

GRADUATE STUDIES

Policies and Procedures

WNMU offers the Master of Arts, the Master of Arts in Teaching, and the Master of Business Administration degrees. The Graduate Division of WNMU provides an opportunity for advanced study, research, and development of scholarship. Programs are intended to foster graduate students with professional motivation, and intellectual curiosity.

Western New Mexico University is fully accredited by the North Central Association of Colleges and Secondary Schools, the Professional Standards Commission of the State of New Mexico, and the National Council for Accreditation of Teacher Education (NCATE). Western New Mexico University, at the Silver City campus, is fully accredited by the Association of Collegiate Business Schools and Programs to offer the Master of Business Administration degree.

The Graduate Council develops policy for the Graduate Division and acts as an advisory body to the Director of the Graduate Division. The Director of the Graduate Division administers overall graduate policy. Graduate programs are administered by the chairs of the departments offering the programs and the Dean of the School of Education. Each graduate student works under the supervision of an advisor, who is appointed by the department chair or Dean.

Graduate students enrolled in the Gallup Graduate Studies Center are bound by the same degree and program requirements as stated in this catalog. Information and applications may be secured by contacting the Gallup Graduate Studies Center in Gallup at (505) 722-3389.

M.A. and M.A.T. graduate work at WNMU continues throughout the year. M.B.A. graduate work at WNMU continues throughout the year with the majority of the course work provided during the fall and spring semesters and a limited number of courses offered during the summer session. Graduate students should be familiar with the requirements of the 500 level graduate courses in their areas of specialization.

Procedures for Completing a Graduate Degree

A student seeking to obtain a graduate degree at Western New Mexico University should follow these steps:

1. Apply for admission to the Graduate Division through the Admissions Office.
2. Comply with the provisions outlined under Graduate Admission. This includes passing the required entry exams no later than the end of the first semester of attendance.
3. Develop a graduate degree plan with the assigned graduate advisor. The advisor will forward the degree plan to the Department Chair/Dean for review. The Department Chair/Dean then sends it to the Graduate Division Office for final approval. A copy of the degree plan is then sent to the Registrar's Office. Progress on degree plans of all graduate students is reviewed at the end of each semester and summer sessions by the Graduate Division Office, by the respective advisor, and by the Department Chair/Dean. A non-thesis

graduate degree plan requires a minimum of 36 credit hours of graduate course work (MA in Counseling requires 48 credit hours); a thesis graduate degree plan requires a minimum of 30 credit hours of graduate course work, except for the Interdisciplinary major which requires a minimum of 33 credit hours of graduate course work, and a thesis of six credit hours.

4. File an advisor approved degree plan and application for degree audit by September 1 for spring graduation, February 1 for summer, or May 1 for fall graduation with the Registrar's Office. The student will be advised in writing of the results by the Registrar's Office.
5. Apply for permission to take the comprehensive examination at the beginning of the semester in which the examination is to be scheduled. A minimum of 30 semester hours of graduate credit must have been completed or in progress during the semester in which the examination is scheduled. Administration will be the responsibility of the Dean and/or Department Chair and the student's advisor. This examination may be repeated only once. Students seeking degrees in the area of Reading: the NMTA Content Knowledge Reading Test will be taken in lieu of the written comprehensive examination. Written comprehensives are scheduled three times a year in Spring, Summer, and Fall.
6. Meet comprehensive exit requirement(s) as determined by each graduate program. A specialty test may be taken in lieu of university administered written comprehensives in some areas; students should check with their advisors for clarification. Students seeking degrees in the area of Educational Leadership, Elementary Education, Secondary Education, and Counseling may achieve the state minimum score on the National Teacher Examination (NTE) or Praxis Specialty Exam. This examination should be taken the semester before the student expects to graduate. Students seeking a degree in Counseling may pass the Counselor Preparation Comprehensive Exam (CPCE) in lieu of the comprehensive exams or Praxis.

NOTE: Steps 5-6 apply to M.A. and M.A.T. candidates only.

7. The student must file an advisor approved degree plan with the Registrar's Office and an application for a degree audit and pay graduation fees of \$55 in the Business Office by the deadline listed in class schedule. Completion of the degree audit prepares the student for receiving the graduate degree.
8. The student must have removed any indebtedness to WNMU and completed all coursework and required examinations prior to the last day of the semester. NTE and comprehensive test scores must be posted in the Registrar's Office by the last day of the semester in which the student wishes to graduate.

Graduate Degrees

The **Master of Arts (M.A.)** offers specialized study beyond the baccalaureate degree. The M.A. is offered in a variety of disciplines. The M.A. may be completed with or without a thesis.

The **Master of Arts in Teaching (M.A.T.)** is a non thesis degree. The purpose of the program is to add to the competence of educators in academic, pedagogical, and research skills. Previous teaching experience is not required for the M.A.T. program.

The **Master of Business Administration (M.B.A.)** is designed for persons who wish to become management generalists. The M.B.A. program does not require a thesis.

School of Education

The purpose of programs within the School of Education at WNMU is “to ignite and nurture a spirit of learning for both educator and student.” Western New Mexico University is committed to preparing professional educators. The curriculum that prospective teachers, counselors, and administrators in the WNMU graduate program follow is organized around two tenets:

- 1) maximize opportunities for student thinking and achievement
- 2) facilitate active, participatory decision making.

The continued professional development needs of educators is at the forefront of the graduate programs at WNMU. Developing advanced knowledge in content and pedagogy is one function of the WNMU graduate education programs. The advanced program emphasizes action or applied research. Graduate students are expected to take a leadership role in efforts to bridge differences through collaboration among the greater learning community.

The courses offered within the School of Education at the graduate level are designed to enhance expertise in teaching, administration, and counseling. The master's degree curriculum allows the student to meet competencies related to an advanced degree in the chosen field.

Six graduate degree programs are available:

- The Master of Arts degree (MA) in Counseling.
- The Master of Arts degree (MA) in Educational Leadership
- The Master of Arts in Teaching (MAT) - Elementary Education
- The Master of Arts in Teaching (MAT) - Secondary Education
- The Master of Arts in Teaching (MAT) - Special Education
- The Master of Arts in Teaching (MAT) - Reading Education

School of Education Additional Policies and Procedures

All students must meet regular admission requirements in the WNMU graduate program as described in this catalog. The School of Education has the following additional requirements:

1. Students must pass the New Mexico Teacher Assessments (NMTA) and tests must be taken in the following sequence in order for the student to continue in the Teacher Education Program. The Basic Skills test must be taken during the Foundation block and passed before entering the Application block. The Teacher Competency test and the appropriate Content Knowledge test must be taken and passed before graduation. Students may take the tests earlier than required by the Teacher Education Program.
2. Students seeking provisional admittance to the graduate division must meet the expectations for provisional admission for the M.A. and M.A.T. as described in this catalog and have approval from the Director of the Graduate Division.
3. Students who do not meet entry requirements, or who are denied admission following the initial enrollment semester, must petition the SOE Professional Education Committee for provisional admittance. The petition must be in the form of a written request. The committee will mandate numerous activities which include, but are not limited to, additional coursework, tutoring, additional advisement, career counseling, test coaching, additional documentation, retesting, volunteer field experience, and a reflective log of activities. The response provided by the admission committee is a plan of action for remediating any weaknesses identified through the admissions process and must be approved by the Director of the Graduate Division.

Graduate Admission

Final Graduate Student Admission

A regular graduate student is one who meets all Graduate Division and program requirements for admission as a graduate student.

To be admitted as a regular graduate student, an applicant must do the following:

1. Complete the form "Application for Graduate Admission to the University" through the Admissions Office;
2. Provide the Admissions Office with copies of official transcripts showing the award of a bachelor's/master's degree from an accredited institution recognized by CHEA (Council of Higher Education Accreditation). These transcripts must be on file before an applicant is admitted to graduate study;
3. M.A. and M.A.T. applicants with an overall grade-point average of at least 3.0 for the last 64 credit hours of undergraduate/graduate work will be admitted on FINAL status and will not be required to take the Graduate Record Examination (GRE).

