

5. Provide evidence of passing all sections of the California Basic Educational Skills Test (CBEST) by presenting a CBEST Permanent Verification card.

*Note:* Individuals must complete practicum and fieldwork courses with a grade of *B* or better. Up to 9 units of Preliminary Level I coursework may be applied to the Master of Arts

**TEACHING – Internships**

**Teacher in Preparation (TIP) Internship Program.** The TIP Internship program is designed for qualified individuals who have prior classroom experience and who seek an alternative route to obtaining a Preliminary Teaching Credential. Students must possess a bachelor’s degree from an accredited institution and meet all criteria for admission to a basic credential program. Candidates who have been successful long-term substitute teachers and holders of an emergency permit are good candidates for the internship program.

Interns have a year-long contract with a participating school district, earning a modestly reduced salary. In addition, interns enroll in coursework leading to a Preliminary Teaching Credential.

For further information, please contact the Internship Office at 559.278.0232.

**Admission Requirements**

Applicants must complete the following:

1. Verify admission to California State University, Fresno with a Notice of Admission or a current enrollment transcript.
2. Verify admission to the Kremen School of Education and Human Development
3. Demonstrate subject matter competence.
4. Pass the California Basic Educational Skills Test (CBEST).
5. Complete a bachelor’s degree from an accredited institution.

6. Obtain appropriate clearance to teach in a public school by presenting a valid California Teaching Credential or applying for a Character and Identification Clearance.

7. Provisions and Principles of the U.S. Constitution. Completion of a course (two semester units or three quarter units) in the provisions and principles of the United States Constitution or passage of examination in the subject given by a regionally accredited junior college, college, or university or verification of meeting the interstate agreement requirement.

Applicants must also participate in two levels of interviews: one by a university selection committee and another by school district personnel. Candidates must also be offered a teaching contract by a participating school district. Interns have the responsibility for finding their own jobs with participating districts.

**Multiple Subject Teacher in Preparation (TIP) Internship Program Requirements.** Contact the Teacher Internship Office, 559.278.0232.

**Single Subject Teacher in Preparation (TIP Internship Program Requirements.**

Professional Preparation	<i>Units</i>
Prerequisites:*	
CI 151** .....	3
CI 152 .....	3
CI 159 .....	3
EHD 155A .....	4
SPED 121 .....	2
Semester I: EHD 155B .....	5
CI 161 .....	3
Semester II: EHD 155B .....	5
LEE 154 .....	5
<b>Total .....</b>	<b>33</b>

\* CI 159, CI 152, and EHD 155A are prerequisites for classroom teaching under an internship credential.

\*\* CI 151 may be taken at any time during the program; however, it is suggested as a prerequisite.

**Special Education Teacher in Preparation (TIP) Internship Program Requirements.** Contact the Special Education Department Office, 559.278.0340.

**Graduate Education Programs**

**Master’s Degrees and Advanced Credentials**

Susan Tracz, *Coordinator*  
 Education Building, Room 447  
 559.278.0347  
<http://education.csufresno.edu/>

Graduate Education programs in the Kremen School of Education and Human Development are focused on providing leadership in central California’s diverse society by preparing education leaders for a new millennium. Postbaccalaureate advanced credential and master’s degree programs are primarily focused on (1) preparation and enhancement of teachers and other educational leaders and (2) preparation of human service leaders who function in a variety of human development roles in both public and private sectors.

**Master’s Degree Programs**

The KSOEHD offers four master’s degree programs in separate areas of professional emphasis. These degree programs include the following:

1. M.A. in Education, Options:
  - Administration and Supervision.
  - Curriculum and Instruction.
  - Early Childhood Education.
  - Reading/Language Arts.
2. M.A. in Teaching
3. M.A. in Special Education
4. M.S. in Counseling, Options:
  - Marriage and Family Therapy.
  - Counseling and Student Services (specialization in K-12 or higher education).
5. M.S. in Rehabilitation Counseling.

Master’s degree programs can be pursued concurrently with fifth-year (postbaccalaureate) teaching credential, specialist credential, or services credential programs. For information regarding the fifth-year Professional (clear) teaching credential program, contact Multiple and Single Subject fifth-year advisers in the Education Student Services Center in ED 100. Elective units needed to complete the 30-unit post-

## Graduate Education Programs

baccalaureate requirement may be included as part of a master's degree and/or an advanced credential program (excludes basic credential core courses and other fifth-year requirements: health, computer applications, and mainstreaming).

