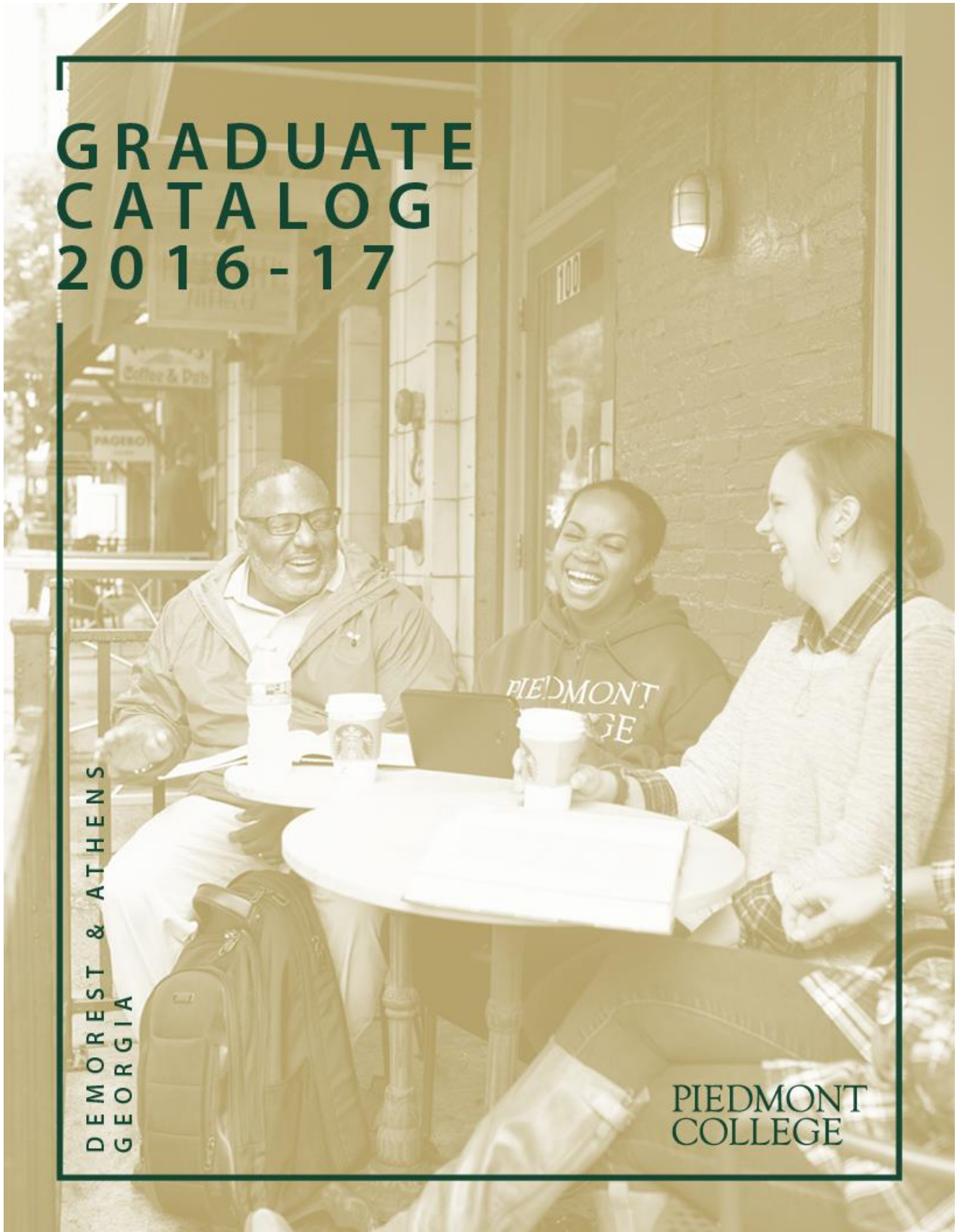


# GRADUATE CATALOG 2016-17

DEMOREST & ATHENS  
GEORGIA

PIEDMONT  
COLLEGE



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# **Graduate Catalog 2016-2017**

# CONTACT INFORMATION

<b>Demorest Campus</b>	706-778-3000 800-277-7020
Automatic switchboard	706-778-8500
Undergraduate Admissions	706-776-0103
Graduate Admissions	706-776-0103
Undergraduate Admissions Fax:	706-776-6635
Graduate Admissions Fax	706-776-0150
Financial Aid	706-776-0114
Security/After hours, emergencies	706-776-0105
School of Arts and Sciences	706-776-0113
School of Education	706-776-0117
School of Business	706-776-0115
School of Nursing and Health Sciences	706-776-0116
Graduate Studies/Off-Campus Programs	706-776-0118
Alumni Affairs	706-776-0104 1-800-868-1641
Business Office	706-776-0101
College Bookstore	706-776-0013
Library	706-776-0111
Human Resources	706-776-0108
Institutional Advancement	706-776-0104 1-800-868-1641
Registrar	706-776-0112
Student Affairs	706-778-3000 ext 1305
President	706-776-0100
Executive Vice President for Institutional Resources	706-776-0115
Vice President, Academic Affairs	706-778-0110
Assistant Vice President, Administrative Services	706-776-0102
Associate Vice President, Institutional Advancement	706-776-0104
<b>Athens Campus</b>	706-548-8505 800-331-2021
Undergraduate Admissions	706-548-8102
Graduate Admissions	706-548-8505 x8813
Bookstore	706-433-1753
Financial Aid	706-776-0114
Library	706-433-0728

Registrar

706-776-0112

## **Mailing address:**

### **Demorest Campus**

Piedmont College • P.O. Box 10 • 1021 Central Avenue • Demorest GA 30535

### **Athens Campus**

Piedmont College Athens Center • 595 Prince Ave. • Athens GA 30601

# ABOUT PIEDMONT COLLEGE

## Mission

Piedmont College dedicates itself to the transformative power of education through reciprocal learning, the development of compassionate leaders, and the stewardship of our local and global communities.

## Our Core Values

### Inquiry

Piedmont College fosters an environment for learning by engaging in critical and creative dialogue. All members of the college community are challenged to immerse themselves in discovery, analysis, and communication.

### Service

Piedmont College cultivates a sense of gratitude and duty to humanity by offering opportunities for civic engagement, personal growth, and ethical reasoning in action.

### Legacy

Piedmont College upholds the intellectual, social, and theological heritage of Congregationalism through excellence in teaching and scholarship and by embracing our diverse society. We further these principles by encouraging empathy, innovative thought, and responsibility towards ourselves and others.

## ACCREDITATION

Piedmont College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 or at <http://www.sacscoc.org> for questions about the accreditation of Piedmont College, to file third-party comments, or to file a complaint against the institution for alleged non-compliance. Normal inquiries about the institution, such as, admission requirements, financial aid, or educational programs should be addressed to the college and not to the Commission.

All teacher education programs offered by Piedmont College, as they appear in its published catalog, have the approval of the Professional Standards Commission of the State of Georgia. Authority to recommend for certification rests with the Dean of the School of Education.

The baccalaureate degree program in nursing is approved by the Georgia Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN) Inc., 3343 Peachtree Road NE, Suite 850, Atlanta GA 30326, 1-800-669-1656. ([www.acenursing.org](http://www.acenursing.org)).

The Walker School of Business is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for undergraduate and graduate business programs.

For information regarding the procedure for obtaining or reviewing documents describing accreditation, approval, or licensing, please contact the following office: Office of the Vice President for Academic Affairs – 706-778-3000.

## AN EQUAL OPPORTUNITY INSTITUTION

Piedmont College is an equal opportunity College open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Piedmont College does not discriminate against any of the protected categories of individuals in the administration of its policies, programs, or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, athletics, and other school-administered programs.

## ACADEMIC CALENDAR

This catalog describes an academic calendar for Piedmont College that consists of two 16-week semesters and one 8-week summer semester. The requirements in this catalog apply to students entering Piedmont in the 2016-2017 academic year. An official copy of the academic calendar can be found on the Piedmont College website at [www.piedmont.edu/registrar](http://www.piedmont.edu/registrar).

## STUDENT RESPONSIBILITY

Information in this catalog is accurate as of the date of publication. Piedmont College reserves the right to make changes in policies, regulations, and charges giving due notice in accordance with sound academic and fiscal practice. It is the responsibility of students to be

informed about regulations and procedures as stated in this catalog. While advisors, faculty members, and academic deans are available to assist students in meeting degree requirements, students have the primary responsibility of being familiar with and completing their chosen course of study.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Any student filing a complaint or grievance must first attempt to resolve it by consulting with the involved faculty or staff member. In the event no resolution is reached, the student should bring or send the complaint or grievance, in writing, to the appropriate officer of the College (the Vice President for Academic Affairs, for academic matters; the Assistant Vice President for Finance and Human Resources, for problems with charges, business office matters, or financial aid concerns; or the Dean of Student Engagement, for non-academic matters), or to the President of the College, who will assign the complaint or grievance to the appropriate officer. The officer will attempt to resolve the problem in a manner satisfactory to all concerned. By Executive Order from the Governor of the State of Georgia, the Georgia Non-Public Postsecondary Education Commission is designated as the state agency responsible for receiving complaints made by students enrolled in private postsecondary institutions. (Contact information: Georgia Non-Public Postsecondary Education Commission, 2082 East Exchange Place Suite 220, Tucker, Georgia 30084-5305. Office: (770) 414-3300.

Discrimination and Harassment: Piedmont College is committed to creating and sustaining an educational and working environment free of discrimination and harassment of all types. Any complaints or grievances regarding discrimination or harassment should be reported to the Assistant Vice-President for Finance and Human Resources/Title IX Coordinator. A confidential tip line is also provided on the Campus Safety website as a means by which students, faculty, staff or community members may relay information anonymously for investigation.

## **PRIVATE PROPERTY RIGHTS**

Georgia law provides the owners of private property with the right to regulate the possession of firearms. Students, faculty, staff, and the general public are forbidden from having firearms, fireworks, explosives or explosive devices, or other weapons on college property. This includes the storage of such devices in automobiles parked on college property. Exception is made for licensed public safety officials in the employ of the college and for licensed public safety officers from other jurisdictions who are on college property in the discharge of their official duties.



# ADMISSION TO PIEDMONT - GRADUATE

Application for graduate admissions is open to any person who has successfully completed, or will complete by expected date of entry, the appropriate degree from a regionally accredited institution. The application for admission to graduate studies may be secured from the College website ([www.piedmont.edu](http://www.piedmont.edu)) or at [gradapply@piedmont.edu](mailto:gradapply@piedmont.edu). Prospective students are urged to submit a completed application as early as possible before the application deadlines. (See Section “Application Deadlines (p. 15)” for specific dates for each degree.)

All documents submitted to graduate admissions become the property of Piedmont College and will not be returned. No undergraduate course may be used for graduate credit, but may be required as a program prerequisite. If application requirements cannot be completed by the deadline date, the applicant may request to be considered for acceptance in the next semester. Requests should be made directly to the Office of Graduate Admissions.