Applicants who have a GPA of between 2.75 and 2.99 for the last 64/36 credit hours of undergraduate/graduate work will be admitted on provisional status. A student may take up to nine credit hours while on provisional status and must take the GRE and earn a score of at least 720. Upon completion of nine hours of graduate work with a grade of B or better in each course and submission of GRE scores, the student must request a review of his/her admission status to the Director of the Graduate Division.

M.A. and M.A.T. applicants who have completed an advanced degree will be admitted on FINAL status and will not be required to take the Graduate Record Examination (GRE). Students must provide the Admissions Office with an official transcript showing the award of a Master's Degree from an accredited institution recognized by CHEA (Council of Higher Education Accreditation).

4. **M.B.A. program.** M.B.A. applicants must submit GMAT scores less than six years old to the Admissions Office. A completed package will be forwarded to the M.B.A. Director who in conjunction with the School of Business faculty will review the application package to determine acceptance into the M.B.A. program. Generally, acceptance to the program is based on the following formula: Undergraduate G.P.A. x 200 + GMAT score [Verbal, Quantitative and Analytical Writing Score (see conversion chart) = 1350 or higher].

Conversion Chart for Analytical Writing Score - GMAT

| Analytical Writing Score | Conversion to Analytical Score |
|--------------------------|--------------------------------|
| 6 | 760 |
| 5.5 | 700 |
| 5 | 620 |
| 4.5 | 540 |
| 4 | 460 |
| 3.5 | 400 |
| 3 | 350 |
| 2.5 | 320 |
| 2 | 300 |
| 1.5 | 300 |
| 1 | 300 |
| 0.5 | 300 |
| 0 | 0 |

Applicants who do not meet the above criteria may petition the Department of Business Administration Graduate Admissions Committee to be admitted on special consideration. The petition must include a written statement as to why the applicant believes that he/she will be able to complete the M.B.A. program. M.B.A. applicants who do not meet the 1350 qualifying score requirement must meet with the M.B.A. Graduate Admissions Committee for a personal interview. The purpose of the interview is to enable the Committee to assess the applicant's potential for successfully completing the M.B.A. program. No more than 20% of candidates selected for the M.B.A. program will be admitted with a qualifying score lower than 1350 in any one year.

Provisional and Conditional Graduate Student Admission**Provisional - M.A. and M.A.T.**

A provisional graduate student is one who does not meet the final graduate admissions standards of the Graduate Division. This classification is for a beginning graduate student who lacks a grade-point average of at least 3.0 out of a possible 4.0 for the last 64/36 credit hours of undergraduate and graduate work but whose grade-point average is at least 2.75. To remedy a grade-point deficiency, the student who has completed the bachelor's degree requirement 3 (see above for final graduate student admission), must complete nine credits of graduate work designated by his or her graduate advisor with a grade of B or better in each course and provide the designated GRE score. Failure to meet these requirements will preclude further progress toward a graduate degree.

Once the student has completed the nine credits of graduate work designated by his or her graduate advisor, with a grade of B or better in each course, and submitted appropriate GRE scores, the student must request, in writing, to have the file reviewed by the Director of the Graduate Division for a change in status. A maximum of nine credit hours of graduate work with a grade of B or better while on provisional status may be counted toward a master's degree at WNMU.

Conditional - M.A. and M.A.T.

A conditional graduate student is one whose file is not complete.

An M.A. or M.A.T. student may take a maximum of nine hours of course work in the first semester of attendance while on conditional status. The student may not register for additional course work until the file is complete and student has met all requirements for final graduate admission (see FINAL Graduate Student Admission 1-4).

Provisional & Conditional M.B.A.

There is no provisional graduate student admission for the M.B.A. program.

M.B.A. students who have not submitted GMAT scores will be admitted conditionally until GMAT scores are on file with the Graduate Division. Failure to do so within the first semester of enrollment will preclude further progress toward the M.B.A. degree. Students on conditional status are limited to six hours of course work toward the M.B.A. degree. Students who have completed an undergraduate degree in business may enroll in any M.B.A. classes offered. Students who have completed an undergraduate degree in a non-business discipline are restricted from enrolling in BSAD 530, BSAD 556, BSAD 560, BSAD 570, and ECON 512.

Non-degree Graduate Student Admission

A non-degree student is one who is not admitted to a graduate degree program at WNMU. If a non-degree graduate student later chooses to transfer to a graduate degree program, he or she must apply to the Graduate Division. When such a transfer is accomplished and has been approved by an advisor, a maximum of six credit hours of graduate work earned as a non-degree graduate student may be applied toward a master's degree. Courses taken to raise the GPA in the last 64/36 for admission cannot count towards a master's degree.

To be admitted as a non-degree graduate student, an applicant must do the following:

1. Complete the form "Application for Graduate Admission to the University" through the Admissions Office;
2. Have a bachelor's degree from an accredited institution recognized by the CHEA (Council of Higher Education Accreditation); and
3. Provide the Admissions Office with copies of official transcripts showing the award of a baccalaureate/master's degree from an accredited institution recognized by CHEA (Council of Higher Education Accreditation).

International Students

The general policies of the University, as outlined in this catalog, apply to international students as well as students who are United States citizens. Certain policies necessitated by federal laws are applicable only to international students.

An international student is any individual attending WNMU who holds an F-1 or M-1 non-immigrant visa. Legally admitted immigrants and refugees are not considered international students.

Information and application materials for admission to WNMU as an international student are available from the Admissions Office.

English Proficiency. WNMU requires a score of at least 550 written or 213 on the computer-based version on the Test of English as a Foreign Language (TOEFL) for all international students.

Admissions: Applications for admission for Fall semester must be in by June 1st with applications for Spring semester in by August 1st. All supporting materials, including transcripts or national examination scores and/or transcripts from colleges or universities (with an English translation); all test scores, including the TOEFL; proof of adequate financial support; and health examination form must be on file in the Admissions Office by:

July 1 Fall semester
September 1 Spring semester

Applications not processed by the deadlines noted above cannot be guaranteed timely processing for issuance of I-20's. If time does not permit processing for requested semester, admission and the I-20 will be processed for the subsequent semester.

International students are required to show proof of adequate health insurance or to purchase such insurance. The policy must include emergency evacuation or repatriation to their home country. If such proof is not provided, a health insurance policy will be provided by the university with cost of said policy being the responsibility of the student.

Readmission

A student wishing to be readmitted to a WNMU graduate program must complete the Application for Readmission form, available at the Admissions Office, and any other necessary requirement as directed by that office.

Any student who has attended other colleges or universities prior to application for readmission to WNMU must submit complete academic transcripts from those institutions to the Admissions Office as part of the application procedure. Students should provide the Admissions Office with a copy of relevant pages of each institution's catalog to match the transcripts.

Graduate General Information

Advisement

1. Advisement with regard to the student's major is provided by a faculty advisor in the department or school in which the program is offered.
2. The graduate student and his/her assigned advisor will develop the student's degree plan, which must be approved by the advisor, the Department chair/Dean, and the Director of the Graduate Division. The plan is a working agreement among the respective parties. Copies of the signed degree plan will be filed in the offices of the Director of the Graduate Division, the Registrar, and the major department or school. A copy will be returned to the student.
3. An approved degree plan must be filed at the Graduate Office prior to the completion of the first 15 hours of graduate work.

Course Load

WNMU certifies a student's enrollment status as to full-time or part-time, according to the guidelines below. The guidelines are used primarily to verify graduate assistantships, financial aid, and loan deferments.

Course-load guidelines:

- I. **Academic Year**
Graduates
 - a. Full-time: 9 or more graduate credit hours per semester
 - b. Part-time: 1-8 graduate credit hours per semester
- II. **Summer Session**
Graduates
 - a. Full-time: 6 or more graduate credit hours per semester
 - b. Part-time: 1-5 graduate credit hours per semester

Course Load Limitations

The graduate student is limited to taking 12 credit hours during each semester of the regular academic year. During the summer semester, the student is limited to nine credit hours. Graduate assistants are limited to between six and twelve graduate credit hours during a regular term.

Earning a Second Master's Degree

A second master's degree requires completion of at least 30 credit hours beyond the original master's degree. Students who have earned an advanced degree are not required to submit GRE scores.

