Instructor Information:

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Course Information:

Course Title: Planning Programs in Higher Education Institutions
Course Number: EDAD 6392-009
Semester: Spring 2015
Course Location and Time: TH 212; Tuesdays 5:30-8:20pm (selected dates)

This is an elective course focused on higher education program planning, development, implementation and administration. The class will be organized around a practical aspect confronting higher education institutions: designing graduate programs that meet the needs of career enhancement for higher education practitioners and researchers. The scope of this class is to prepare a planning proposal focused on the design of a combined Masters’ to PhD program in higher education to be offered by the ELPS department. Graduate students and the instructor will work as a team to research the need for the program and existing programs with similar structure, discuss content and forms of delivery, estimate costs and benefits, in order to develop a proposal that outlines the step-by-step process from idea to implementation. The team will invite UTA administrators and faculty to share their expertise and strategies related to the design and implementation of higher education programs.

Catalog Description

Topics will vary by semester, and may afford students the opportunity for choice within the cohort design. Selected topics courses will provide opportunities for faculty to teach courses in their area of expertise that meet students’ needs, aptitudes, and aspirations. Examples of selected topics that may be offered in leadership research include: K-16 governance, IDEA & ADA, and K-16 articulation. May be repeated for credit with permission of instructor.

Course Prerequisites:

No prerequisites. Students must be formally admitted into the ELPS PhD or Masters’ programs.
Student Learning Outcomes:

The course will provide students with an overview of the research and administrative practices related to planning, development, implementation and administration of graduate courses and programs. This is a student-centered class in which the instructor will take a facilitator role by providing general guidance about the course objectives, and will help coordinate the group activities as to achieve the final course objective: development of a graduate program proposal. Student learning outcomes are mainly in the area of higher education research, planning and administration.

Textbook(s) and Materials:

Preliminary Texts and Materials:


Examples of internet search (joint, dual, combined programs, etc):

http://www.vanderbilt.edu/gradschool/bridge/
http://socialwelfare.berkeley.edu/combined-masters-and-phd-social-welfare
http://www.drew.edu/graduate/academics/maphd
http://nursing.jhu.edu/academics/programs/masters/msn-phd/
http://www.gs.emory.edu/academics/dual_joint.htmlv
http://www.bc.edu/schools/gssw/academics/phd/phd-social-work/msw-phd.html
http://www.gradsch.osu.edu/dual-degrees.html
http://www.graddiv.ucsb.edu/departments
http://www.gradschool.cornell.edu/academics/graduate-degrees
http://gradschool.fsu.edu/Academics-Research/Degree-Programs/Combined-Degree-Programs
**Grade Calculation:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>% of final grade</th>
</tr>
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<tbody>
<tr>
<td>Complete assigned tasks (internet research, documents, readings) (January-April)</td>
<td>60%</td>
</tr>
<tr>
<td>Contribute to the final proposal (March 1-April 5)</td>
<td>20%</td>
</tr>
<tr>
<td>Participate and contribute to ELPS seminar presentation (April 15)</td>
<td>20%</td>
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Ongoing online communication: BlackBoard, skype, emails.

At the end of the semester you will be given an opportunity to evaluate course contents and the quality of instruction provided.

**Email Communication:**

UTA e-mail will be considered the official means of communication between the university and students. Utilize your UTA e-mail for all communications. You are responsible if you do not receive information because you do not regularly check your UTA email.

**Attendance Policy:** Regular and prompt attendance is expected. As doctoral students, you understand the importance of participation in class discussion, including participation in Blackboard activities which continue the discussion of topics covered in class. When you miss taking part in these discussions, we lose out on hearing your ideas and you miss out on hearing ours.

**Course Late-Work Policy:** If you are unable to submit a paper the evening it is due, your paper will receive a 1-point deduction every day it is late (e.g., assignment 1 will receive maximum 9 points if received next day). Please contact the instructor to discuss any issue related to your assignment’s submission.

**Grading Policy:**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering.

**Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wwweb.uta.edu/ses/faq).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of
that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

_I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence._

_I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code._

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or
following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Librarian to Contact:** Our research librarian is
Andy Herzog, MLS
Reference/Instruction Librarian
Central Library, Rm. 313
University of Texas at Arlington
amherzog@uta.edu
http://libguides.uta.edu/profile.php?uid=33755
817.272.7517

**University Mission:**

*The mission of The University of Texas at Arlington* is to pursue knowledge, truth and excellence in a student-centered academic community characterized by shared values, unity of purpose, diversity of opinion, mutual respect and social responsibility. The University is committed to lifelong learning through its academic and continuing education programs, to discovering new knowledge through research and to enhancing its position as a comprehensive educational institution with bachelor’s, master’s, doctoral and non-degree continuing education programs.

**College Mission:**

*The mission of the UTA College of Education* is to develop and deliver educational programs that ensure the highest levels of teacher, administrator, and allied health science practitioner preparation and performance. As a recognized contributor to the fields of education and allied health science, the College engages in effective teaching, quality research, and meaningful service. The College is committed to diversity and to the advancement of active teaching and learning in all educational environments and at all levels.

**Core Values:**

Excellence  
Student-Centered Environments,  
Research  
Collaboration  
Diversity  
Technology  
Field Experiences  
Life-Long Learning

**Conceptual Framework:**

The work of the College of Education is grounded in constructivism as a theory of teaching and learning and is done in a spirit of expectation that all involved in the College of Education, whether candidate, faculty or administrator, will hold the following as important: **Excellence,**
Partners for the Future serves as the theme of the College of Education and epitomizes the understanding that it takes a village of partners to insure the future of education for all.

In 2011, the Library migrated its website to the University's content management system. As a result the Library's website address changed from http://library.uta.edu to http://www.uta.edu/library. Although the library staff instituted a series of automatic redirects, many syllabuses and online courses have deep links into the Library's website that will no longer work.

Unfortunately a simple “find & replace” function won't solve the problem of updating these links. Instructors will need to manually locate the places in each syllabus and course webpage where they link to the Library and update the URLs (as they appear on the new site). If you need help doing this, both Center for Distance Education staff and the Subject Librarian for your area can help you.

This is a page where we have gathered many commonly used resources needed by students in online courses:

http://www.uta.edu/library/services/distance.php

The following is a list of commonly used library resources:

Library Home Page....................... http://www.uta.edu/library
Subject Guides......................... http://libguides.uta.edu
Subject Librarians...................... http://www-test.uta.edu/library/help/subject-librarians.php
Database List ......................... http://www-test.uta.edu/library/databases/index.php
Course Reserves....................... http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Catalog....................... http://discover.uta.edu/
E-Journals ............................. http://utalink.uta.edu:9003/UTAlink/az
Connecting from Off-Campus ....... http://libguides.uta.edu/offcampus
Ask A Librarian ....................... http://ask.uta.edu

Finally, the subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit http://libguides.uta.edu/os and http://libguides.uta.edu/policyissues. If you have any questions, please feel free to contact the Coordinator for Information Services, Suzanne Beckett, at sbeckett@uta.edu or at 817.272.0923.