Note: Applicants who wish to apply for a second Master’s degree at Piedmont College must submit a written letter of intent justifying the application. All statements are reviewed.

## GRADUATE APPLICATION REQUIREMENTS

Each degree or status has unique application requirements and admission criteria. Please consult the following pages and the appropriate catalog section describing the degree for the application requirements.

### Doctor of Education (Ed.D.):

In order to be eligible to apply, the applicant must have at least a Master’s degree with a 3.5 cumulative GPA from a regionally accredited college or university, and five or more years of verified teaching experience at a public or private school accredited by the Southern Association of Colleges and Schools (SACS) or the Georgia Accrediting Commission Inc. (GAC.) at the Accredited with Quality (AWQ) or Accredited (ACC) level.\*

Applicants with an Ed.S. degree from Piedmont College must also submit:

1. Completed Graduate Application
2. Two current professional references from the applicant’s Piedmont College Ed.S. instructors (References from previous degree programs not acceptable)
3. Georgia certified educators provided five annual teaching evaluations which will verify five years of professional experience. Non-Georgia certified educators, leaders or educators in independent schools, or higher education faculty must verify five years of professional employment.
4. Professional Activities Resume
5. Copy of valid, current professional Georgia teaching certificate at the appropriate level. (Georgia Certified Educators)
6. Letters from head of school, Board of Trustees, dean, or department chair to verify quality of work. (Non-Georgia Certified Educators)

(Note: If your certificate is not a Georgia certificate and you desire to be certified in Georgia, you must complete all requirements through Professional Standards Commission [PSC].)

7. Current official test score within the last five years from the GRE General Test. The target GRE score is the 60th percentile for the combined Verbal and Quantitative Sections, and a 4.0 on the Analytic Writing section. Test scores are not the sole criteria. Applicants with scores lower than the target score are eligible to apply. Applicants with a 3.7 or higher GPA at the completion of the Ed.S are not required to take the GRE.
8. Personal Affirmation Form
9. Official final transcript (Piedmont College transcripts are on file.)
10. Letter of Intent

Applicants with an Ed.S. degree from an institution other than Piedmont College must also submit:

1. Completed Graduate Application
2. Three Professional References (references from previous degree programs not acceptable), one each from

- a. supervising administrator
  - b. former professor or instructor
  - c. professional colleague
3. Georgia certified educators provide five annual teaching evaluations which will verify five years of professional experience. Non-Georgia certified educators, leaders or educators in independent schools, or higher education faculty must verify five years of professional employment.
  4. Professional Activities Resume
  5. Copy of valid, current professional Georgia teaching certificate at the appropriate level. (Georgia Certified Educators) Letters from head of school, Board of Trustees, dean, or department chair to verify quality of work. (Non-Georgia Certified Educators).  
  
(Note: If your certificate is not a Georgia certificate and you desire to be certified in Georgia, you must complete all requirements through Professional Standards Commission [PSC].)
  6. Current official test score within the last five years from the GRE General Test  
  
The target GRE score is the 60th percentile for the combined Verbal and Quantitative Sections, and a 4.0 on the Analytic Writing section. Test scores are not the sole criteria. Applicants with scores lower than the target score are eligible to apply. Applicants with a 3.7 or higher GPA at the completion of the Ed.S. are not required to take the GRE.
  7. Personal Affirmation Form
  8. Official final transcript (Piedmont College transcripts are on file.)
  9. Letter of Intent

Applicants with a Master's degree must submit:

1. Completed Graduate Application
2. All official, final transcripts from all colleges and universities attended. (Piedmont College transcripts are on file.)
3. Three Professional References (references from previous degree programs not acceptable), one each from
  - a. supervising administrator
  - b. former professor or instructor
  - c. professional colleague
4. Georgia certified educators provide five annual teaching evaluations which will verify five years of professional experience. Non-Georgia certified educators, leaders, or educators in independent schools, or higher education faculty must verify five years of professional employment.
5. Professional Activities Resume
6. Letter of Intent
7. Copy of valid, current professional Georgia teaching certificate at the appropriate level. (Georgia Certified Educators). Letters from head of school, Board of Trustees, dean, or department chair to verify quality of work. (Non-Georgia Certified Educators)  
  
(Note: If your certificate is not a Georgia certificate and you desire to be certified in Georgia, you must complete all requirements through Professional Standards Commission [PSC].)
8. Current official test score within the last five years from the GRE General Test. The target GRE score is the 60th percentile for the combined Verbal and Quantitative Sections, and a 4.0 on the Analytic Writing section. Test scores are not the sole criteria; applicants with scores lower than the target score are eligible to apply. Applicants with a 3.7 or higher GPA at the completion of a Master's program are not required to take the GRE.
9. Personal Affirmation Form

### **Education Specialist (Ed.S.):**

Eligibility for application requires a master's degree with a 3.5 cumulative GPA from a regionally accredited college or university and two or more years of verified successful teaching experience at a public or a private school accredited by the Southern Association of Colleges and Schools (SACS) or the Georgia Accrediting Commission Inc. (GAC) at the Accredited With Quality (AWQ) or Accredited (ACC) level. \*

Applicants must also submit:

1. Graduate Admissions Application
2. Official, final transcripts from the college or university awarding your master's degree. (Piedmont College transcripts are on file.)
3. Three professional references, one each from:
  - a. supervising administrator
  - b. former professor or instructor
  - c. professional colleague
4. Test score from either the GRE General Test (GRE) or Miller Analogies Test (MAT).

However, if you earned your Master's degree from Piedmont College you are exempt from providing a test score.

5. Copy of valid, current professional certificate at the appropriate level for Georgia educators seeking certificate upgrade. Alternatively, candidates from independent schools should submit a letter from the principal or head of school verifying full-time employment as a teacher or educational administrator. (Note: If your certificate is not a Georgia certificate and you desire to be certified in Georgia, you must complete all requirements through Professional Standards Commission [PSC].)
6. Letter of Intent
7. Professional Activities Resume
8. Verification of Professional Experience (two years)
9. Personal Affirmation Form

### **Master of Arts in Teaching (M.A.T.):**

Eligibility for application requires a bachelor's degree with a 2.5 cumulative GPA from a regionally accredited college or university.

Applicants must also submit:

1. Graduate Admissions Application
2. All official, final transcripts from every college attended
3. Three professional references
4. Official Test score from either the GRE General Test (35th percentile on the GRE verbal and quantitative sections) or Miller Analogies Test (minimum —35th percentile.) Test should have been taken within the past five years.
5. Personal Affirmation Form
6. For Art Education, applicants must have completed an art degree at the undergraduate level. Any exceptions must be approved by the Art Department Chair. Applicant must provide a portfolio for review.
7. For Music Education, applicants must have completed a music degree at the undergraduate level. Any exceptions must be approved by the Music Department Chair. Applicant must have an approved audition with the music department.

### **Master of Arts (M.A.):**

Master of Arts (M.A.) degrees in education are designed for teachers and/or individuals who hold a valid teaching certificate or who are currently teaching in a private school accredited by the Southern Association of Colleges and Schools (SACS) or the Georgia Accrediting Commission Inc. (GAC) at the Accredited With Quality (AWQ) or Accredited (ACC) level. Eligibility for application requires a bachelor's degree with a 2.5 cumulative GPA from a regionally accredited college or university and a copy of a valid teaching certificate

or letter from the principal or head of school verifying full-time employment as a teacher or educational administrator.\* Teachers holding a provisional certificate will be reviewed on a case-by-case basis to determine if acceptance into the M.A. program is appropriate.

Applicants must also submit:

1. Graduate Admissions Application
2. Official, final transcripts from the college or university awarding the Bachelor's degree showing all course work from all colleges and universities attended. (Piedmont College transcripts are on file.)
3. Three Professional References, one each from
  - a. Supervising administrator
  - b. Former professor or instructor
  - c. Professional colleague
4. Official Test score from either the GRE General Test (minimum 35th percentile) on verbal and quantitative or 35th percentile on the Miller Analogies test (Test should have been taken within the last five years). OR completed Professional Admissions Option.\*\*
5. Copy of valid, current professional Georgia teaching certificate at the appropriate level or letter from the principal or head of school verifying full-time employment as a teacher or educational administrator. For those holding provisional certificates a copy of the current certificate and a copy of the PSC letter outlining requirements for updating to a clear-renewable certificate  
 (Note: If your certificate is not a Georgia certificate and you desire to be certified in Georgia, you must complete all requirements through Professional Standards Commission [PSC].)
6. For Art Education, the art department chair must approve a portfolio of past work before acceptance
7. For Music Education, the music department chair must approve a videotaped or live audition before acceptance.
8. Personal Affirmation Form

\* These programs are for advanced certification and do not lead to a recommendation for an *initial* Georgia Teaching Certificate. Holders of out-of-state certificates should contact the Georgia Professional Standards Commission for reciprocity rules.

\*\* Teachers using this option must have taught three out of the past five years with a professional teaching certificate in an accredited public school or private school [SACS or GAC (top two levels)] verified through submitted annual evaluations.

### **Master of Business Administration (M.B.A.):**

Eligibility for application requires a bachelor's degree with a 2.75 cumulative GPA from a regionally accredited college or university. The bachelor's degree may be in any field, including business. \*

Applicants must also submit:

1. Graduate Admissions Application;
2. All official, final transcripts from the college or university awarding the Bachelor's degree showing all coursework from all colleges and universities attended;
3. Three professional references
4. Official, current test score on the GRE or GMAT; (Target test score is the 50th percentile) Test must have been taken within the last five years.
5. Professional resume;
6. Current job description

\* Non-business majors applying for the M.B.A. degree may be required to take certain prerequisite courses as part of their program of study. Prerequisite courses, if required, are determined by the M.B.A. advisors at the time of submission of the application and accompanying undergraduate transcripts.

### **Master of Arts (M.A.) degree in Instructional Technology:**

Design, Integration and Administration (Advanced Certification): Eligibility for application requires a bachelor's degree with a 2.5. Cumulative GPA from a regionally accredited college or university and a valid professional teaching certificate.

1. Graduate Admissions Application
2. Official, final transcripts from the college or university awarding the Bachelor's degree showing all course work from all colleges and universities attended.
3. Three Professional References, one each from:
  - a. Supervising administrator
  - b. Former professor or instructor
  - c. Professional colleague
4. Current (taken within the last 5 years) official test score from either the GRE General Test (minimum 35th percentile) on verbal and quantitative or 35th percentile on the Miller Analogies Test. OR completed Professional Admissions Option.\*\*
5. Copy of valid current professional Georgia teaching certificate at the appropriate level. (Note: If your certificate is not a Georgia certificate and you desire to be certified in Georgia, you must complete all requirements through Professional Standards Commission (PSC).)
6. Personal Affirmation Form

\*\* Teachers using this option must have taught three out of the past five years with a professional teaching certificate in an accredited public school or private school [SACS or GAC (top two levels)] verified through submitted annual evaluations.