An M.A. in Counseling can be awarded as a Second Masters degree by successfully completing 30 credits, IF the first Masters was an Interdisciplinary Masters from WNMU and 18 credits for one of the Disciplines was completed in Counseling. All credits for the M.A. in Counseling (totalling 48 at the end of the second Masters) must be completed in accordance with the seven year rule.

Grade Requirements

No more than three credit hours with a grade of C will count toward fulfillment of the requirements for the master's degree. A cumulative grade point average of 3.0 is required for graduation.

Academic Disqualification — The academic records of all graduate students are reviewed at the end of each semester and summer session. A student whose cumulative grade-point average at the end of any semester or summer session is less than a 3.0 will be warned and placed on probationary status. If the student fails to maintain a 3.0 average and to show substantial improvement in the quality of work, as determined by the Director of the Graduate Division during the next enrollment period after warning, will be disqualified from Graduate School.

A student who receives more than two grades of C or lower in his/her graduate work will be disqualified from the Graduate School.

A student who is disqualified from a graduate program must serve a one calendar year suspension prior to being re-admitted unless an appeal is granted. Students are eligible to return to school one year after suspension.

Appeal Process for Disqualification From the Graduate School

Students are required to begin the appeal process with a visit to their advisor. The following appeal process must be followed.

1. The student must complete an appeal form that explains the circumstances of the suspension and any action he/she has undertaken to address the problem. A current transcript must be included. The appeal form may be obtained from the Office of Academic Affairs.
2. The appeal form and the transcript should first be submitted to the student's advisor, who will then take the appeal to an appeals committee within that department or program.
3. If the department or program appeals committee denies the appeal, then the student may take three copies of the written appeal, the written denial from the department or program appeals committee, and transcript to the Office of Academic Affairs to be forwarded to the Graduate Council. The Graduate Council will serve as the final Graduate Appeals Committee. The student and his/her advisor will be invited to address the Graduate Council at the meeting at which the student's appeal will be discussed.
4. If approved, the decision will be communicated in writing to the student, his/her advisor, and the Registrar. A copy of the decision will also be put in the student's file.

Graduate Assistant Program

The purpose of the Graduate Assistant (GA) program at WNMU is to provide graduate students with a supplemental learning experience which enhances their graduate education program.

Graduate students who have been admitted as regular students to the graduate school are eligible to apply for a GA position. In addition to meeting the Graduate School's academic standards, a GA must also achieve a 3.0 GPA each semester. Failure to maintain a 3.0 GPA jeopardizes the graduate assistantship which may be revoked upon review by the Director of the Graduate Division.

Graduate assistantships are offered in two categories: a nine-month assistantship (nine-month contracts usually begin in the fall semester) and a twelve month assistantship (twelve-month contracts begin at the start of the fiscal year, July 1). Graduate Assistants normally enroll for nine graduate credit hours and may not take more than 12 or fewer than six graduate credit hours each regular semester. Final approval of graduate assistants and terms and conditions are approved by the Director of the Graduate Division.

Enrollment for only six graduate credit hours results in reduced remuneration for the graduate assistant. Enrollment in six graduate credit hours for the summer semester is required to maintain a graduate assistantship.

Graduate Credit

Only graduate students can take 500-level courses. Seniors at WNMU who need fewer than 12 credit hours to complete the bachelor's degree who have a grade point average of 3.20, and expect to complete the bachelor's degree during the same semester, may petition to enroll in 500 level classes. Students may take a maximum of six graduate credit hours while completing the undergraduate degree. Students who are deficient in certain undergraduate courses in the major field will be expected to remove these deficiencies without graduate credit. When it is apparent that further work in auxiliary subjects may make a substantial contribution to the M.A. and M.A.T. graduate program, the student may be allowed to take up to six credit hours of courses at the undergraduate 400-level. Registration for such courses must have the approval of the student's advisor, the Department Chair/Dean in which the courses are offered, and the Director of the Graduate Division. The instructor is required to submit to the Director of the Graduate School an outline of all extra work undertaken by the graduate student to justify graduate credit in a 400 level course.

When students register for a course numbered below 500 for graduate credit, they must make certain that the registration form carries official notation of the fact.

Independent Study Courses

Independent study courses may be made available by special arrangement between the individual student and the professor.

There are three types of arranged independent study.

1. A Directed Study is to be used when the student wishes to study some subject not regularly offered (this course is numbered 585).

2. A Directed Research course is to be used when the student is performing research under the direction of a faculty member (this course is numbered 590).
3. A Tutorial Reading is to be used when a student must take a regularly offered class on an independent basis (this course is numbered 595).

Independent Studies (Directed Study, Directed Research, and Tutorial Reading) shall be used primarily for the purpose of academic enrichment. The assignment and approval of Independent Studies for other reasons shall be strictly limited to emergency situations. **Coursework earned by “Independent Study” normally will be limited to six semester hours. Apply to the Graduate Division for permission to exceed this limit.**

Professional Development Credit (School of Education)

Professional Development Credit (PDC) will be offered by Western New Mexico University (WNMU) for the purpose of professional development, enrichment, and salary advancement credit (T & E.). PDC will be accepted only in special cases, for a maximum of six hours of WNMU degree credit toward program electives, with prior approval from the Professional Education Committee (PEC), the Dean of the School of Education, and the Vice President for Academic Affairs. PDC courses are not part of WNMU's approved programs nor are they appropriate substitutes. Professional Development Credits are not recommended for licensure and endorsement purposes. Transcript credit will identify PDC by the numbers 444 (undergraduate credit) or 544/545 (graduate credit) and a listing of the course title as *Professional Development: “Title of Course.”*

Registration

The University's academic year is divided into two semesters and one summer session. Graduate students may enter the Graduate Division at the beginning of any period. They are expected to register prior to or on the days set aside for that purpose. Late registration and absences are counted from the day of registration.

Residence Requirement

The minimum residence requirement for the completion of the M.A. degree is one academic year or two semesters. Five five-week summer sessions will be accepted as equivalent to two semesters. All 36 hours of credit except the permitted transfer of six credit hours must be earned in residence.

Time Limit

All graduate credit, including transfer credit, must have been earned within the seven years prior to issuance of the graduate degree.

Tour Credit Hours (Graduate)

A maximum of six graduate hours of tour credit may be applied toward a Master's degree.

Transfer Credit

A maximum of six credit hours of graduate work may be transferred and applied toward the master's degree at WNMU. Continuing education and extension courses are excluded. Correspondence work will not be accepted for graduate credit. Web based courses are not considered correspondence courses. The work accepted must be approved by the advisor and department chair/Dean based upon its appropriateness to the student's degree plan and must have been earned no more than seven years prior to the issuance of the graduate degree.

Graduate Degree Requirements

INTERDISCIPLINARY MAJOR

A minimum of 36 hours is required for the degree, with at least 18 non-thesis hours in one of the two or three disciplines. A minimum of 39 hours is required for the degree, if a thesis is written. An official degree plan, signed by advisors in all disciplines, must be submitted within the first semester (or prior to taking more than 6 credits) of coursework. The degree plan requires signatures from the department Chair/Dean of the primary and supplementary disciplines. Oral or written comprehensive examinations are required in the primary and supplementary disciplines. The type and method of exit examination will be determined by each discipline.

Students may choose from any department offering graduate level coursework. It is extremely important, however, that students meet with the appropriate advisors in each discipline prior to taking courses in order to plan their course of study and satisfy all program admission requirements. All course pre-requisites must be fulfilled. The Interdisciplinary Degree may or may NOT prepare the student for licensure or certification in the chosen field. See examples below:

The Expressive Arts Department offers curricular support for the interdisciplinary masters degree program in Art and Music. For Graduate Admission in Art, students must demonstrate proficiency in art by submission of a portfolio to the Expressive Arts Department. Students must have a BA/BS in studio art, or its equivalent. Prospective students should select a full time Art professor to serve as their art advisor to assist them with the Interdisciplinary Masters Degree.