### Advanced Credential Programs

Advanced Credential Programs are categorized as (1) specialist credentials and (2) services credentials. These credentials require professional preparation at the post-baccalaureate level. Most specialist and services credentials require successful completion of a basic Multiple Subject or Single Subject credential. Exceptions to this are in Pupil Personnel Services, Education Specialist, and in some cases Administrative Services.

**Specialist Credential Programs** offered at California State University, Fresno include the following:

1. **Agriculture.** (See Department of Animal Sciences and Agricultural Education, Adviser for the Agriculture Specialist Credential.)
2. **Early Childhood Education.** (See Coordinator of Early Childhood Education.)
3. **Reading/Language Arts.** (See Coordinator of Reading/Language Arts.)
4. **Professional Level II Education Specialist Credential:**
  - Deaf and Hard of Hearing. (See Department of Communicative Disorders and Deaf Studies, Coordinator of Education Specialist Credential.)
  - Mild/Moderate Disabilities (See Coordinator of Education Specialist Credential.)
  - Moderate/Severe Disabilities (See Coordinator of Education Specialist Credential.)

**Services Credential Programs** offered at Fresno State include the following:

1. **Administrative:**
  - Preliminary Administrative Services
  - Professional Administrative Services
  - Administrative Services Internship(See Coordinator of Education Administration.)
2. **Clinical - Rehabilitative.** (See Department of Communicative Disorders and

Deaf Studies, Coordinator of Clinical - Rehabilitative Program.)

3. **Health (School Nurse).** (See Department of Nursing, Coordinator of School Nurse Services.)
4. **Pupil Personnel - School Counseling.** (See Coordinator of Counselor Education.)
5. **Pupil Personnel - School Psychology.** (See Department of Psychology, Coordinator of School Psychology Program.)
6. **Pupil Personnel - School Social Work and Child Welfare and Attendance.** (See Department of Social Work Education.)

Specialist and services credential programs can be pursued concurrently with a fifth-year (postbaccalaureate) teaching credential (Multiple Subject or Single Subject) and/or a master's degree. Elective units needed to complete the 30-unit postbaccalaureate requirement may be included as part of a specialist credential, services credential, and/or master's degree (excludes basic credential core courses and fifth-year requirements: health, computer applications, and mainstreaming).

### Graduate Education Program

**Admission Requirements.** Enrollment in a KSOEHD master's degree or advanced credential program requires that separate applications for admission be completed for the university and the KSOEHD.

Students may not enroll in 200-level courses until they have been admitted to the appropriate program.

**University Admission Requirements.** Applicants are required to complete the California State University Application for Graduate Admission. In addition to this form, and among other requirements, the applicant is expected to provide evidence of an appropriate four-year B.A. or B.S., scores on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT), and a minimum GPA of 2.5 on the last 60 (90 quarter) units attempted. University applications are available online at [www.csumentor.edu](http://www.csumentor.edu).

### KSOEHD Admission Requirements

In addition to making application for admission to the university Admissions Office, consult the Education Student and Services Center in ED 15 and read informa-

tion online at <http://education.csufresno.edu> for the following:

1. Program information.
2. KSOEHD graduate programs admission packet (available online at <http://education.csufresno.edu>).

All students applying for admission to a master's degree or advanced credential program in the KSOEHD must meet the minimum admission requirements listed in the copy that follows and be approved for admission by a program Faculty Review Committee. Evidence of completion of these requirements is to be submitted along with required forms in one complete packet to the Education Student Services Center, ED 151, by the application closing date. A completed admissions packet will include the following:

1. Verification of application to California State University, Fresno.
2. An application to the KSOEHD graduate programs.
3. A complete set of transcripts of all prior college or university work.
4. Evidence of a minimum GPA of 2.75 overall or on the last 60 undergraduate units. Continuing postbaccalaureate students must have attained a cumulative GPA of 2.75 on all units attempted (Special Education Programs require a GPA of 3.0).
5. A statement of purpose.
6. Three letters of recommendation.
7. Evidence of receipt of the Graduate Record Examination - General Test by providing a copy of the GRE Score Report or the Miller Analogies Test (MAT) by providing a copy of the Institution Score Report.
8. Evidence of receipt of a passing score on the Test of English as a Foreign Language (TOEFL) if an international student. The KSOEHD also retains the option to require international students to obtain additional preparation if English usage skills are judged to be inadequate.
9. Evidence of writing proficiency by one of the following:
  - a. obtaining a passing score on the Upper-Division Writing Exam,

- b. completing English 160W with a grade of *B* or better,
  - c. or obtaining a passing score on the CBEST.
10. Evidence of any additional requirements unique to each degree and program within the degree. Refer to the specific program information for details.