### **Master of Arts (M.A.) in Instructional Technology:**

Instructional Design, and Development (Non- Certification): Eligibility for application requires a bachelor's degree with a 2.5. Cumulative GPA from a regionally accredited college or university and a valid professional teaching certificate.

1. Graduate Admissions Application
2. Official, final transcripts from the college or university awarding the Bachelor's degree showing all course work from all colleges and universities attended.
3. Three Professional References.
4. Current (taken within the last 5 years) official test score from either the GRE General Test (minimum 35th percentile) on verbal and quantitative or 35th percentile on the Miller Analogies Test.

### **Non-Degree Graduate (NDG):**

Eligibility for application requires a Bachelor's degree from a regionally accredited college or university.

Applicants must also submit:

1. Graduate Admissions Application
2. Official, final and sealed transcripts from most recent degree
3. Personal Affirmation Form (education only)

Note: If a non-degree graduate student selects a course offered by the School of Education that requires field experience, the non-degree graduate student must receive approval of the Dean of the School of Education before registering for the course.

Non-degree status is available for applicants who wish to take undergraduate or graduate level courses for personal or professional enrichment. No more than nine semester hours may be taken as a non-degree graduate student. Applicants who wish to enroll in more than nine semester hours as a non-degree graduate student must apply for permission from the Vice President of Academic Affairs.

The non-degree graduate student must meet prerequisite course requirements for any course taken. Non-degree graduate students are not assigned an academic advisor and are allowed to register for courses on a space-available basis where size limitation is a concern.

Courses taken as a non-degree graduate student may not be applied to a degree until the applicant has completed the admissions requirements for that degree including any required admissions test. These courses will be evaluated by the Registrar and the program director or chair. Policies regarding transfer courses will apply.

Tuition for graduate courses taken as a non-degree student is charged at the graduate tuition rate.

### **Certification Only (Post-Baccalaureate Non-Degree) in Education:**

(prospective applicant holds a master's degree from an accredited institution) Eligibility for application requires a minimum of a master's degree with a 2.5 cumulative GPA from a regionally accredited college or university.

1. Graduate Admissions Application
2. Official, final transcripts from all colleges and universities attended
3. Three Professional References
4. Personal Affirmation Form
5. GACE Content Assessment Score Report (Candidates who received a B.A. or M.A. degree in Educational Studies at Piedmont College may apply to return to the College within five years as a certification-only student. A prerequisite for admission as a certification-only student is successful completion of the appropriate GACE content tests.)

**Off-campus cohort classes** are held in various school systems in Georgia. To enroll in an off-campus cohort class, you must be a member of the cohort or have permission from your advisor and either the regional program coordinator or the dean.

### **Certification-only option in School Leadership:**

Individuals must currently hold the Education Specialist (Ed.S.) degree in Curriculum and Instruction from Piedmont College may apply to return to take the additional four-course sequence in School Leadership. The certification program requires a total of 24 credits (12 in addition to the 30 credits earned in the Ed.S. degree program in Curriculum and Instruction). Candidates who hold an Ed.S. degree from another, regionally accredited institution may be considered for admission to the School Leadership Certification program, but may, at the discretion of the faculty, be required to complete additional course work in curriculum and instruction and pass the GACE assessments in Curriculum and Instruction.

1. Graduate Admissions Application
2. Official, final transcript for the college or university awarding the Education Specialist degree
3. Three professional references; one each from:
  - a. Supervising administrator
  - b. Former professor or instructor
  - c. Professional colleague
4. Copy of current educator certificate issued by the Georgia Professional Standards Commission. Candidates from independent schools should submit a letter from the principal or head of school verifying full-time employment as a teacher or educational administrator. (Note: candidates not currently certified in Georgia who are seeking certification must contact the Georgia Professional Standards Commission.)
5. Letter of Intent
6. Professional Activities Resume
7. Verification of Professional Experience (minimum of two years)
8. Copies of two most recent professional evaluations
9. Personal Affirmation Form

### **Certification-only option in Instructional Technology:**

Georgia educators who hold professional teacher certification may wish to pursue a four-course sequence (12 credits) in order to obtain Certification in Instructional Technology. Applicants must hold the minimum of a master's degree from a regionally accredited institution with a minimum 2.5 GPA.

1. Graduate Admissions Application
2. Official, final and sealed transcripts from all colleges and universities attended
3. Three professional references
4. Personal affirmation form
5. GACE Content Assessment Score Report (Candidates who received a B.A. or M.A. degree in Educational Studies at Piedmont College may apply to return to the College within five years as a certification-only student. A prerequisite for admission as a certification-only student is successful completion of the appropriate GACE content tests.)

Courses taken as a non-degree student may not be applied to a degree until the applicant has satisfied the admissions requirements for that degree, including any required admissions test(s). Courses taken as a non-degree student will be evaluated by the Registrar and the program director or department chairperson. Policies regarding transfer courses will apply.

### **Independent School Leadership Studies (Non-degree):**

Eligibility for application requires a bachelor's degree from a regionally accredited college or university.

Applicants must also submit:

1. Graduate admissions application
2. Official, final and sealed transcripts from most recent degree
3. Personal Affirmation Form
4. Verification of employment as a leader/administrator (head of school, principal, assistant principal, curriculum director, etc.) in an approved independent school

Courses taken as a non-degree student may not be applied to a degree until the applicant has satisfied the admissions requirements for that degree, including any required admissions test(s). Courses taken as a non-degree student will be evaluated by the Registrar and the program director or department chairperson. Policies regarding transfer courses will apply.

*Note:* Tuition for graduate courses taken as a non-degree student is charged at the graduate tuition rate and not eligible for federal financial aid.

## **APPLICATION DEADLINES**

It is the applicant's responsibility to complete the application process in a correct and timely manner and to determine whether materials have been received by the Office of Graduate Admissions. Incomplete applications will not be processed.

For Demorest and Athens M.A.T., M.A., M.B.A., Ed.S., Certification Only, and Non-Degree applications:

Fall semester	July 1
Spring semester	December 1
Summer semester	April 15
For Ed.D applications:	
Summer semester	January 15

(Application file must be completed by January 30.)

Application deadlines for the M.A., Ed.S., and Ed.D. degrees delivered in off-campus locations may vary from the deadlines listed above. Check the college website for established dates or contact the Office of Graduate Admissions at 1-800-277-7020 ext. 1181 or 1118 for specific information.

Note: International applicants should submit all required application documents as early as possible but no less than one month in advance of the deadlines above in order to allow adequate time for required international documents and forms to be completed. For questions concerning International Admission, please call the Office of Graduate Admissions ext. 1118.

## **FAST TRACK ADMISSIONS:**

(ALL FAST TRACK ADMISSIONS OPTIONS ARE AT THE DISCRETION OF THE DEAN OF THE SCHOOL IN WHICH YOU ARE APPLYING)

### **Music Education; Art Education; and Dual-Degree Candidates in Secondary Education**

The fast-track option for admission to the Master of Arts in Teaching (MAT) is available to applicants who are currently seniors at Piedmont College and will graduate with a bachelor's degree in English, history, math, science, music, or art with no more than one semester prior to the application to the M.A.T. program. The applicant wishing to apply for "fast-track" admissions must provide the following:

1. Completed graduate application
2. Completed prerequisite courses as determined by chair of the appropriate department
3. Minimum of 3.0 cumulative GPA
4. Three professional references
  - a. Supervisor
  - b. Written recommendation of the undergraduate academic advisor
  - c. Professional colleague
5. Personal affirmation Form

**If applicant meets all Fast Track admissions requirements, the admissions test (GRE or MAT) is waived.**

### **Master of Instructional Technology: Instructional Design and Development (non-certification)**

The fast-track option for admission to the MA in Instructional Technology (general) is available to an applicant who has completed a bachelor's degree in any area at Piedmont College with no more than one semester prior to the application to the Master's program. The applicant wishing to apply for "fast-track" admissions must provide the following:

1. Completed application
2. Evidence of a minimum of a 3.0 cumulative GPA
3. Reference from the undergraduate academic advisor as one of the three required professional references
4. Completed prerequisite courses as determined by chair of the department.

**If applicant meets all Fast Track admissions requirements, the admissions test (GRE or MAT) is waived.**

### **Master of Arts degree (MA) in Early Childhood, Middle Grades, Secondary Education, and Art Education:**

The fast-track option for admission to the MA in Early Childhood, Middle Grades, Secondary Education, and Art Education is available to an applicant who has completed the bachelor's degree in either Early Childhood, Middle Grades, Secondary Education, or Art Education at Piedmont College with no more than one semester prior to the application for graduate study. The applicant wishing to apply for "fast-track" admissions must provide the following:

1. Completed application
2. Minimum of a 3.5 cumulative GPA
3. Personal affirmation form
4. Reference from the undergraduate academic advisor as one of the three required professional references



5. Passing score on appropriate GACE examination (Candidates should provide scores of the GACE content tests and the GACE ethics exit assessment. Candidates who have not yet successfully passed edTPA can be conditionally accepted.)

Verification that the candidate has applied for and been recommended for state certification

**If applicant meets all Fast Track admissions requirements, the admissions test (GRE or MAT) is waived.**

### **Master of Business Administration (M.B.A.)**

The fast-track option for admission to the M.B.A. is available to an applicant who has completed the bachelor's degree in business at Piedmont College no more than one semester prior to the application to the M.B.A.. The applicant must have the following:

1. Completed application
2. Evidence of a minimum of a 3.0 cumulative GPA
3. Submit a reference from the undergraduate academic advisor as one of the three required professional references
4. All other requirements for acceptance to the M.B.A. must be met.

**If applicant meets all Fast Track admissions requirements, the admissions test (GRE or GMAT) is waived.**

## **GRADUATE READMISSION**

Graduate students who have been away from Piedmont College less than two years and were not granted a leave of absence must apply for readmission. To reapply, the student must submit an Application for Readmission form to the Office of Graduate Admissions at least two weeks prior to the beginning of the semester the student is planning to attend. Forms are available in the Registrar's Office or at the Piedmont College website: [www.piedmont.edu](http://www.piedmont.edu). Upon receipt of the readmission request, the Office of Graduate Admissions will send the application and associated documents to the appropriate Dean of the program of study for review. The Dean of the program of study will make a determination and inform the Office of Graduate Admissions of the decision to admit or deny. The Office of Graduate Admissions will notify the student of the final result to admit or deny.

Graduate students who have been away from Piedmont College for two consecutive years or more must go through the admissions process and provide necessary documentation as directed by Graduate Admissions.

Note: No course may be older than six (6) years at the time of graduation. This rule is applied at the end of the semester (i.e. a fall 2015 course expires at the end of the fall 2021 semester).