The Art portion of the Interdisciplinary Masters Degree requires a minimum of 18 credit hours. Students may repeat any graduate studio courses up to three times. The graduate art courses are taught concurrently with advanced undergraduate course. Prior to enrolling in any graduate art course, graduate students must devise a course plan and attain permission from the instructor.

Graduate Art Core Requirements:

| | | |
|----------|---|----------|
| ART ____ | Specialization - studio/workshop | 3-9 |
| ART 577 | Graduate Seminar (repeat once) | 2 |
| ART 593 | Graduate Exhibit and Final Portfolio Review | <u>1</u> |
| | Total Art Core Requirement | 6-12 |

Graduate studio art electives (Select 4):

| | | |
|---------|--|-----------|
| ART 579 | Clay | 3 |
| ART 583 | Painting3 | |
| ART 584 | Printmaking | 3 |
| ART 586 | Drawing | 3 |
| ART 587 | Sculpture | 3 |
| ART 588 | Photography | 3 |
| ART 589 | Papermaking | <u>3</u> |
| | Total Graduate Art Electives | <u>12</u> |
| | Total Art Portion - Interdisciplinary Masters Degree | 18-24 |

School of Education (examples only; specific coursework must be approved by advisors in each discipline and all course prerequisites must be fulfilled);

Counseling and Educational Leadership:

| | | |
|---------------|---|-----------|
| COUN 501 | Introduction to the Profession of Counseling | 3 |
| COUN 531 | Theories & Techniques of Counseling | 3 |
| COUN 534 | Life Themes & Stages | 3 |
| COUN 555 | School Counseling | 3 |
| COUN 586 | Vocational Guidance/Career Development | 3 |
| COUN 587 | Seminar in Group Processes | <u>3</u> |
| | Total Counseling Portion | 18 |
| EDL 520 | Curriculum, Instruction, & Program Leadership | 3 |
| EDL 523 | Professional Development & Assessment | 3 |
| EDL 524 | Characteristics of Effective Leadership | 3 |
| EDL 525 | Education in a Pluralistic Society | 3 |
| or 526 | Educational Leadership in the Public Domain | 3 |
| EDL 530 | Resource Management | 3 |
| EDL 545 | Current Educational Trends & Issues | <u>3</u> |
| | Total Educational Leadership Portion | <u>18</u> |
| | Total - Interdisciplinary Masters Degree | 36 |

Counseling and Chemical Dependency Program

| | | |
|----------|--|-----------|
| COUN 501 | Introduction to the Profession of Counseling | 3 |
| COUN 531 | Theories & Techniques of Counseling | 3 |
| COUN 532 | Program Development & Management | 3 |
| COUN 534 | Life Themes & Stages | 3 |
| COUN 586 | Vocational Guidance/Career Development | 3 |
| COUN 596 | Marriage & Family Counseling | <u>3</u> |
| | Total Counseling Portion | 18 |
| CHDP 508 | Annual Alcohol & Drug Abuse Counselors Institute | 3 |
| CHDP 521 | Dual Diagnosis | 3 |
| CHDP 565 | Pharmacology | 3 |
| CHDP 581 | Internship in Chemical Dependency | 3 |
| CHDP 585 | Directed Study | 3 |
| CHDP 590 | Directed Research | <u>3</u> |
| | Total Chemical Dependency Portion | <u>18</u> |
| | Total Interdisciplinary Masters Degree | 36 |

Department of Business Administration & Criminal Justice portion offers curriculum support for interdisciplinary masters degree programs in fields of study in which business administration and management studies will enhance marketability. A minimum score of 400 is required on the Graduate Management Aptitude Test for admission to this program.

| | | |
|----------|---------------------------------------|----------|
| BSAD 500 | Survey of Business I | 3 |
| BSAD 501 | Survey of Business II | 3 |
| BSAD 540 | Analysis for Marketing Planning | 3 |
| BSAD 550 | Management and Organizational Theory | 3 |
| | Business or Economics Electives | <u>6</u> |
| | Total Business Administration Portion | 18 |

Master of Arts (thesis)

Thesis Information

1. Candidates for the M.A. will confer with their major advisor and select a thesis topic before completing 24 credit hours.
2. The M.A. thesis committee is appointed by the Department Chair/Dean. The student is responsible for completing the following:
 - a. Identifying two instructors who agree to serve as additional members of the committee;
 - b. Obtaining in writing the Department Chair/Dean's approval of the M.A. thesis committee. Forwarding the recommended thesis committee to the Director of the Graduate Division for approval;
 - c. Submitting to the advisor the thesis outline six months prior to anticipated completion of the graduate program;
 - d. Submitting to the advisor the first draft of the thesis in word processor form 90 days prior to the date of graduation;
 - e. Submitting the final copies and abstracts 30 days before the graduation date two copies of the thesis must be submitted to the Director of the Graduate Division for library reference on sixteen-pound bond or heavier weight paper;
 - f. Submitting ten copies of a 200-word thesis abstract at the time of submission of the thesis;
 - g. Passing satisfactorily an oral examination on the thesis, as well as other examinations which may be required.

MASTER OF ARTS IN COUNSELING

This degree is available at both the Silver City Campus and the Gallup Graduate Center

The MA program in Counseling is offered with field experience (internship) in either agency or school counseling. Students should meet with their advisor during the first semester of enrollment to begin planning their field experiences. In addition to all Graduate School Admission requirements, the student in this program must also:

1. Provide three letters of recommendation by persons who are prepared to evaluate the prospective student in terms of suitability to the field of counseling. The letters are to be received by the School of Education prior to scheduling the intake interview.
2. Schedule a structured intake interview with two or more members of the graduate faculty, including at least one counseling program advisor. The student will be notified within a week of the intake interview as to its outcome.
3. Enroll in COUN 501, Introduction to the Profession of Counseling, during the first semester. The intake interview is generally not scheduled until the latter part of the first semester, when the student has become well versed in ethical and legal issues of counseling.
4. Provide a writing sample and Disclosure of Criminal Record form at time of Intake Interview.

All entrance requirements must be completed before a degree plan may be approved. Until all entrance requirements are met, students are considered “conditionally admitted.” “Conditionally admitted” students must meet all entrance requirements prior to completing a total of 15 credit hours in the program. Students who have not completed all entrance requirements prior to completing 15 credit hours will be placed on registration hold until all requirements are met.

Students must complete COUN 501, Introduction to the Profession of Counseling, and at least nine other required credit hours in the Counseling program before enrolling in COUN 581 Internship. Satisfactory completion of the internship experience will determine continued eligibility in the Counseling program.

COUN 582 The Advanced Counseling Internship, follows the completion of a minimum of 27 credit hours of course work in the program and is generally taken in the final semester. It represents a culmination of the field experience in the counseling program.

Internship placement should be arranged and approved by the internship instructor by November 15 for the spring semester and by April 15 for the fall semester.

Students must pass either a written comprehensive examination, The Counselor Preparation Comprehensive Examination (CPCE), or the Praxis Specialty Examination for Guidance Counselors. These exams are normally completed during the final semester of course work.

MASTER OF ARTS IN COUNSELING

(48 credit hours)

Psychology Core

| | | |
|----------|----------------------------|----------|
| *PSY 512 | Psychopathology | 3 |
| PSY 520 | Diagnostics and Evaluation | 3 |
| *PSY 525 | Theories of Personality | <u>3</u> |
| | Total credit hours | 9 |

Graduate core

| | | |
|----------|--|----------|
| COUN 500 | Methods of Research | 3 |
| COUN 501 | Introduction to the Profession of Counseling | 3 |
| COUN 505 | Multicultural Counseling | 3 |
| COUN 581 | Internship in Counseling | <u>3</u> |
| | Total credit hours | 12 |

Counseling Core Requirements

| | | |
|--------------------|--|-----------|
| COUN 531 | Theories/Techniques of Counseling | 3 |
| COUN 532 | Program Development and Management | |
| <u>or</u> COUN 555 | School Counseling | 3 |
| COUN 534 | Life Themes and Stages | 3 |
| COUN 578 | Topics in Counseling | 3 |
| COUN 582 | Advanced Internship in Counseling | 6 |
| COUN 586 | Vocational Guidance/Career Development | 3 |
| COUN 587 | Seminar in Group Processes | 3 |
| COUN 596 | Marriage and Family Counseling | <u>3</u> |
| | Total credit hours | <u>27</u> |
| | Degree Total | 48 |

***NOTE:** Students who are not seeking to become a National Certified Counselor (NCC) or a New Mexico Licensed Mental Health Counselor and who have completed the psychology core courses at the undergraduate level must complete at least the other 39 hours of graduate counseling courses which are listed above to receive their degree. Students who are seeking to become a National Certified Counselor (NCC) or a New Mexico licensed Mental Health Counselor must take a minimum of 48 graduate hours as one of their requirements to become nationally certified or state licensed. If PSY 412 and PSY 425 were completed as an undergraduate, they do not have to be repeated at the graduate level, but students must take an additional six hours at the graduate level in counseling and/or related areas.