*Advanced Credential Programs Only*

11. The California Code of Regulations, Section 41100, mandates that for admission to a teaching credential program, the applicant shall have earned at the college level a grade point average that falls within the upper 50 percent of undergraduate students in the candidate's discipline.

**Application Deadlines**

**University Admission Deadlines.** University deadlines for graduate admission applications normally are set during the semester prior to anticipated program enrollment. For specific deadlines, applicants need to check online at [www.csumentor.edu](http://www.csumentor.edu), or call 559.278.4073.

**KSOEHD Admission Deadlines**

All school admission materials required for full admission (classified standing) are to be submitted to the graduate technician in the Education Student Services Center, ED 151. For specific KSOEHD admission deadlines, contact the Education Student Services Center, ED 151, call 559.278.0299, or check the KSOEHD Web site at <http://education.csufresno.edu>. Students submitting all application material within these timelines will receive priority consideration for admission.

Applicants who have not completed all requirements for full admission (classified standing) by the University admission deadline must meet with their program coordinator. For master's degree candidates, no more than 9 units of transfer and/or California State University, Fresno Extension credit may be included in the 30-unit program, or no more than 18 units in the 60-unit program.

Applicants must complete all program application requirements prior to the first semester of enrollment in a specific credential or degree program. Early completion of ap-

plication materials assures timely review and written notification of admission status.

**Program Faculty Review.** Following submission of all application requirements, the program faculty representing each graduate program reviews the application. Notification is then sent regarding whether or not admission has been granted.

**Appeal of Admissions Decision.** Applicants who have received written notification of denial of admission have an opportunity to submit a formal appeal for special consideration. Appeals for master's degree applicants are reviewed by program faculty, and appeals for advanced specialist and services credential program applicants are reviewed by the KSOEHD Admissions and Standards Committee. An appeal for special consideration must be submitted within two weeks of the date of the letter of denial in order to be considered by the program faculty during the same semester. Information regarding this process is obtained from the admissions technician in the Education Student Services Center, ED 151.

**Graduate Writing Requirement**

In keeping with California State University, Fresno's Graduate Writing Requirement (GWR), all students enrolled in the various master's degree programs must demonstrate competence in graduate-level writing prior to being advanced to candidacy for a master's degree. The Graduate Writing Requirement is designed to determine students' ability to write clearly, logically, analytically, and knowledgeably. Each program designates specific course(s) to meet the Graduate Writing Requirement. Should the student receive a passing grade in the course content but fail to demonstrate adequate writing competence, there is an appeals process. Specific course information can be found in each program's requirements.

**Advancement to Candidacy/ Completion of Master's Degree**

For information regarding advancement to candidacy and procedures needed to complete a master's degree, contact the Education Services Center in ED 151 or check online at [www.csufresno.edu/gradstudies/handbook/forms.html](http://www.csufresno.edu/gradstudies/handbook/forms.html).

In order to ensure selection of courses that will be acceptable for a master's degree

program, candidates should consult with the appropriate program coordinator.

**ADVANCED CREDENTIALS**

**Administrative Services Credentials**

Donald Wise, *Coordinator*  
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559.278.0350

Individuals who wish to serve as educational administrators must complete preliminary and advanced levels of preparation. Holders of the Preliminary Administrative Services Credential and the Professional Clear Administrative Services Credential are authorized to serve in such positions as district superintendent, principal, program director, and any related administrative assignments at all school levels.

In special circumstances, students may be eligible for the **Administrative Internship Credential**. This credential allows students to have a full-time position requiring an administrative credential while they are working toward the completion of the Preliminary Administrative Services Credential.

**P-12 Administration.** The Preliminary Administrative Services Credential Program is a 24 semester unit program that provides basic preparation for employment in a P-12 public school administrative position. The Professional Administrative Services Credential Program is a 9 semester unit program. Once an individual completes the Preliminary Administrative Services Credential, application must be made to the Professional Administrative Services Credential Program within the first year of employment. The program provides individually designed advanced preparation in professional development, transformational leadership, school law, school finance, school human resource management, and other areas necessary for leadership in all education settings.

**Higher Education Administration.** A selection of elective courses associated with various interest areas is available for those seeking a career in higher education or a related field. This curriculum provides professional development for careers in universities, community colleges, government,