## **ADMISSIONS APPEAL EDD PROGRAM**

An applicant who has applied for the EDD program and was not admitted has the right to appeal the admissions decision. Appeals must be submitted to the Dean of the School of Education, who will reevaluate the application and inform the applicant of the decision. An unfavorable ruling at the school level may be appealed to the Vice President of Academic Affairs within 30 days of the date on the correspondence sent regarding the decision on the initial appeal.

If the appeal is denied, the applicant may reapply during the new admission cycle for the program by submitting a new application along with new supporting documents.

## **TRANSFER APPLICANTS**

Graduate students may not be enrolled at two institutions simultaneously. Graduate student applicants who are enrolled at other institutions and plan to enroll for courses at Piedmont College, prior to the completion of course work at another institution, must appeal in writing to the Vice President for Academic Affairs for permission to complete coursework at the previous institution.

Transfer applicants accepted in an approved graduate program from recognized and regionally accredited graduate schools are not required to take the admissions test (GRE, MAT, or GMAT) provided they meet the following requirements:

1. Applicants must have taken six or more graduate semester hours and earned a grade of "B" or better in each course;
2. All transfer applicants must submit transcripts demonstrating "good academic standing" at their previous institution.

## **TRANSFER CREDIT**

An applicant enrolled in a recognized and regionally accredited graduate school may transfer a maximum of six semester hours to master's level programs or the Ed.D. program with the approval of the Registrar and the appropriate program director, department chair,

or dean. No transfer credit is allowed in the Ed.S program. Transfer credit is not automatic. The transfer credit must be appropriate to the applicant's planned program and carry a grade of at least "B." Credit for graduate course work at Piedmont College or any other institution will be honored for a period of six years from the date of course completion. However, no course may be older than six years at the time of graduation. Piedmont College does not accept transfers for Capstone or Orientation in the School of Education Program. No credit is allowed toward graduate degrees for courses taken by correspondence or through Professional Learning Units (PLUs).

Note: The six-year rule is applied at the end of the semester (i.e. a fall 2015 course expires at the end of the fall 2021 semester).

## INTERNATIONAL ADMISSION FOR GRADUATE STUDENTS

An International student is defined as a student who is a non-U.S. citizen. Piedmont College welcomes international students in the graduate programs and degrees. International students are urged to complete the application file at least one month before the semester application deadline due to additional required documents for acceptance consideration.

In addition to the application requirements for the degree described in the catalog, the following special admission documents must be submitted before an international student will be allowed to enroll.

1. All official, final transcripts from colleges that you have attended. Transcripts from foreign schools must be received by Piedmont College in English. Transcripts must also clearly state degree equivalency. Applicants must obtain an evaluation utilizing the services of an acceptable evaluating service such as:

World Education Services, Inc.

[www.wes.org](http://www.wes.org)

Josef Silny & Associates

[www.jsilny.com](http://www.jsilny.com)

2. Non-native English speakers must provide a satisfactory score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A satisfactory TOEFL score is 550 or higher on the paper-based version, 213 or higher on the computer-based version, or 79 or higher on the Internet-based version. A TOEFL score more than two years old will not be accepted. A satisfactory IELTS band score is 6 or higher;

NOTE: In lieu of the TOEFL or IELTS, students may complete the Georgia Tech Language Institute's Intensive English Program (GTLI-IEP). Students must complete GTLI-IEP's 700 Upper Advanced Level with a grade of "B" or higher in each of the four required classes and take the Michigan Test and receive a minimum score of 80 to show that they have successfully exited the ESL program.

3. International students must submit a financial statement showing sufficient availability of funds and the source of these funds to cover at least one year of college study, including educational and living expenses.
4. All tuition and charges must be paid in U.S. dollars. Students will be responsible for paying their balance through a wire transfer to Piedmont College or with a check from a U.S. bank. Please contact the Business Office for further details.
5. Copy of your Passport and Visa.

## ACADEMIC CONDITIONAL ACCEPTANCE

On occasion, it may be appropriate to grant academic conditional acceptance to a prospective graduate student. Academic conditional acceptance may be granted upon approval of the dean of the appropriate school and/or the Director of Graduate Enrollment Management. No academic conditional acceptances are granted for the Doctor of Education (Ed.D.) program.

## ADMISSIONS APPEAL MASTERS AND EDS PROGRAMS

An applicant who is denied admission may appeal to the Dean of the School of Education. The appeal must be made in writing to the Dean within 30 days from the date of refusal on the admissions letter. A form for appeal may be obtained from the Office of Graduate Admissions or on the Piedmont College website.

## EXPENSES - GRADUATE

Piedmont's 2016-2017 tuition charges support the College's continued commitment to provide first-rate programs and facilities at an affordable rate.

### TUITION CHARGES

The 2016-2017 graduate tuition starting Fall semester 2016 approved by the Piedmont College Board of Trustees is as follows.

- \$495 per credit hour for Master's
- \$495 per credit hour for Education Specialist
- \$608 per credit hour for Doctor of Education

To qualify for student loans, graduate students must enroll in a minimum of five credit hours each semester and doctoral students must enroll in a minimum of three credit hours.

### TUITION CHARGE ADJUSTMENTS & REFUND POLICY

#### Drop, Add and Withdrawal from Course(s):

Tuition charges will be calculated based on hours of enrollment reported by the Registrar's Office. A student must notify the Business Office before dropping, adding, or withdrawing from a course to determine the effect on the student's financial aid and subsequent account balance. Students are responsible for checking the Academic Calendar for drop/add dates and dates to withdraw without academic penalty. The **Academic Programs section** of the Piedmont College catalog contains further information regarding these topics.

Adding a course(s) may result in a tuition increase and dropping a course(s) may result in a tuition decrease. Undergraduate students enrolled 12-18 hours are considered full-time students; therefore, the student pays the same tuition rate within 12-18 hours so tuition adjustments may not apply. For a student dropping all courses (during the drop/add period), tuition charges will be removed. Charges other than tuition will be incurred by the student. Classes that are removed from a student's schedule after the drop/add period are considered withdrawals. Tuition for any withdrawn courses will also be incurred. Please note: withdrawing from a course(s) and a total withdrawal will have different effects on a student's account due to changes in financial aid. For charging purposes, medical withdrawals are treated the same as a total withdrawal.

#### Total Withdrawal from College:

When a student withdraws from all classes, written notification must be given to the college Registrar. Depending on the withdrawal date, the college may adjust tuition charges according to the schedule below. A calendar with the appropriate tuition adjustment dates is published under the Student Accounts page on PilgrimNet. Dismissed students do not receive tuition adjustments. (Students who withdraw from all courses may fall under the Title IV Federal Aid Policy).

#### Courses spanning 16 weeks:

- 60% of tuition charges will be refunded if a student totally withdraws during the second week of the term
- 40% of tuition charges will be refunded if a student totally withdraws during the third week of the term
- 20% of tuition charges will be refunded if a student totally withdraws during the fourth week of the term
- No adjustments to charges will be made if a student withdraws after the fourth week of the term

#### Courses spanning 8 weeks:

- 50% of tuition charges will be refunded if a student totally withdraws during the second week of the term
- No adjustment to charges will be made if a student withdraws after the second week of the term

#### Courses spanning 4 weeks:

- 50% of tuition charges will be refunded if a student totally withdraws during the second week of the term
- No adjustment to charges will be made if a student withdraws after the second week of the term

## Room and Board Charge Adjustments:

There are no adjustments for residence hall charges for students withdrawing during a semester. Meal plan charges will be pro-rated based on the date the withdrawal form is submitted.

## Tuition Refunds

If at any time a credit balance is established on a student's account, the balance will be disbursed to the student within 14 days from the date of the credit balance.

## Refunds for Excess Financial Aid

All refund checks are mailed to the student's address on file in the Registrar's office. If there is a Parent Loan on the student's account, the excess aid is returned to the guarantor at the guarantor's address. The amount refunded to the parent will not exceed the balance of the parent loan. If there exists an additional credit balance due after the parent loan has been refunded, the remaining credit balance will be refunded to the student at the address on file in the Registrar's office. Piedmont College adheres to Title IV regulation which requires credit balances be refunded within 14 days of the credit appearing on the student account. Any federal or state aid that is disbursed but not accepted by the student, or parent in case of parent loans, will be returned to the appropriate department within 240 days from the time the refund was first issued. The term "not accepted" includes refund checks which are issued but are not cashed by the student or are returned by the postal service as undeliverable if no forwarding address can be obtained from the student.

## NON-DEGREE STUDENTS

Non-Degree students are charged undergraduate rates for undergraduate level courses and graduate rates for graduate level courses based on campus of enrollment.

## ADDITIONAL CHARGES

Applied music - private lessons	\$100 per credit hour
Returned check (first occurrence)	\$35
Returned check (second occurrence)	\$50
(no future checks accepted)	
Experiential credit (per credit hour) See Experiential Credit (p. 33) for more information	\$50
Transcript (paper copy)	\$8.25 each
Transcript (electronic copy)	\$6.25 each
Transcript (in office next day processing)	\$10.00 each
Transcript (in office pick up same day)	\$20.00 each
Application for graduation for doctoral students	\$150
Application for graduation for graduate students (Masters & EDS)	\$125
Late fee for graduation applications submitted past published deadlines	\$100
Replacement diploma	\$100
Dissertation editing fee - Doctoral Candidates	\$150-\$250 depending on length
Replacement student ID	\$25
Fax Service	\$2 first page, \$1 additional pages

\*Applications for graduation must be submitted by the posted deadlines (see Academic Calendars found at [www.piedmont.edu/registrar](http://www.piedmont.edu/registrar)).

## **TERMS OF PAYMENT**

Tuition and other charges must be paid by published deadlines. Payment installment arrangements may be made using the Piedmont College Payment Plan (PPP). The charge for using PPP is \$40 per semester during the fall and spring semesters. There is no payment plan fee for the summer semester. No interest charges will be incurred with the PPP. For additional information please visit the Student Accounts webpage at [www.piedmont.edu](http://www.piedmont.edu). International students are responsible for paying their balance in U.S dollars using either a wire transfer to Piedmont College or by providing a check for payment from a U.S. bank. Payments from international credit cards are also accepted through the student portal, PilgrimNet or by using the online payment method at [www.piedmont.edu](http://www.piedmont.edu) Please contact the Business Office for further details

## **ACCOUNT STATUS**

Students are responsible for checking their account status online by logging into the student portal, PilgrimNet, or by contacting the Business Office at the beginning and end of each term to make sure all financial arrangements are current.

## **WITHDRAWAL POLICY**

Course registration creates a financial obligation to the college. The tuition refund policy is only effective upon receipt of an official withdrawal notice. Non-attendance is not withdrawal. For additional details see the section on Tuition Charge Adjustments.