Additional graduate credits are available via additional Advanced Internship, the Drug and Alcohol Institute, special courses and workshops, and other advisor approved related courses.

For a second masters in counseling, please see Earning a Second Masters Degree.

MASTER OF ARTS IN EDUCATIONAL LEADERSHIP

This degree is available at both the Silver City Campus and the Gallup Graduate Center

The Master of Arts in Educational Leadership is designed “to ignite and nurture a spirit of learning...”. It prepares teachers and other education professionals for New Mexico state licensure as school administrators by building increased awareness, knowledge, and skills for a variety of leadership roles. Leadership, communication, curriculum, assessment, teacher evaluation, and the use of technology will be taught by way of active student participation. The State of New Mexico Administrator Competencies and best education-leadership practices developed by the National Association for Supervision and Curriculum Development (ASCD), as well as other learned educational societies, will be met.

NOTE: An applicant for administrative licensure in New Mexico must hold a level IIIA teaching license. (Minimum of seven years teaching experience).

In addition to Graduate School Admission requirements, the graduate candidate in this program must:

1. Develop an Admission Portfolio, including: a) the Letter of Graduate School Admission (“Regular” only); b) three letters of recommendation from current principal/supervisor, and other persons who are qualified to assess the leadership, scholarship, and professional potential of the graduate candidate; c) a writing sample; d) a resume and e) a Criminal Disclosure Statement.
2. The EDL 581 and EDL 582 Internships are the culminating courses in the program with a minimum of 180 hours of supervised field work. The graduate candidate must have completed at least 18 credits of the required EDL courses to qualify for the internship. The graduate candidate in Educational Leadership must successfully complete a formal interview and orientation as part of the application for the internship experience. Candidates must successfully complete the licensing program, including research and leadership course work, a comprehensive portfolio assessment, and the NTE Praxis test for Educational Leadership or the WNMU Comprehensive Graduate Exams.

MASTER OF ARTS IN EDUCATIONAL LEADERSHIP

(36 credit hours)

Graduate Core Requirements

| | | |
|----------|-------------------------------------|----------|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | <u>3</u> |
| | Total credit hours | 9 |

Educational Leadership Core Requirements**Select six of the following**

| | | |
|---------|---|----------|
| EDL 520 | Curriculum, Instruction, and Program Leadership | 3 |
| EDL 523 | Professional Development and Assessment | 3 |
| EDL 524 | Characteristics of Effective Leadership | 3 |
| EDL 525 | Education in a Pluralistic Society | 3 |
| EDL 526 | Educational Leadership in the Public Domain | 3 |
| EDL 530 | Resource Management | 3 |
| EDL 545 | Current Educational Trends and Issues | 3 |
| EDL 560 | Legal Aspects of Education | <u>3</u> |
| | Total credit hours | 18 |

Culminating courses

| | | |
|---------|--|----------|
| EDL 581 | Beginning Internship in Educational Leadership | 3 |
| EDL 582 | Advanced Internship in Educational Leadership | <u>3</u> |
| | Total credit hours | 6 |

Guided Electives

| | | |
|---|--------------|----------|
| Choose a seventh EDL course or any pre-approved 500-level course in BLED, BSAD, COUN, RDG, or SPED | | <u>3</u> |
| | Degree Total | 36 |

For a second masters, please see Earning a Second Masters Degree.

**Master of Arts in Teaching -
(for students who have no undergraduate/graduate professional education preparation or whose undergraduate preparation was in a professional education major area other than the one pursued for the MAT degree)**

This degree is designed for students who hold a bachelor's degree in a field other than professional education or in a professional education major area other than the one pursued for the MAT degree. The student can earn an MAT degree and simultaneously qualify for teacher licensure. Students who have undergraduate equivalent courses must substitute advisor-approved courses. Students considering this program should have their transcripts audited by the New Mexico Public Education Department for licensure requirements in a specific field. (If deficiencies are identified they should be included as addenda to the planned course of study in order to assure eligibility for licensure.) Each teaching field requires 24-36 competency-based credit hours. The MAT degree and licensure in New Mexico require successful completion of the New Mexico Teacher Assessments: Basic Skills, Teacher Competency and appropriate, Content Knowledge required for licensure.

**MASTER OF ARTS IN TEACHING (MAT)
ELEMENTARY EDUCATION**

(42 credit hours)

Contextual Knowledge (15)

| | | |
|----------|--------------------------------------|---|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | 3 |
| BLED 514 | Multicultural Education | 3 |
| SPED 508 | Introduction to Exceptional Children | 3 |

Professional Education Requirements (27)

Foundation (4)

| | | |
|------------------------------------|---|---|
| EDUC 564 | TEP Field Experience | 1 |
| NMTA Basic Skills taken and passed | | |
| EDUC 534 | Integration of Technology into Curriculum | 3 |

Application (7)

| | | |
|----------|-----------------------------------|---|
| RDG 510 | Teaching of Reading | 3 |
| EDUC 572 | Elementary Methods & Curriculum I | 4 |

Reinforcement (10)

| | | |
|----------|---|---|
| EDUC 573 | Elementary Methods & Curriculum II | 4 |
| RDG 511 | Corrective Reading Instruction | 3 |
| SPED 528 | Curriculum & Methods in Special Education | 3 |

All other core/professional courses must be completed prior to the last block of hours, Capstone. EDUC 536 and EDUC 592 are to be taken concurrently. All NMTA tests should be taken and passed before Practice Teaching.

Capstone (6)

| | | |
|---|--------------------------------|---|
| EDUC 536 | Classroom Management | 3 |
| EDUC 592 | Practice Teaching - Elementary | 3 |
| Exit Examination required before graduation | | |

Elementary Education Teaching Endorsement Fields

For New Mexico State Licensure, students must qualify for a competency based teaching field (24-36 credits).

**MASTER OF ARTS IN TEACHING
SECONDARY EDUCATION**

(37 credit hours)

Contextual Knowledge (15)

| | | |
|-----------|--------------------------------------|---|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | 3 |
| BLEED 514 | Multicultural Education | 3 |
| SPED 508 | Introduction to Exceptional Children | 3 |

Professional Education Requirements (22)

Foundation (7)

| | | |
|------------------------------------|---|---|
| EDUC 564 | TEP Field Experience | 1 |
| NMTA Basic Skills taken and passed | | |
| EDUC 534 | Integration of Technology into Curriculum | 3 |
| SPED 528 | Curriculum & Methods in Special Education | 3 |

Application & Reinforcement (9)

| | | |
|----------|---------------------------------------|---|
| EDUC 571 | Secondary Curriculum & Instruction | 3 |
| EDUC 574 | Classroom Assessment | 3 |
| RDG 560 | Reading Skills in Secondary Education | 3 |

All other core/professional courses must be completed prior to the last block of hours, Capstone. EDUC 536 and EDUC 594 are to be taken concurrently. All NMTA tests should be taken and passed before Practice Teaching.

Capstone (6)

| | | |
|---|-------------------------------|---|
| EDUC 536 | Classroom Management | 3 |
| EDUC 594 | Practice Teaching - Secondary | 3 |
| Exit Examination required before graduation | | |

Secondary Education Teaching Endorsement Fields

For New Mexico State Licensure, students must qualify for a competency based teaching field (24-36 credits, including 12 upper division credits).

