot (Date Given): MMR #1 ___/___/___ MMR #2 ___/___/___

2) Has immune Rubeola titer Date: ___/___/___ Results _____

The state of Tennessee requires all students, born after January 1, 1957, entering colleges and universities to provide proof of two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles. **IF YOU WERE BORN BEFORE JANUARY 1, 1957 YOU ARE EXEMPT FROM THIS REQUIREMENT.**

Signature of Physician/Provider _____ Date _____

Name of Physician/Provider _____

Address _____

See attached copy of Immunization record

B. HEPATITIS B (HBV) immunization: Recommended for all new students and required for students in the School of Nursing. Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to provide lifelong immunity in most cases. Union University Health Services, located on the Jackson Campus, is open Monday – Friday 8 a.m.-4p.m. and offers Hepatitis B vaccine for \$64 per injection (price subject to change). **THE LAW DOES NOT REQUIRE THAT STUDENTS RECEIVE VACCINATION FOR ENROLLMENT. THE LAW DOES REQUIRE THAT A COPY OF THIS SIGNED FORM BE TURNED IN TO UNION UNIVERSITY HEALTH SERVICES.**

____ I decline receipt of vaccine to protect for Hepatitis B.

____ I have received or plan to receive the complete three dose series of the Hepatitis B vaccine.

Student Signature Required _____

I refuse immunization because of religious objections, have attached an official clergy statement, and affirm this reason under the penalties of perjury.

Signature _____ Date _____

Return to: Your Program Coordinator, 2745 Hacks Cross Road, Germantown, TN 38138-7507
Contact Information: 901-759-0029, Fax 901-759-1197

Reference Evaluation

Post-Baccalaureate Teacher Education Program

_____ has applied for admission to the
(Name of Applicant)
Post-Baccalaureate Teacher Education Program at Union University and is asking you to complete this evaluation form.
Please give your opinion as to the applicant's ability to complete teacher licensure requirements and serve effectively as
a teacher. Thank you.

How long have you known the applicant? _____

In what capacity? _____

Please check the statements that best characterize the applicant.

CHARACTER

- Is not trustworthy.
- Is normally trustworthy.
- Is ethical, worthy of complete trust.

JUDGMENT

- Often uses poor judgment.
- Actions usually well-grounded.
- Uses sound judgment.

COMMUNICATION ABILITY

- Often has difficulty communicating ideas.
- Sometimes has difficulty communicating ideas.
- Articulate, grammatically correct, communicates clearly.

DEDICATION

- Shuns responsibility
- Does what is necessary
- Carries out responsibilities, shows initiative

SCHOLARLY ATTITUDE

- Avoids learning new ideas and skills
- Will learn what is absolutely necessary.
- Enjoys studying and learning

Please give, to the best of your ability, your evaluation of the applicant's academic background. Please comment on
particular strengths and/or weaknesses of which you are aware.

Please give your evaluation of the applicant's ability to successfully pursue coursework leading to a teaching license.

How effective would you expect the applicant to be as a teacher?

(Your Name. Please Type or Print)

(Your Position)

(Signature)

(Date)

This information should be mailed directly to:
Office of Graduate Studies in Education
Union University
2745 Hacks Cross Road
Germantown, TN 38138-7507
ATTN: Linda Tittle (MAEd)

Reference Evaluation

Post-Baccalaureate Teacher Education Program

_____ has applied for admission to the
(Name of Applicant)
Post-Baccalaureate Teacher Education Program at Union University and is asking you to complete this evaluation form. Please give your opinion as to the applicant's ability to complete teacher licensure requirements and serve effectively as a teacher. Thank you.

How long have you known the applicant? _____

In what capacity? _____

Please check the statements that best characterize the applicant.

CHARACTER

- Is not trustworthy.
 Is normally trustworthy.
 Is ethical, worthy of complete trust.

DEDICATION

- Shuns responsibility
 Does what is necessary
 Carries out responsibilities, shows initiative

JUDGMENT

- Often uses poor judgment.
 Actions usually well-grounded.
 Uses sound judgment.

SCHOLARLY ATTITUDE

- Avoids learning new ideas and skills
 Will learn what is absolutely necessary.
 Enjoys studying and learning

COMMUNICATION ABILITY

- Often has difficulty communicating ideas.
 Sometimes has difficulty communicating ideas.
 Articulate, grammatically correct, communicates clearly.

Please give, to the best of your ability, your evaluation of the applicant's academic background. Please comment on particular strengths and/or weaknesses of which you are aware.

Please give your evaluation of the applicant's ability to successfully pursue coursework leading to a teaching license.

How effective would you expect the applicant to be as a teacher?

(Your Name. Please Type or Print)

(Your Position)

(Signature)

(Date)

This information should be mailed directly to:
Office of Graduate Studies in Education
Union University
2745 Hacks Cross Road
Germantown, TN 38138-7507
ATTN: Linda Tittle (MAEd)

REQUEST FOR OFFICIAL TRANSCRIPT

Note: It is the student's responsibility to mail this form to the college/university where credit was earned.

Name: _____ Social Security No. _____

Student Address: _____
City State Zip

Institution: _____

Institution Address: _____
City State Zip

Name used when officially enrolled: _____
Last First Middle Maiden

Date of Enrollment: _____ Birthdate: _____

Number of official copies requested _____ () Self () For address below. Please mail transcript to:

Check attached for \$ _____

Office of Graduate Studies in Education
Union University-Germantown
2745 Hacks Cross Road
Germantown, TN 38138-7507
Attn: Linda Tittle (MAEd)

Student Signature: _____ Date: _____

Cut Here

REQUEST FOR OFFICIAL TRANSCRIPT

Note: It is the student's responsibility to mail this form to the college/university where credit was earned.

Name: _____ Social Security No. _____

Student Address: _____
City State Zip

Institution: _____

Institution Address: _____
City State Zip

Name used when officially enrolled: _____
Last First Middle Maiden

Date of Enrollment: _____ Birthdate: _____

Number of official copies requested _____ () Self () For address below. Please mail transcript to:

Check attached for \$ _____

Office of Graduate Studies in Education
Union University-Germantown
2745 Hacks Cross Road
Germantown, TN 38138-7507
Attn: Linda Tittle (MAEd)

Student Signature: _____ Date: _____