## FINANCIAL AID FOR GRADUATE STUDENTS

The Piedmont College financial aid office will assist students who seek financial resources for attendance at this institution. It is strongly recommended Graduate students should apply for financial aid at least 60 days prior to the term seeking aid. Students receiving financial aid must maintain satisfactory academic progress as outlined in the Student Handbook in order to continue to receive financial assistance.

### APPLICATION PROCEDURES

The Piedmont College Office of Financial Aid is committed to assisting graduate students with applying for and receiving student financial aid. Graduate students are encouraged to contact the Office of Financial Aid by phone or through email to learn how to successfully make application for student financial aid. Information regarding application procedures is also available on the Piedmont College website ([www.piedmont.edu](http://www.piedmont.edu)). Typically, graduate students will choose to borrow a federal Stafford loan or arrange payment through the Piedmont College Business Office. In either case, it is important that graduate students contact the Office of Financial Aid to learn which financial aid opportunities are available

### FEDERAL ASSISTANCE

The federal student assistance programs are perhaps the most widely known of all student aid sources. In order to receive federal student aid, a student's financial need must be established by completing the Free Application for Federal Student Aid (FAFSA). This form may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Contact the Piedmont College financial aid office at (706) 776-0114 with questions. For technical help applying online, call the Federal Aid Help Line at 1-800-4-FED-AID. The Piedmont College federal school code is 001588.

Piedmont College participates in the Federal Direct Student Loan program. Graduate students are considered independent for the purposes of federal financial aid. Loans are made directly from the U.S. Department of Education, and funds are credited to the student's account. Interest rates are variable. Payments begin after the student drops below half time or graduates. For more information, visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS

The U. S. Department of Education mandates that institutions of higher education establish minimum standards of "satisfactory academic progress" for students receiving financial aid. Piedmont College applies these standards to all applicants for Federal Grants (Teach Grant), Federal Stafford loans, and Piedmont College Scholarships.

#### Standards

Satisfactory Academic Progress (SAP) is determined by careful evaluation of qualitative and quantitative criteria. Determination of SAP will be made at the end of each semester.

1. **QUALITATIVE CRITERIA** - To be eligible for financial aid, a graduate student must have an institutional grade point average of 3.0 or higher on a 4.0 scale.
2. **QUANTITATIVE CRITERIA** - Financial aid recipients must show measurable progress toward earning a degree by successfully completing at least sixty-seven percent (67%) of all courses required by the program of study. This standard will be applied to current students, former students, and transfer students. Semester hours completed will be those courses in which a student has received a grade of A, B, C, or P. Semester hours attempted will include all courses for which a student has received a grade of A, B, C, D, F, P, I, IP, NP, W, WF, or NR. Hours and grades for repeated courses will be used in this determination.
3. **MAXIMUM LENGTH OF STUDY AT PIEDMONT COLLEGE** A student accepted into a graduate degree program may attempt no more than 150% of the required hours in required courses for the degree. (Hours for repeated courses will be included in the total number of attempted hours.) Once a student exceeds the maximum length of study, he/ she will no longer be considered making satisfactory academic progress and will not be eligible for financial aid.
4. **FINANCIAL AID Warning** - Failure by the student to attain the minimum GPA or a 67% completion rate, will indicate the student is not making SAP. In most cases, the first time it is established that a student is not making SAP, he/she will be placed on Financial Aid Warning. A student on Warning may continue to receive financial aid but must meet SAP by the end of the next semester.
5. **Financial Aid Probation** – A student who fails to meet SAP for two consecutive semesters or is academically excluded from Piedmont College may appeal to be placed on Financial Aid Probation. Students are eligible to receive financial aid for one semester while on probation. At the end of the semester a student must meet SAP or meet all stipulated requirements of the appeal to continue to receive financial aid.

6. **APPEALS PROCESS** - A student who has lost eligibility may feel there were unusual circumstances that prevented the student from meeting the SAP requirements. The student may submit an appeal to Financial Aid. This appeal must include the reason SAP was not met and steps the student plans on taking to meet SAP. An SAP Appeal Committee will review each appeal. Denial of an appeal indicates that the student will not be considered eligible for financial aid until they attain at least the minimum 3.0 GPA, have a 67% completion rate of all courses attempted at Piedmont College
7. **Reestablishing Eligibility**- In the event of termination of financial aid, a student will again be considered making SAP once they attain a 3.0 GPA, and a 67% completion rate of all college level courses attempted at Piedmont College. When this occurs, the student should contact the Financial Aid Office to request a review of their SAP. Classes taken after losing eligibility will be at the student's expense, using funds other than Federal Grants (Teach Grant), Federal Stafford loans, and Piedmont College Scholarships. A student, who reestablishes eligibility, then falls below minimum SAP requirements again will be denied financial aid. A student who exceeds the maximum length of study at Piedmont College (item C) cannot reestablish eligibility.

### **Federal TEACH Grants (Not for Ed.S. and Ed.D. Students)**

Piedmont College participates in the Federal TEACH Grant Program. Interested students are encouraged to research the program and submit an application to the Piedmont College Financial Aid Office. For graduate study, the Federal TEACH Grant Program is available to first post-baccalaureate degree students only. At Piedmont College, students enrolled in the Education Specialist or Doctorate Program are ineligible for this program.

- The TEACH Grant Program was created by Congress in the College Cost Reduction and Access Act. For more information, students may call the Federal Information Student Center: 1-800-4-FEDAID or view the website [www.teachgrant.ed.gov](http://www.teachgrant.ed.gov).
- In exchange for receiving the TEACH Grant, students must be a highly-qualified, full-time teacher in a high-need subject area for at least four years at a school serving low-income students.
- For a directory of schools serving low-income students, visit: [www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp](http://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp). For a definition of highly qualified teacher, students may visit: [www.ed.gov/policy/elsec/leg/esea02/pg107.html](http://www.ed.gov/policy/elsec/leg/esea02/pg107.html).

## STUDENT LIFE

Student Life and Leadership at Piedmont College goes beyond social events, club meetings, and building one's resume. Our mission is to provide leadership and programming opportunities for you to become an active member of our community. There are many activities available for you to enjoy, explore, and establish skills through practical learning experiences. We want you to get involved in campus life and start building your legacy!

### ATHLETICS

Piedmont College's program of intercollegiate and intramural athletics is designed to promote student interest in athletics, to foster sound physical development, and to teach good sportsmanship.

Intercollegiate sports include men's and women's teams in basketball, cross country, golf, lacrosse, soccer, tennis, and track & field; women's softball and volleyball; and men's baseball. The College also sponsors cheerleading at the club level.

Athletic facilities include a gymnasium, tennis courts, softball, baseball, and soccer/lacrosse fields, and beach volleyball courts. Physical education classes and athletic teams have priority in the usage of these facilities. Piedmont College's Johnny Mize Athletic Center includes a multi-use basketball arena named in honor of Coach O'Neal Cave, capable of seating 1,200 spectators. In addition, the Athletic Center houses an elevated running track, locker rooms, offices, a training and therapy area, and a classroom. The Loudermilk Baseball Complex includes covered bleachers and indoor training facilities. Piedmont is a member of NCAA (National Collegiate Athletic Association) Division III, with teams competing in the USA South Athletic Conference.

### CAMPUS ACTIVITY BOARD

The Campus Activities Boards, active on both Demorest (CAB) and Athens (ACAB) campuses, provide a variety of programming and strive to engage all students in the Piedmont College Community. The purpose of the organizations is to promote social interaction and involvement to enrich campus life on both campuses. CAB and ACAB provide opportunities for students to develop enhanced leadership knowledge through student-led program development. The organizations also schedule a variety of events including entertainers, open mics, and other activities such as movie nights, shopping trips, and various Atlanta-based events.

### CLUBS

The College encourages students to develop clubs around common interests. A student club or organization at Piedmont College can be defined as a group of students joined together in the pursuit of a common educational or co-curricular purpose that supports the mission and values of the Office of Student Activities and of Piedmont College. The Student Government Association maintains a current listing of all groups and their purposes. Information on forming clubs may be found in the Student Handbook on the website and on PilgrimNet.

Student Organizations at Piedmont College provide quality programs, services, and leadership opportunities that will enhance classroom learning and complement the Piedmont experience. Student organizations help to enrich academic and professional endeavors, promote ethical and moral development, encourage civic engagement, provide leadership development, foster an appreciation for diversity, and support the establishment of meaningful interpersonal relationships.

### FITNESS CENTER

The College operates fitness centers on the Demorest and Athens campuses. Hours and forms required for membership are available on the website. The fitness centers are open to current students, faculty, and staff and include the use of all equipment and attendance to group fitness classes. Current news and events are posted on the Piedmont College Fitness Center Facebook page.

### INTRAMURALS

The College offers single event and league play during the school year on both campuses. All registration forms may be accessed through the website or in the Fitness Center. Current news and intramural events are posted on the Piedmont College Intramural Facebook page.

### LYCEUM

A series of lectures, concerts, and plays is presented to develop an appreciation of literature, music and the other art forms. Programming has included performances by guest artists, music faculty, and college ensembles; various theatre productions, and lectures by artists and writers from across the United States.



## MUSIC ENSEMBLES

The Piedmont College Singers is an auditioned vocal chamber ensemble of mixed voices that presents special programs during the academic year and serves as the College's touring choir. Opera Workshop gives singers experience in performing excerpts from some of the world's great operas. Cantabile is an elite group of mixed voices chosen from the Piedmont College Singers. This auditioned group performs jazz, pop arrangements, and avant garde compositions in concerts on campus for special events and on tour across the state and the nation. The Piedmont Chorale is a non-auditioned choir composed of students, faculty, staff and members of the community. It presents two concerts per year as part of the College's Lyceum series. The Wind Ensemble is an ensemble of woodwind, brass, and percussion players. In addition, there are chamber ensembles available for woodwinds, brass, percussion, strings, and collaborative piano. Private instrumental instruction is strongly suggested while a member of the Wind Ensemble and Chamber Ensembles. Auditions are required.

## PUBLICATIONS

*The Roar* is the student media organization of the College, consisting of an online news site ([www.piedmontroar.com](http://www.piedmontroar.com)) and a bi-weekly print newspaper that is distributed throughout both campuses. *The Yonahian* is the College yearbook, named for Mount Yonah, a prominent Blue Ridge peak in north Georgia. These publications are produced by students under the guidance of a faculty advisor in the department of mass communications, but participation is open to all Piedmont students.

## RADIO STATIONS

WPCZ, 98.7 FM, is the student-operated campus radio station. WPCZ can be heard in Demorest at 98.7 FM or streaming worldwide at [www.piedmontroar.com/wpcz](http://www.piedmontroar.com/wpcz). Mass communications majors are encouraged to become part of the WPCZ staff. The College also serves as the local public access point for WPPR, 88.3 FM, a Georgia Public Radio outlet licensed to serve northeast Georgia.