MASTER OF ARTS IN TEACHING SPECIAL EDUCATION

(45 credit hours)

Contextual Knowledge (15)

| | | |
|------------------------------------|-------------------------------------|---|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | 3 |
| NMTA Basic Skills Taken and Passed | | |
| *RDG 510 | Teaching of Reading | 3 |
| *RDG 511 | Corrective Reading Instruction | 3 |

Professional Education Requirements (30)

Foundation (9)

| | | |
|----------|--|---|
| EDUC 534 | Integration of Technology into Curriculum | 3 |
| SPED 508 | Introduction to Exceptional Children | 3 |
| SPED 570 | Nature & Needs of Persons with Learning Disabilities | 3 |

Application & Reinforcement (15)

| | | |
|--------------------|--|---|
| SPED 528 | Curriculum and Methods in Special Education | 3 |
| SPED 552 | Families, School, Community Rel & Exceptional Child | 3 |
| SPED 554 | Evaluation & Assessment of Exceptional Children | 3 |
| SPED 556 | Culturally Diverse Exceptional Children | 3 |
| SPED 569 | Nature & Needs of Persons with Mental Retardation | 3 |
| <u>or</u> SPED 576 | Nature & Needs of Pers/ Emotional & Behavior Disorders | 3 |

All other core/professional courses must be completed prior to the last block of hours, Capstone. SPED 541 and SPED 551 can be taken concurrently. All NMTA tests should be taken and passed before Practice Teaching.

Capstone (6)

| | | |
|---|--|---|
| SPED 541 | Practice Teaching - Special Education | 3 |
| SPED 551 | Behavior Management App. with Exceptional Children | 3 |
| Exit examination required before graduation | | |

Special Education Teaching Endorsement Fields

For New Mexico State Licensure, students must qualify for a competency based teaching field (24-36 credits); requirements must be determined by the NM Public Education Department.

Master of Arts in Teaching -**(for students who have appropriate undergraduate/graduate professional education preparation)****MASTER OF ARTS IN TEACHING (MAT)
ELEMENTARY EDUCATION**

(36 credit hours)

Students pursuing their elementary education focus must complete the nine credit hour education core, complete the 15 credit hour teaching field, and complete the 12 credit hour second teaching field in related areas. Students must work closely with their advisors.

Education Core Requirements

| | | |
|----------|-------------------------------------|----------|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | <u>3</u> |
| | Total credit hours | 9 |

Elementary Education Requirements

| | |
|--|-----------|
| Major Teaching Field courses | 15 |
| Second Teaching Field or related areas | <u>12</u> |
| Total credit hours | <u>27</u> |

| | |
|--------------|----|
| Degree total | 36 |
|--------------|----|

Exit examination required before graduation

**MASTER OF ARTS IN TEACHING (MAT)
SECONDARY EDUCATION**

(36 credit hours)

Students pursuing a degree in Secondary Education must complete the nine credit hour education core and 20-21 credit hours in one subject area. The remaining six to seven hours must be advisor approved electives. Subject area concentrations include art, business marketing, language arts, history, mathematics education, music, social sciences, psychology, TESOL, bilingual and movement science. The student will have an advisor in the School of Education and an advisor from the department of the teaching field.

Education Core Requirements

| | | |
|----------|-------------------------------------|----------|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | <u>3</u> |
| | Total credit hours | 9 |

Secondary Education Requirements

| | |
|--------------------------------------|----------|
| Major Teaching Field courses | 21 |
| Advisor approved electives | <u>6</u> |
| Total credit hours | 27 |
| Degree total | 36 |
| Exit exam required before graduation | |

**MASTER OF ARTS IN TEACHING (MAT)
SPECIAL EDUCATION**

(39 credit hours)

(for students who have appropriate undergraduate/graduate professional education preparation)

Students pursuing a degree in Special Education must complete the nine credit hour education core and 30 graduate credit hours in Special Education. The Master of Arts in Teaching is awarded after successful completion of the 39 credit hours listed below. The program includes the required list of courses for state licensure in Special Education. Students must follow regular policies and procedures for admission to graduate school, and must consult with a Special Education advisor to file a degree plan. Special Education courses may be used as part of the MA Interdisciplinary degree. Check with your advisor for specific courses.

Education Core Requirements

| | | |
|----------|-------------------------------------|----------|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | <u>3</u> |
| | Total credit hours | 9 |

Special Education Requirements

| | | |
|---|--|----------|
| SPED 508 | Introduction to Exceptional Children | 3 |
| SPED 528 | Curriculum and Methods in Special Education | 3 |
| SPED 551 | Behavior Management App. with Exceptional Children | 3 |
| SPED 552 | Families, School, Community Rel & Exceptional Child | 3 |
| SPED 554 | Evaluation & Assessment of Exceptional Children | 3 |
| SPED 556 | Culturally Diverse Exceptional Children | 3 |
| SPED 569 | Nature & Needs of Persons with Mental Retardation | 3 |
| SPED 570 | Nature & Needs of Persons with Learning Disabilities | 3 |
| SPED 576 | Nature & Needs of Pers/ Emotional & Behavior Disorders | 3 |
| SPED 581 | Practicum in Special Education | <u>3</u> |
| | Total credit hours | 30 |
| | Degree total | 39 |
| Exit examination required before graduation | | |

**MASTER OF ARTS IN TEACHING (MAT)
READING EDUCATION**

(39 credit hours)

(for students who have appropriate undergraduate/graduate professional education preparation)

The Master of Arts in Teaching is awarded after successful completion of the 39 credit hours listed below. Courses reflect the broad area of the state-adopted competencies. Students who pursue a master's degree in reading must complete the nine credit hour graduate core, and the 30 credit hours in the Reading Education Core. In lieu of written comprehensives, the graduate student will take the NMTA Content Knowledge Reading exam during the semester before graduation. Required reading core may be used as part of the MA Interdisciplinary degree.

Education Core Requirements

| | | |
|----------|-------------------------------------|----------|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | <u>3</u> |
| | Total credit hours | 9 |

Reading Education Core Requirements

| | | |
|---------|---------------------------------------|-----------|
| RDG 453 | Children's Literature | 3 |
| RDG 510 | Teaching of Reading | 3 |
| RDG 511 | Corrective Reading Instruction | 3 |
| RDG 514 | Theoretical Models of Reading | 3 |
| RDG 515 | Remedial Reading | 3 |
| RDG 517 | Early Childhood Reading | 3 |
| RDG 560 | Reading Skills in Secondary Education | 3 |
| RDG 579 | Seminar in Reading | 3 |
| RDG 580 | Reading Workshop | 3 |
| RDG 581 | Practicum in Reading | <u>3</u> |
| | Total credit hours | <u>30</u> |
| | Degree total | 39 |

Exit examination, NMTA Reading, and is required before graduation

Additional Reading Courses: (required in the Elementary Language Arts endorsement/teaching field and may be used as substitutes in the Reading Education Program if warranted)

| | | |
|---------|---|---|
| RDG 512 | Diag & Prescription of Reading for Diverse Learners | 3 |
| RDG 537 | Literacy: Teaching Applications | 3 |

Master of Business Administration

Western New Mexico University at its Silver City campus is fully accredited by the Association of Collegiate Business Schools and Programs.

The M.B.A. degree is designed for persons intending to pursue careers as management generalists. The graduate courses in Business Administration are designed to develop analytical skills and provide in-depth knowledge of modern business management. The case method is emphasized to better prepare students for responsible positions in the business environment.

The following policies apply to the M.B.A. program:

1. No area of specialization or concentration is available under the M.B.A. program.
2. The M.B.A. program does not require a thesis.
3. No more than three credit hours with a grade of C can count toward the M.B.A. degree.
4. Three grades of C or lower will result in dismissal from the program.
5. The M.B.A. Program accepts students with or without prior business administration coursework. Two options are available to students entering the M.B.A. program.

Option 1. An undergraduate degree that includes the following courses or equivalents:

| | |
|----------|-------------------------------------|
| BSAD 230 | Principles of Financial Accounting |
| BSAD 231 | Principles of Managerial Accounting |
| BSAD 340 | Principles of Marketing |
| BSAD 350 | Principles of Management |
| BSAD 370 | Principles of Finance |
| ECON 201 | Principles of Macroeconomics |
| ECON 202 | Principles of Microeconomics |
| MATH 321 | Statistics |

Proficiency in basic word processing, College Algebra, basic elements of Calculus and spreadsheet programs is expected.

