MEd Early Childhood Education Program Handbook

Mission Statement(s)

The primary mission of the UNLV Early Childhood Program is to instruct students to such competency levels that they are qualified for career advancement, leadership, and advocacy in the Early Childhood Education field. The Early Childhood Education Program is founded on an inquiry-based approach promoting the generation of knowledge through student and faculty partnerships in conjunction with active discussion and engagement in the learning process as students develop the skills and knowledge necessary to advance the growth and development of young children and families in inclusive settings.

Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or GradAssociateDean@unlv.edu.

About the Department of Educational and Clinical Studies Early Childhood Education Program

The Early Childhood Education Program is designed to provide a comprehensive contemporary program of teacher preparation and education for early childhood settings (e.g., day care, preschool education, hospitals, community education, early intervention programs, agencies, infant/toddler education). The program has two tracks, birth through 3 years and birth through 8 years. In the Early Childhood Higher Program of Education

(NDE), Birth 5 and the NDE Birth 2nd grade teaching license. (In addition, the program provides course work beyond and above the requirements of the State of Licensure requirements) Students will learn about the normally developing children and children with special needs and participate in field work.

Students enrolled in this program will develop skills for working with typically children, children with special needs, parents of young children and working in inclusive settings. Students will participate in a field study that includes normally developing children and children with special needs. The degree program will prepare students to teach at Community Colleges and four-year college programs in early childhood education. The will also help qualify our graduates to provide in service education to public school early childhood programs, become curriculum and program developers and evaluators in both the public-school system and private sector and become directors in preschools and childcare and administrators in the public school.

- 1. identify knowledge and understanding of basic curriculum models including historical, philosophical, and theoretical foundations);
- 2. apply to research and evaluation literature in early childhood education;

3.

degree, consult your Faculty Advisor. It is ultimately the Program of Study submitted meets the Program and responsibility to ensure that the

The program works to recruit and retain minority students by:

- 1. Using established affirmative action guidelines in awarding assistantships.
- 2. Engaging with minority groups as well as other organizations and institutions with minority participation, both on and off campus.
- 3. Establishing outreach and personal contact with potential minority students.
- 4. Using equitable admissions requirements; i.e., using multiple criteria.
- 5. Seeking to employ minority faculty members.

Comprehensive Examination Process

A comprehensive examination is required of all students enrolled in the Counselor Education program. The comprehensive exam is taken during the final semester or one semester after students complete all course work. Comprehensive exams are offered during the fall, spring and summer semesters. Students must have applied for graduation with the Graduate College to be eligible to register for the comprehensive examination.

The comprehensive examination will be administered three times per year on campus. The administration dates will typically be in October and in February/March and June/July. Students will be notified of the location of the exam via email. Comprehensive exam application deadlines are one month prior to the examination date. Students must register with their faculty advisor to take the comprehensive examination. The faculty advisor will advise the program coordinator of intent to take the examination. If students have not received official confirmation from the program coordinator, they will not be permitted to participate in the examination process.

Applying for Graduation

The Application for Graduation may be obtained from the Graduate College website. A completed application, properly signed, must be filed with the Graduate College by the date indicated on the UNLV academic calendar of the semester of graduation. All fees must be paid by this deadline. See the Graduate College website for further information. Students will not be permitted to participate in Commencement ceremonies until they have finished all of the requirements for their degree. Additionally, students must be enrolled for at least 3 credits during the semester in which they intend to graduate.

NOTE: IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT ALL REQUIREMENTS HAVE BEEN MET BEFORE APPLYING FOR GRADUATION.

Steps to Graduation Timeline Step Timeline

Faculty Advisor assigned within the first semester of study. Students will be notified via rebelmail.
2.

program with Faculty Advisor and file form with Graduate College before completion of the second semester of study.

- 3. Submit application for student teaching (if necessary) to coordinator of teacher placement By October 1st for spring enrollment April 1st for both summer and fall enrollment
- 4. Apply for graduation and Comprehensive examinations by the first week of intended semester of graduation; see Graduate College website for specific deadlines and application materials.

University Resources

Leadership and Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete they studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to

ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for graduation on time and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College <u>Student Services Team</u> and questions regarding required forms should be directed to the Graduate College <u>RPC Team</u>

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of

to nurture

equity, diversity, and inclusiveness that promotes respect, support, and empowerment. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the UNLV Student Code of Conduct by:

Promoting awareness of student rights and responsibilities; Establishing accountability for student choices; Creating opportunities for involvement in the process; and Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and veteran education benefits-experienced

category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-

The Title IX Coordinator can be reached through the online reporting form at <u>Title IX Reporting Form</u>, by email at <u>titleixcoordinator@unlv.edu</u>, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555. To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the <u>Graduate Catalog:</u>

Academic Calendar

Academic Policies

Admission and Registration Information

Degree Progression Policies & Procedures

In addition, the <u>Graduate College website</u> contains additional information regarding policies and procedures.

AFFIDAVIT OF COMMITMENT

Read and sign below. Leave this form with the your file. You may request a copy for your records.

administrative assistant to be placed in

My signature below indicates that I have read and understand the information in the Early Childhood Education Program Handbook and I agree to adhere to its stipulations, policies, and procedures.

Furthermore, I commit to enroll in courses each consecutive fall and spring semester during my program of study, unless I obtain permission in writing to do otherwise for a legitimate reason and a specific period of time.

Printed Student Name

Student NSHE ID Number

Student Signature

Date