## RELIGIOUS LIFE

Piedmont College has been affiliated with Congregational churches since 1901, and is now affiliated with both the United Church of Christ and the National Association of Congregational Christian Churches. A resource for the entire College community regarding matters of faith, the Campus Minister provides oversight for religious activities and organizations and is available for counseling for all students. In keeping with the Congregational heritage and church affiliations of the College, the Campus Minister respects that persons from all faith traditions act according to conscience. The College Chapel in Demorest and the Meetinghouse in Athens are spaces designated for worship under the guidance of the Campus Minister. In order to uphold the tenets of Congregationalism espoused by Piedmont College, we regret that these spaces are not available for use beyond those employed by the College, whether for religious or alternate purposes.

## RESIDENTIAL HOUSING, DEMOREST CAMPUS

Residential housing is available on the Demorest Campus only. The residential program is designed to enhance the academic and social lives of the residential students. The staff, services, and facilities are designed to meet residents' needs with a balance of structure and flexibility. Currently we house approximately 650 undergraduate and graduate students in 10 residence halls with both traditional and apartment style accommodations.

All intercollegiate athletes are required to live on campus. All undergraduate students enrolled on the Demorest Campus must reside on campus with the following exceptions:

- Students living at the primary residence of their parents or legal guardians in Habersham, Banks, Hall, Rabun, Stephens, Towns, or White counties;
- Married, divorced or widowed students or students with dependents;
- Students who are 21 years of age on the first day of registration for the fall term.

Certain Piedmont College scholarships require students to live on campus, and a change in residential status may result in loss of scholarship. Changes in campus living assignments must be approved by the Director of Residential Education. Students residing in a residence hall may not move off campus during the regular academic year except when there is a change in marital status. The College is unable to provide housing for married students or families.

## STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association addresses student concerns, promotes student initiatives with the administration, and has general responsibility for all student organizations and student-sponsored campus activities. SGA provides student governance of appropriate

student-led activities in a manner consistent with the mission of Piedmont College. The Association's purpose is to work with the faculty, staff, and administrators of the College to build a stronger, more effective educational community.

## **STUDENT HANDBOOK**

The current Piedmont College Student Handbook including the Code of Conduct can be found here.

## **SERVICES**

### **Alumni Association**

The Office of Institutional Advancement acts as liaison between the College and its alumni. The Piedmont College Alumni Association is open to any person who matriculated and left in good standing. There are no membership fees. The association is led by five officers elected annually by the Alumni Association Board of Directors, who are elected by members of the board for a one year term, serving no more than two consecutive terms. The officers and directors make up the Alumni Association Board of Directors, which governs policies, finances and activities of the association.

The Piedmont College Letter Club, also known as the P-Club, is the organization that acts as the College booster club and as the organization that sponsors the Piedmont College Athletic Hall of Fame. The P-Club is open to all former Piedmont College athletes, friends, or supporters of Piedmont athletics. Funds raised by the club support the entire athletic department, as well as the Hall of Fame and individual sports. An advisory board of 8-12 members lead the club.

### **Career Counseling**

The Career Services Office provides a comprehensive program for career development. Services include resume preparation, assistance with job search techniques, and improving interviewing skills. Additionally, the Career Counseling Office host workshops, webinars, and sponsors trips to Career Fairs held throughout Georgia. On the Career Services website <http://www.piedmont.edu/students-career-services> Piedmont students and alumni will find access to additional career resources.

### **Disabilities Services**

Section 504 of the Vocational Rehabilitation Act of 1973 and The Americans with Disabilities Amendment Act of 2008 (ADA) assure persons with disabilities equal opportunities for access in programs and activities that receive federal financial assistance. Piedmont College is committed to providing an accessible learning environment and willingly makes reasonable accommodation for individuals with documented disabilities.

Upon acceptance to Piedmont, students seeking accommodations are responsible for notifying the Disabilities Coordinator at 1-800-277-7020, ext. 1504 or by email at [ahughes@piedmont.edu](mailto:ahughes@piedmont.edu). Appropriate written documentation of disability is required and any accommodation provided is based upon individual need and existing academic requirements. All accommodations must be consistent with established academic requirements and standards of Piedmont College, and a student with accommodations continues to be responsible for his/her education and personal needs.

Piedmont College supports the efforts of each student to become a self-sufficient learner and encourages any student needing accommodations to seek support as early as possible. For further guidelines on accommodations, use the following link to contact Disability Services: <http://www.piedmont.edu/disabilities-support>.

### **Learning Center**

The Learning Center offers academic support in all areas, including accounting, foreign languages, math, science, and writing. Our tutors are selected by department chairs, trained in the art of tutoring, and monitored to provide the individualized attention our students need to achieve their personal best. In addition to tutoring, the Learning Center offers computers and printers, internship assistance, peace and quiet for study, and professional development consultation to assist with the writing of your CV, statements of purpose, and capstone projects. To make an appointment with a tutor, or find more information about the learning center, use this address: <http://www.piedmont.edu/learning-center>.

### **Personal Counseling**

Personal counseling is provided in a safe, confidential atmosphere and is available to assist students with personal, developmental, or psychological concerns related to their academic progress and personal growth. Through individual counseling, group counseling, and referrals to campus and community resources, personal counselors are committed to supporting students who have personal issues that hinder their academic success.

Personal counselors can assist with and/or provide resources for a variety of topics, such as adjustment to college life, stress, depression, anxiety, loneliness, sexuality, eating issues, perfectionism, academic concerns, discrimination, transition difficulties, and relationship issues with a partner, relative, or child. Personal counselors help students develop new strategies for dealing with these challenges or to help clarify students' feelings through self-exploration and discovery.

Counseling appointments are requested by email and services are provided at no charge to students. As necessary, students are referred to outside professional resources. The counseling office is located in the Student Success Center in Demorest and in the Commons in Athens. For more information, <http://www.piedmont.edu/counseling-services>.

# ACADEMIC PROGRAM

## MATRICULATION

Matriculation at Piedmont College establishes a covenant between the student and the College. Through its faculty and administration, the College agrees to do its best to assist the student's intellectual and personal development. The student agrees to study and work conscientiously, as well as to abide by the College's rules and regulations.

## ACADEMIC YEAR

The regular academic year is divided into fall and spring semesters, each approximately 16 weeks in length, with two 4-week day sessions and one 8-week evening session during the summer.

The College offers both day and evening classes, with limited weekend offerings. During the fall and spring semesters, evening and weekend classes are offered in two eight-week sessions each semester in Athens and Demorest.

Students may be admitted at the beginning of any semester. However, for the best orientation to college life and to take advantage of the planned sequence of courses, fall admission is recommended.

## ASSESSMENT

To ensure the realization of its mission, Piedmont College is involved in continuous assessment to measure, and to improve where needed, the quality of the learning experience. Since learning is not limited to classroom experiences, neither is assessment. Assessment is systematically administered throughout the College.

Assessment includes evaluation of departmental programs, evaluation of the general education requirements and evaluation of the overall college environment.

Academic schools design and implement their own assessment procedures, following institutional guidelines, to evaluate the quality of their programs.

In addition, student and alumni surveys and other assessment techniques are regularly conducted in order to ascertain the overall quality of the educational experience at Piedmont.

## ACADEMIC ADVISEMENT

The college is committed to the developmental model of academic advising. As such, advising is viewed as a partnership of shared responsibility between the student and advisor, with the advising process as an extra-classroom, teaching-learning experience that emphasizes the importance of personal and social factors that contribute to the quality of the student's academic experience and the achievement of life goals.

Upon entering the College, a student is assigned either a freshman advisor or a major advisor, depending on class standing and declaration of a major. The advisor works with the student not only in the choice of courses and with academic matters in general, but also to ensure a rich and rewarding educational experience that will lead to the fullest realization of a student's potential as an individual.

## PIEDMONT COLLEGE LIBRARY

The mission of the Libraries of Piedmont College is to support the academic programs and research of the College community by facilitating the information access and instructional needs of all its members, wherever they are located.

To accomplish our mission, the Libraries will provide

- the facilities, tools, and resources needed to support, enhance, and extend the academic work and research of all members of the College community;
- a selection of resources that portrays the intellectual, spiritual, and artistic heritage of humanity, beyond the immediate needs of classwork and research;
- a pleasant and welcoming environment that encourages effective and productive use of the Libraries by all members of the College community and the community at large;
- assistance and instruction for all members of the College community to develop information-seeking and research skills from which they may benefit throughout their lives.

The Libraries of Piedmont College consist of two physical locations and an extensively developed online virtual library.

The Arrendale Library on the main campus at Demorest provides a collection of more than 100,000 volumes; many public-access computers and a wireless network; study rooms and carrels; conference rooms; and the College archives. The MAYFLOWER is the Library's online catalog, a state-of-the-art, web-accessible system. The Library provides access to many online research services; participates in GALILEO, the online library of the State of Georgia; and provides access to its collections and services via its web page, library.piedmont.edu.

The Athens Campus Library provides a collection of circulating books and reference resources; full access to all online services; and a wireless network and public-access computers.

Both libraries, their collections and services, are open to all students, faculty, staff, and alumni of the College.

## THE FOXFIRE-PIEDMONT PARTNERSHIP FOR PROGRAMS FOR TEACHERS

In 2003, Foxfire sought a college whose School of Education had a conceptual framework and community outreach program that was clearly aligned with Foxfire's overall mission and Core Practices. The result was a formal, contractual agreement between Foxfire and Piedmont College, which transferred the management of Foxfire's Programs for teachers to Piedmont's School of Education.

These programs consist of Foxfire courses for teachers pre-k through college, offered at Piedmont, other institutions, and school districts.

## PATENTS, COPYRIGHTS, TRADE SECRETS, AND INTELLECTUAL PROPERTY

The entirety of this policy relates to faculty, staff, and student employees. Section E relates specifically to students and student employees.

Individual faculty and staff, on occasion, generate new ideas and concepts that result in marketable products and opportunities. Piedmont College encourages, promotes, and protects the academic research, scholarship, and development of products of its employees. Simultaneously, the college maintains its commitment to stewardship and cultivation of its financial resources. Individual employees may pursue efforts to create commercially marketable products and, in cases where Piedmont College has invested resources, the college may assert a financial interest in such products.

Intellectual property refers to, but is not limited to, patentable inventions, copyrightable works, trademarks, service marks and trade secrets. Examples include but are not limited to artistic works, musical compositions, computer programs and software, theater scripts, and the like.

Products resulting from creative and scholarly pursuits, culminating in a patent, copyright, trade secret, or intellectual property convey ownership rights to the individual and/or the institution, depending on several factors.