Option 2. An undergraduate degree in a non-business field.

The Master's degree programs in business require a minimum of 36 semester credit hours of graduate level work beyond the common professional component. The common professional component may be completed in either undergraduate courses as in Option 1 above or graduate courses. With the advice of the M.B.A. advisor the common professional component requirement can be met with a combination of graduate and undergraduate courses and in unusual situations by work experience and CLEP tests. The following graduate courses are designed to meet common core course requirements:

378 / graduate degree requirements

| | | |
|----------|---|---|
| BSAD 500 | Survey of Business I | 3 |
| BSAD 501 | Survey of Business II | 3 |
| BSAD 502 | Survey of Math and Statistics for MBA's | 3 |
| ECON 500 | Economic Analysis | 3 |

Courses above are graduate level courses but will not count toward the 36 hours required for the M.B.A.

MASTERS OF BUSINESS ADMINISTRATION (MBA)

(36 credit hours)

Business Administration Core Requirements

| | | |
|----------|---|----------|
| BSAD 510 | Social Responsibility and Business Ethics | 3 |
| BSAD 530 | Advanced Managerial Accounting | 3 |
| BSAD 540 | Analysis for Marketing Planning | 3 |
| BSAD 550 | Management and Organizational Theory | 3 |
| BSAD 552 | Human Resource Management | 3 |
| BSAD 556 | Production and Operation Analysis | 3 |
| BSAD 560 | Advanced Business Statistics | 3 |
| BSAD 570 | Managerial Finance in Theory and Practice | 3 |
| BSAD 586 | Advanced International Business | 3 |
| BSAD 597 | Managerial Policy and Strategy | 3 |
| ECON 512 | Comparative Analysis Using Managerial Economics | <u>3</u> |
| | Total credit hours | 33 |

Guided Electives

| | |
|--|----------|
| Graduate Electives approved by advisor | <u>3</u> |
| Degree Total | 36 |

School Psychology

Western New Mexico University offers a School Psychology licensure program for entry-level school psychologists in the state of New Mexico. The Program is an interdepartmental collaborative effort between the School of Education and the Department of Social Sciences. State approved licensure is awarded by the New Mexico Public Education Department.

Completion of the courses for licensure does not automatically lead to a degree. The Interdisciplinary Master's Degree may be obtained by combining the psychology, special education, or counseling coursework generated en route to a school psychology licensure. For the Interdisciplinary Masters Degree, all courses must be taken at WNMU except for a maximum of six credit hours of graduate work transferred and applied toward a Master's Degree.

Please consult with a school psychology advisor in either the School of Education or the Department of Social Sciences for more information.

SCHOOL PSYCHOLOGY LICENSURE

(60 credit hours)

School Psychology Core Requirements

| | | |
|--------------------|---|----|
| COUN 500 | Methods of Research | 3 |
| COUN 505 | Multicultural Counseling | |
| <u>or</u> PSY 501 | Comparative Multicultural Social Studies | 3 |
| COUN 531 | Theories and Techniques of Counseling | 3 |
| COUN 587 | Seminar in Group Processes | 3 |
| EDL 524 | Characteristics of Effective Leadership | |
| <u>or</u> EDL 560 | Legal Aspects of Education | 3 |
| PSY 506 | Social Psychology | |
| <u>or</u> COUN 588 | Psychopharmacology for Counselors & Therapists | 3 |
| PSY 512 | Psychopathology | 3 |
| PSY 520 | Diagnostics and Evaluation | 3 |
| PSY 521 | Advanced Clinical Seminar | 3 |
| PSY 523 | Child Clinical Psychology | 3 |
| PSY 526 | Introduction to School Psychology | 3 |
| PSY 534 | School Psychology Internship (3 minimum - 3 cr. each) | 9 |
| SPED 508 | Introduction to Exceptional Children | 3 |
| SPED 551 | Behavioral Management Approaches with Except. Childrn | 3 |
| SPED 552 | Families, School, Community Relations & Except. Child | 3 |
| SPED 554 | Evaluation and Assessment of Exceptional Children | 3 |
| SPED 556 | Culturally Diverse Exceptional Children | 3 |
| SPED 576 | Nature & Needs of Pers/Emotional & Behavior Disorders | 3 |
| | Total credit hours | 60 |

Gallup Graduate Studies Center

Since 1985, WNMU has made the commitment to deliver nationally-accredited, affordable, and culturally relevant graduate education programs to northwestern New Mexico and northeastern Arizona through the Gallup Graduate Studies Center. The School of Education at the Gallup Center offers the following programs:

- The Master of Arts degree (MA) in Counseling.
- The Master of Arts degree (MA) in Educational Leadership
- The Master of Arts in Teaching (MAT) - Elementary Education
- The Master of Arts in Teaching (MAT) - Secondary Education
- The Master of Arts in Teaching (MAT) - Special Education
- The Master of Business Administration (MBA)
- Teaching endorsements in Bilingual Education and TESOL
- Licensure Program in School Psychology
- Courses leading to New Mexico Alternative Teaching Licensure - in Elementary, Secondary, and Special Education.

Students enrolled at the Gallup Graduate Studies Center are under the same university and School of Education policies as students enrolled in Silver City. Furthermore, the academic coursework at the Gallup center is represented by the same course numbers, titles, descriptions, and prerequisites as the Silver City campus.

The GGSC programs in the Master of Arts in Counseling, Master of Arts in Educational Leadership, Master of Arts in Teaching - Special Education, and Master of Business Administration, are identical to Silver City campus programs. The Master of Arts in Teaching - Elementary and Secondary programs have minor variations from the Silver City campus, which are listed in the following:

MASTER OF ARTS IN TEACHING (MAT) ELEMENTARY EDUCATION Gallup Program (42 credit hours)

Contextual Knowledge (15)

| | | |
|----------|--------------------------------------|---|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | 3 |
| BLED 514 | Multicultural Education | 3 |
| SPED 508 | Introduction to Exceptional Children | 3 |

Professional Education Requirements (27)

Foundation (6)

| | | |
|----------|---|-----|
| EDUC 505 | Exploratory Field Experience - Elementary | 1-3 |
| EDUC 534 | Integration of Technology into Curriculum | 3 |

Application (9)

| | | |
|----------|-------------------------------------|---|
| RDG 510 | Teaching of Reading | 3 |
| EDUC 570 | Elementary Curriculum & Instruction | 6 |

Reinforcement (6)

| | | |
|----------|--------------------------------|---|
| RDG 511 | Corrective Reading Instruction | 3 |
| EDUC 574 | Classroom Assessment | 3 |

All other core/professional courses must be completed prior to the last block of hours, Capstone. EDUC 536 and EDUC 592 are to be taken concurrently.

Capstone (6)

| | | |
|----------|--------------------------------|---|
| EDUC 536 | Classroom Management | 3 |
| EDUC 592 | Practice Teaching - Elementary | 3 |

Elementary Education Teaching Endorsement Fields

For New Mexico State Licensure, students must qualify for a competency based teaching field (24-36 credits).

**MASTER OF ARTS IN TEACHING
SECONDARY EDUCATION
Gallup Program (37 credit hours)**

Contextual Knowledge (15)

| | | |
|----------|--------------------------------------|---|
| EDUC 500 | Methods of Research | 3 |
| EDUC 506 | History and Philosophy of Education | 3 |
| PSY 505 | Psychology of Learning | 3 |
| BLED 514 | Multicultural Education | 3 |
| SPED 508 | Introduction to Exceptional Children | 3 |

Professional Education Requirements (22)

Foundation (6)

| | | |
|----------|---|-----|
| EDUC 507 | Exploratory Field Experience - Secondary | 1-3 |
| EDUC 534 | Integration of Technology into Curriculum | 3 |

Application & Reinforcement (9)

| | | |
|----------|---------------------------------------|---|
| EDUC 571 | Secondary Curriculum & Instruction | 3 |
| EDUC 574 | Classroom Assessment | 3 |
| RDG 560 | Reading Skills in Secondary Education | 3 |

All other core/professional courses must be completed prior to the last block of hours, Capstone. EDUC 536 and EDUC 594 are to be taken concurrently.