1. **Sponsorship** - If an outside private (i.e., not state or federally funded) agency funds an activity that results in a product, unless the sponsorship agreement between the individual, the sponsor, and the institution states otherwise, such product will be owned by the institution.
2. **Institution work** – If a product is developed during the course and conduct of institution-assigned work, the institution owns the product. Income, defined as net revenue after all personal and institutional expenses have been paid, from such property shall be shared between the individual and the institution at the following rate: All income up to the first \$8,000 goes to the individual. This amount will be divided equally if more than one individual exists. Remaining income is divided with one-third to the individual and two-thirds to the institution.
3. **Institution-assisted work** – When institution resources assist and support individual employees in the generation of an income producing product, income shall be shared between the individual and the institution at a rate of 45 percent of net revenue to the institution. Institutional support and assistance may include use of office and laboratory space, technology, access to library, and support staff, and institution-paid time within the employment period.
4. **Individual employee work** – Any product developed by an individual employee that uses no institution resources, contains no sponsorship agreement, and is unrelated in any way to institution-assigned work, shall be the sole ownership of the individual employee. It is the individual's responsibility to demonstrate the total independence of the work.
5. **Intellectual property rights of students** - Intellectual property rights belong to the students who create the work. This includes work that has been created to meet course requirements using college resources whether or not the student has paid tuition or fees for the course. However, work that is created by students as part of their student employment belongs to the college as do the subsequent intellectual property rights.

6. **Disputes** – Any disputes about ownership of products shall be directed to the President.
7. **Copyright Infringement Policies and Sanctions** –
- a. **File Sharing and Copyright** - Many scholars and music artists rely on copyright to protect their intellectual property. "Peer-to-peer" (P2P) file sharing applications have made it easy for Internet users to share files with one another. There are many legitimate uses of P2P file sharing, such as updates and software purchases. However, P2P file sharing applications are also used to share copyrighted material such as songs, movies, software applications, and games without permission. If you upload or distribute copies you make of copyrighted works, or download or acquire unlicensed copies of copyrighted works, you may be infringing someone else's rights. Although using P2P file sharing technology is not in itself illegal, if you share copyrighted material without permission -- even unwittingly -- you are breaking both the law and college policy and could be subject to college, civil, and/or criminal sanctions.
  - b. **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**- The Department of Education publishes in the Federal Student Aid Handbook a summary of the civil and criminal penalties for violation of federal copyright laws:
    - i. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).
    - ii. Disciplinary action, including loss of use of the College information technology systems up to and including expulsion from the College or employee termination could result from violations of these policies. Piedmont College informs students regarding copyright infringement and academic integrity through each class instructor and is included on all syllabi. The college's statement can be found in the college 2016-2017 catalog.

## REGULATIONS - GRADUATE

### Private Property Rights

Georgia law provides the owners of private property with the right to regulate the possession of firearms. Students, faculty, staff, and the general public are forbidden from having firearms, fireworks, explosives or explosive devices, or other weapons on college property. This includes the storage of such devices in automobiles parked on college property. Exception is made for licensed public safety officials in the employ of the college and for licensed public safety officers from other jurisdictions who are on college property in the discharge of their official duties.

### Honor Pledge

All students, by their enrollment at Piedmont College, commit to the Honor Pledge:

The Piedmont College community emphasizes high ethical standards for its members. Accordingly, I promise to refrain from acts of academic dishonesty including plagiarism and to uphold the Academic Integrity Policy in all endeavors at Piedmont College.

### Academic Integrity Policy

In accordance with the mission statement at Piedmont College, it is the responsibility of each member of the Piedmont community to promote an atmosphere of academic integrity and an understanding of intellectual honesty that adheres to the highest standards of professional and personal conduct.

To protect intellectual and scholarly integrity, the College imposes strict penalties for academic dishonesty, which is defined as follows.

- **Cheating** — intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- **Fabrication** — intentional and unauthorized invention or falsification of any information or citation in an academic exercise or altering official college records or documents.

- **Facilitating academic dishonesty** — intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- **Plagiarism** — intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

## Academic Integrity - Student Violations Policy

All faculty must consistently follow the correct procedures in dealing with cases of academic integrity. Individual decisions or exceptions cannot be made.

1. The faculty member making the complaint will provide to the Dean of the School where the course resides a signed statement fully describing the act of dishonesty, naming persons involved and witnesses, and listing all physical evidence. All physical evidence is to be secured, if possible, by the Dean
2. The Dean will provide the student involved with written notification of the accusation of academic dishonesty, the identity of the faculty member making the complaint, and the procedures for resolving the case.
3. The Dean will review the case based on the evidence presented, taking into consideration any recommendations of the instructor responsible for the academic exercise in which the act of academic dishonesty is alleged to have occurred. The Dean will make the final judgment and will provide the student written notification of the disposition.
4. A student may ask for a reconsideration by the Dean if there are new facts or extenuating circumstances that were not brought to light in the initial review.
5. A student may appeal the decision of the Dean to the Office of the Vice President for Academic Affairs. Such an appeal would focus only on procedural due process issues.

All course grades would count in computing the cumulative GPA.

## Campus Email

Email is an official communications channel of Piedmont College and is a principal medium through which it conducts its business.

All students, faculty, and staff, including part-time faculty and staff, have Piedmont College email accounts either on the Exchange system or the Lions system.

All members of the Piedmont College community are expected to monitor their Piedmont College email regularly and to deal with business in a timely manner. Failures to activate and monitor one's Piedmont College email account does not exempt one from responsibility to act upon college-related matters.

All new students, faculty, and staff, including part-time faculty and staff, are expected to activate their Piedmont College email accounts, if necessary, and to begin monitoring their email during their first week of enrollment or employment.

## Study Load

A full-time study load for graduate students is 9 credit hours. To qualify for financial aid enrolling in a minimum of 5 credit hours is required. Graduate students may take up to a maximum of 12 credit hours per semester, including undergraduate hours. No more than 10 credit hours may be taken in an eight-week session.

NOTE: It is strongly recommended that graduate students in their first semester take no more than 9 hours (fall or spring) or 6 hours (summer). Regional Program Coordinators may vary the session requirements and set candidate hours in accordance with School of Education policies, local school system needs, and college schedules.

Doctoral Program: Full-time study load for students enrolled in Area I and Area II in the Ed.D. program is a minimum of 6 credit hours. Students who have completed Area I and Area II course work and who have successfully passed the comprehensive examinations move to the dissertation phase (Area III). Thereafter, as students progress through the dissertation (Area III) phase, they must be enrolled in a minimum of 1 credit hour to be considered full-time doctoral candidates.

## Credit Hour Policy (Credit Hour Definition)

As a postsecondary institution, Piedmont College is responsible for defining a credit hour and for ensuring that the credit hours awarded for courses and programs conform to commonly accepted practices in higher education. The College adheres to the federal definition of a credit hour as published by the United States Department of Education in the Federal Register (75FR66832) on October 29, 2010. The Department defines a credit hour as:

1. An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
  - a. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
  - b. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the awarding of credit hours. (34 CFR 600.2)

For the purposes of this definition, an instructional hour equates to 50 minutes, the unit of measure used by the National Center for Education Statistics Integrated Postsecondary Education Data System (IPEDS).

## Course Length

The institutional established equivalences to the federal definition of the credit hour at Piedmont College are listed below.

1. Direct instruction courses must include one 50 minute period with the instructor, which is 750 minutes for each credit hour awarded.

Fifty (50) minutes x 15 weeks = 750 minutes

The standard expectation for direct instruction classes is that students will spend a minimum of two hours outside the classroom for each hour spent in class.

2. For laboratory classes, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time, which is 2,250 minutes for each credit hour awarded.

(50 minutes x 3) x 15 weeks = 2,250 minutes

Unless otherwise specified by professional accreditation standards, the formula for awarding credit hours for internships, practica, clinicals, and studio work is the same as the formula for laboratory classes.

3. Combined lecture/laboratory courses should be designed in accordance with the guidelines outlined above, even if there is no discrete break between the lecture and laboratory components for the course.

This credit hour policy applies to all courses at the undergraduate and graduate level that award academic credit (i.e., any course that appears on an official transcript issued by the College) regardless of the mode of delivery including, but not limited to, self-paced, online, and hybrid. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

Courses that are offered on a schedule other than the full 15-week semester are prorated so they contain the same number of hours as if the course were scheduled for a full semester. To maintain the integrity of the instructional program, care must be taken when scheduling short courses so that there is adequate time for student to complete homework assignments or laboratory work, internships, practical, clinicals, and studio work.

## Program Length

For the purposes of this policy, Piedmont College has established the following standards for program length:

Degree Type	Minimum Credit Hours
Baccalaureate	120 semester credit hours
Master's	30
Specialist	30
Doctoral	57

## Online Courses

Online courses hold no face-to-face meetings during a course term, including no face-to-face orientation meetings. An online course is managed totally with online communications, learning management systems, and other distance-learning tools. The course requires interactive dialogue and all assignments are submitted electronically. Course exams, or quizzes, are administered via the online portal or through an arranged proctored exam based on individual course requirements.



## Hybrid Courses

A Hybrid Course is a blend of face-to-face instruction with web-based instruction. In a hybrid course 50%-99% of the course learning is online and as a result, the amount of classroom seat-time is reduced. A course that meets face-to-face over 50% of the time but uses web-based learning as a support for the instruction are identified as web-enhanced courses.

1. Online course: 100% web-based
2. Hybrid/blended course: 50%-99% web-based
3. Web-enhanced course: 1%-49% web-based

## Academic Requirements for Online and Hybrid Courses

Students taking online or hybrid classes should meet the following academic criteria:

1. Be in good academic standing prior to registering for online courses.
2. Be technologically competent and have access to appropriate hardware and software necessary to complete the course
3. Students who fail a course need approval from their advisor or dean to re-take the course in an online format.
4. All academic requirements for traditional courses, including course prerequisites, would apply to online courses as stated in the Piedmont College Catalog.

## Experiential Credit

Learning acquired outside of classroom participation can be a valuable contribution to a liberal arts education, and Piedmont provides an opportunity for enrolled students to receive academic credit for such learning.

The portfolio is the method used whereby students can demonstrate learning prior to and during their time at the College. Because portfolio assessment is competence based, students need to demonstrate mastery of transferable skills acquired through the professional work experience and/or community service. An experiential credit information packet may be obtained from the Registrar's Office. The charge for experiential credit is \$50 per credit hour. No experiential credit will be granted during a student's final semester.