Capstone (7)

| | | |
|----------|-------------------------------|---|
| EDUC 536 | Classroom Management | 3 |
| EDUC 594 | Practice Teaching - Secondary | 4 |

Secondary Education Teaching Endorsement Fields

For New Mexico State Licensure, students must qualify for a competency based teaching field (24-36 credits, including 12 upper division credits).

New Mexico Teacher Alternative Licensure Program

The New Mexico State Legislature authorizes the Public Education Commission to provide alternative routes to New Mexico teacher licensure for persons who hold at least a baccalaureate degree but have not completed a traditional educator preparation program.

The WNMU School of Education offers a state approved alternative licensure program at its Silver City and Gallup campuses in elementary, secondary, and special education.

Option 1: Licensure Only

Requirements for admission to the program must be completed concurrently:

1. Hold at least a bachelor's degree from an accredited institution with an appropriate endorsement field. Endorsement field requirements determined by the NM Public Education Department require a minimum of 30 undergraduate credits that appertain to the licensure area sought. [NMAC 6.60.38 A(1)]
2. Be employed by an accredited private or public school in a teaching position with a state approved mentorship program.
3. After being admitted but before starting coursework, secure a letter and a degree plan from the Dean of the School of Education and/or Advisor to be sent to the Public Education Department and the Vice President for Academic Affairs indicating Option I--admission to an alternative licensure program only.

Option 2: Alternative Licensure with Conversion

Requirements for admission to the program must be completed concurrently:

1. Apply and be accepted to the WNMU Graduate School with regular admission status. This includes the following:
 - a) completion of an Application for Graduate Admission to the University through the Admission Office
 - b) submission of official copies of transcripts that show the award of a bachelor's/master's degree from an accredited institution
 - c) evidence of an overall grade point average of at least 3.0 for the last 64/36 credit hours of undergraduate/graduate work **or**
 - d) evidence of an overall grade point average between 2.75 and 2.99 for the last 64/36 credit hours of undergraduate/graduate work will be admitted on provisional status. The provisional admission student may take up to nine credit hours while in this status and must take the GRE exam and earn a combined score of at least 720. Upon completion of the nine hours of graduate work with a grade of B or better in each course and submission of the GRE scores, the student must request a review of his/her admission status to the Director of Graduate Division.
2. Hold at least a bachelor's degree from an accredited institution with an appropriate endorsement field. Endorsement field requirements determined by the

Department required a minimum of 30 undergraduate credits that appertain to the licensure area sought. [NMAC 6.60.3.8 A(1)]

3. Employed by an accredited private or public school in a teaching position with a state approved mentorship program.
4. After being admitted but before starting coursework, secure a letter and a degree from the Dean of the School of Education and/or Advisor to be sent to the Public Education Department and the Vice President for Academic Affairs Option 2--admission to an alternative licensure program with conversion.

Practice Teaching Under Contract

Candidates with an employment agreement in a school district may complete their practice teaching concurrently. Candidates are placed for two semesters under the supervision of a Clinical Faculty or Cooperating Teacher assigned through WNMU. At the end of the first semester, candidates will receive an incomplete grade. Candidates who terminate employment and/or practice teaching at the end of the first semester will be required to repeat practice teaching or receive a failing grade. Exceptions to the two semester obligation may be made by the Professional Education Committee provided the following criteria are met.

1. The candidates must show proof of having completed a minimum of four or more consecutive semesters as a teacher on contract with a school district prior to applying for practice teaching. The practice teaching experience must be completed in the same district as the four consecutive semesters of experience.
2. The candidates must show proof of successful teaching experience through district evaluations and Professional Development Plans.
3. The candidate must provide a minimum of two written recommendations from a source directly involved with the teaching experience.
4. The candidate must understand that an Incomplete may be given at the end of the first semester if the candidate does not demonstrate mastery of the ten Program Teacher Outcomes or complete required exit requirements.

Candidates must meet all exit and semester requirements. In addition, candidates must have:

1. Completed all education course work in the Alternative Program.
2. Passed the Basic Skills section of the NMTA.
3. Met all school district requirements.

Exit Requirements

1. Passage of the Teacher Competency and Content subsections of the NMTA.
2. Successful completion of a portfolio during practice teaching that demonstrates with artifacts that all state competencies have been met.
3. All MAT candidates must meet all graduate school policies.

**Alternative Licensure Plan
ELEMENTARY EDUCATION**

(21 credit hours)

Foundation (4)

| | | |
|--------------------|--|---|
| EDUC 505 | Exploratory Field Experience - Elementary (for Gallup) | |
| or EDUC 564 | TEP Field Experience - (for Silver City) | 1 |
| EDUC 536 | Classroom Management | 3 |

Application & Reinforcement (15)

| | | |
|--------------------|--|---|
| EDUC 534 | Integration of Technology into Curriculum | 3 |
| EDUC 570 | Elementary Curriculum & Instruction (for Gallup) | 6 |
| or EDUC 572 | Elementary Methods and Curriculum I (for Silver City) | 3 |
| EDUC 573 | Elementary Methods and Curriculum II (for Silver City) | 3 |
| RDG 510 | Teaching of Reading | 3 |
| RDG 511 | Corrective Reading Instruction | 3 |

Capstone (2)

| | | |
|----------|--------------------------------|---|
| EDUC 592 | Practice Teaching - Elementary | 2 |
|----------|--------------------------------|---|

**Alternative Licensure Plan
SECONDARY EDUCATION**

(18 credit hours)

Foundation (4)

| | | |
|--------------------|---|---|
| EDUC 507 | Exploratory Field Experience - Secondary (for Gallup) | |
| or EDUC 564 | TEP Field Experience - (for Silver City) | 1 |
| EDUC 536 | Classroom Management | 3 |

Application & Reinforcement (12)

| | | |
|----------|---|---|
| EDUC 534 | Integration of Technology into Curriculum | 3 |
| EDUC 571 | Secondary Curriculum & Instruction | 3 |
| EDUC 574 | Classroom Assessment | 3 |
| RDG 560 | Reading Skills in Secondary Education | 3 |

Capstone (2)

| | | |
|----------|-------------------------------|---|
| EDUC 594 | Practice Teaching - Secondary | 2 |
|----------|-------------------------------|---|

**Alternative Licensure Plan
SPECIAL EDUCATION
Silver City Program (20 credit hours)**

| | | |
|---|---|---|
| <u>Foundation (6)</u> | | |
| SPED 508 | Introduction to Exceptional Children | 3 |
| SPED 551 | Behavior Management App. with Exceptional Children | 3 |
| <u>Application & Reinforcement (12)</u> | | |
| SPED 528 | Curriculum and Methods in Special Education | 3 |
| SPED 552 | Families, School, Community Rel & Exceptional Child | 3 |
| RDG 510 | Teaching of Reading | 3 |
| RDG 511 | Corrective Reading Instruction | 3 |
| <u>Capstone (2)</u> | | |
| SPED 541 | Practice Teaching - Special Education | 2 |

graduate
course
descriptions

**Alternative Licensure Plan
SPECIAL EDUCATION
Gallup Program (20 credit hours)**

| | | |
|---|--|---|
| <u>Foundation (6)</u> | | |
| SPED 508 | Introduction to Exceptional Children | 3 |
| SPED 551 | Behavior Management App. with Exceptional Children | 3 |
| <u>Application & Reinforcement (12)</u> | | |
| SPED 570 | Nature & Needs of Persons with Learning Disabilities | 3 |
| SPED 569 | Nature & Needs of Persons with Mental Retardation | 3 |
| or SPED 576 | Nature & Needs of Pers/ Emotional & Behavior Disorders | 3 |
| RDG 510 | Teaching of Reading | 3 |
| RDG 511 | Corrective Reading Instruction | 3 |
| <u>Capstone (2)</u> | | |
| SPED 541 | Practice Teaching - Special Education | 2 |