## Directed Independent Study (DIS)

Directed independent study leads to the completion of a regular college course and receipt of academic credit. The DIS is completed by the student under the direction of the course instructor independently of scheduled class hours. While Piedmont recognizes that there is, at times, legitimate need for such study, its policy is to keep this practice to a minimum; thus, the following criteria are carefully observed:

1. Directed independent study is offered only for those courses that are listed in the current Piedmont College Catalog.
2. A directed independent study course is typically taught only in the semester preceding graduation, entry into a professional program, or student teaching, and must be the last course needed to complete the requirements for the above. In the case of a special (non-degree) student, directed independent study is approved only for a course that will not be offered during the entire forthcoming academic year. Only one course may be taken by independent study.
3. The request for permission must be based on a schedule conflict or difficulty arising from the academic schedule and not from the student's non-academic routine.
4. No student is permitted to undertake directed independent study until the Request for Directed Independent Study Form is approved. This form and all required documentation must be submitted to the Dean of the appropriate school before the beginning of the drop/ add period of the semester in which the directed independent study is to be undertaken. Failure to obtain any one of the required signatures or to provide any of the documentation listed on the checklist on the back of the form will may result in automatic rejection of the request.
5. After approval by the Dean of the appropriate school, all materials will be forwarded to the Vice President for Academic Affairs for final approval. A letter approving or denying the DIS will be mailed to the student, advisor, Dean, and Registrar. If approved, the student will be registered for the DIS by the Registrar's office.
6. To receive academic credit, the student must meet all the requirements of the course as it is regularly taught.
7. Upon completion of the directed independent study, a portfolio containing the syllabus, all written assignments and evaluations is kept on file in the registrar's office.

8. No directed independent studies are conducted in the period between academic semesters.
9. A grade of 'I' (Incomplete) is not given except for medical reasons.

The Request for Directed Independent Study Form is available in the registrar's office.

## Graduate Students Taking Undergraduate Classes

Students who have undergraduate degrees in areas other than the one in which they are seeking a graduate degree may be required to take certain undergraduate courses to fulfill prerequisite requirements. The number of prerequisite courses may vary based on transcript analysis. A graduate student may elect to take other or additional or supplementary undergraduate courses to fill gaps in their content knowledge. In neither case will these courses count toward meeting graduate course requirements.

Graduate candidates pay graduate tuition for required undergraduate courses if they are enrolled as a graduate degree seeking student.

## Auditing Courses

A graduate student who wishes to audit a course must register for the course and pay the established tuition rate. Audited courses are subject to the same registration and drop/add policies as courses taken for credit. Credit courses may not be changed to audit status or vice versa once the initial drop/add period is over. Students who wish to receive credit for courses in which they were registered as auditors must repeat the course for credit. Courses taken on an audit basis cannot be used for certification or financial aid, Social Security, Veterans Administration benefits, or athletic eligibility, or to meet program requirements.

## ACADEMIC FREEDOM

Piedmont College defines academic freedom as the belief that the freedom of inquiry by faculty and students is essential to the mission of the college and that both faculty and students must be able to examine ideas in an atmosphere of freedom and confidence without fear of censorship or discipline.

Piedmont College faculty members may discuss their subjects in the classroom with complete freedom of expression but should not introduce controversial matters unrelated to the subject. Nor should faculty teach their subjects in any way that is contrary to the mission of the College.

Piedmont College faculty members may pursue research and publish the results as long as these activities do not interfere with their teaching or other obligations to the College. However, research or publication for pecuniary return should be undertaken only after consultation with the dean of their respective school.

Piedmont College faculty members have complete freedom as citizens to speak in public without the threat of institutional censorship or discipline. However, as representatives of their academic disciplines and of Piedmont College, faculty members have an obligation to show tolerance and respect for the opinions of others and to be accurate as to the facts. If faculty members make statements contrary to the mission of Piedmont College, it must be stated clearly they are not speaking for the college.

Piedmont College safeguards and protects these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of academic freedom.

## GRADES

Grades are based on the following grading system. Piedmont College does not record or issue "+" or "-" grades.

A — Excellent	4 quality points per semester hour
B — Good	3 quality points per semester hour
C — Fair	2 quality points per semester hour
D — Poor, but passing	1 quality point per semester hour
F — Failure	0 quality points
P — Pass	0 quality points
W — Withdrawal	0 quality points
WF — Withdrawal Failing	0 quality points
AU — Audit — No Credit	0 quality points

I — Incomplete	0 quality points
IP — In Progress	0 quality points
NP — No Progress*	0 quality points

\*Candidates who show insufficient or no progress during a given semester of the dissertation process will be assigned an NP (No Progress) grade for EDD 9908. After receiving 3 consecutive NPs, candidates are subject to dismissal from the program. An NP grade may also be assigned for EDD 9902, EDD 9903, EDD 9905, and EDD 9906 at the discretion of the professor. The NP grade is only applicable to Area III of the doctoral program.

Each instructor establishes the quantitative and/or qualitative basis and procedures by which he or she computes grades. Such information is published in each syllabus.

At the end of each semester, a complete report of academic achievement is available on PilgrimNet/WebAdvisor.

## Incomplete

For reasons such as illness or other extenuating circumstances, a student may receive an Incomplete “I” upon the approval of the course instructor and the dean of the appropriate school. Assignment of an Incomplete grade is appropriate only when a substantial amount of work (at least one-half) in the course has been completed. A request for Incomplete grade is not appropriate until after the official date for withdrawal without academic penalty has passed. Application forms may be obtained from the Registrar’s Office. Failure to remove the “I” by the end of the next semester (if the student continues to be enrolled) at Piedmont College will result in an “F.” For students who do not return to Piedmont College, the “I” must be removed within one calendar year or the “I” will be changed to an “F.”

## In Progress

Assigning an In-Progress grade “IP” is at the discretion of an instructor with approval from the dean of the appropriate school. Eligible courses are available from the individual school. Failure to remove the “IP” by the end of the next semester enrolled at Piedmont College will result in an “F.” For students who do not return to Piedmont, the “IP” must be removed within a calendar year or it changes to an “F.”

## Grade Changes

Grades reported to the Registrar and recorded shall not be changed except under the following specified circumstances:

1. A written statement by the instructor that the grade recorded was a factual error;
2. Change of grade of “I” or “IP,” as previously outlined;
3. Recommendation by the dean of the school in which the student is enrolled.

## Grade Appeals

Students who wish to dispute a final grade and are prepared to present evidence to support a grade appeal must initiate the procedure by speaking first with the instructor who assigned the grade in question. If there are no errors in the computation of the grade or other substantial evidence to support an appeal, the student is encouraged to accept the grade assigned. However, in cases where there are substantial grounds for a review of the grade and a resolution cannot be reached between the student and the instructor, the student has the following recourse:

1. Within two weeks of the beginning of the term following the one for which the grade was posted, the student must submit to the appropriate department chair or program director a letter of appeal with evidence supporting the need for an external review of the grade in question. A form, which describes the supporting material required, is available on the registrar’s website. The department chair or program director will review the student’s material and consult with the instructor before deciding if the assigned grade should stand. The department chair or program director must provide a written response to the student with a copy to the school dean.
2. If a student does not accept the decision of the department chair or program director, there is one additional level of appeal. The student may submit documentation to the appropriate academic dean (in the school where the course was taught) who will determine if new information or insufficient consideration of the student’s case merits further review. The dean’s decision to proceed or not to proceed will be final in all cases.
3. If the dean determines that further review is warranted, the dean will review the material and consult with the student and the instructor. The dean may exercise discretion to consult other faculty or students who can provide relevant information. The dean’s decision will be final.

4. The entire appeal process must be completed within four weeks of the date the grade was appealed.
5. When the dean, department chair or program director is the teacher of record, the dean will substitute for the department chair and the vice president for academic affairs will replace the dean.

## **Academic Standing**

A student must maintain a cumulative GPA of 3.0 to remain in good standing in the program (Note: The degree requirements permit no more than one grade of C.). Academic Honors are not awarded in the Graduate Program.

## **Academic Probation**

All graduate programs require a minimum cumulative grade point average (GPA) of 3.0 to graduate. A minimum 3.0 GPA must be maintained while at Piedmont College to be considered in good standing. Students falling below a cumulative 3.0 will be placed on academic probation. A student who is on academic probation whose subsequent cumulative GPA is still below 3.0 and has remained the same or is lower than the previous cumulative GPA will be placed on Academic Exclusion. A student whose subsequent semester cumulative GPA is still below 3.0 but has improved may, after review, continue on Academic Probation. A student who is on Academic Probation whose cumulative GPA reaches a 3.0 or higher will be removed from Academic Probation.

## **Academic Exclusion**

A graduate student will be excluded from the college when the student earns a cumulative GPA of below 3.0 with the cumulative GPA remaining the same or lower than that earned the previous term. A student who is placed on exclusion may submit an appeal for reinstatement to the Dean of the appropriate Factors for reinstatement includes progression in the program and recommendations from the advisor. A student who is reinstated following an Academic Exclusion will continue on Academic Probation and is subject to that policy.

## **Academic Dismissal**

Academic Dismissal results in involuntary separation of the student from the College for an extended time period for academic reasons based upon the recommendation of the appropriate dean. Students may appeal the decision to the Vice President for Academic Affairs and, in turn, to the President if warranted. A student so dismissed may petition for readmission after a reasonable period of time, usually a year. The second academic dismissal is permanent. Specific schools may have different requirements—consult the specific school for requirements.

## **Non-academic Dismissal or Exclusion**

Students who are found to be in violation of College regulations, in violation of local and/ or state laws, or for circumstances deemed to be in the best interest of the College, may be dismissed from the College. Students may appeal the decision to the Vice President of Academic Affairs and, in turn, the president, if warranted. Grades of “W” or “WF” may be assigned. Grades of “W” after midterm require the approval of the Vice President for Academic Affairs and will be approved only in cases of acceptable extenuating circumstances. The Title IV Federal Aid Policy may apply. Please see the Tuition & Expenses (p. 19)/Financial Aid (p. 22) section of the catalog.

## **Graduate Readmission After Exclusion or Dismissal**

Students who have been dismissed for any reason by Piedmont College may reapply after 12 months have elapsed by submitting an Application for Readmission form to the Dean of the appropriate school. This form must be submitted at least two weeks prior to the beginning of the semester the student plans to attend. The applicant must attach a letter of explanation, as well as relevant supporting documents, to the application. The appeal will then be directed to the Business Office, Financial Aid Office, and then to the Vice President for Academic Affairs. The Vice President will make the determination to deny or approve readmission on a conditional basis. The dean of the appropriate school will notify the student of the decision in writing.

## **Transient Permission**

Candidates who wish to take courses (maximum of six semester hours) at another institution, may do so only with prior written permission of the academic advisor and the dean. A Transient Permission Form must be properly executed (available from Registrar’s Office). Requirements of the College for graduation apply. The last 6 hours of course work must be completed at Piedmont College. In no case can the transient permission hours or the transfer hours exceed six semester hours.

## **Transient Status**

Graduate students in good standing from other SACS accredited institutions may apply as a transient student to take graduate courses on the Demorest or Athens campuses. Transient students will not be allowed to take courses in the off-campus cohorts or in the Master of Science in Nursing program.

## Course Withdrawal

The drop/add period is the first five days of Fall and Spring semesters and the first three days of Summer semester. During this time, students may drop and add courses with the permission of their advisor. Students may not add an 8-week class after the first class meeting has been held.

After the initial drop/add period, a student may withdraw from a class by completing a drop/ add form which must be signed by the advisor and the professor. The professor must fill in the last date of attendance on the drop/add form.

Students who withdraw from a course on or prior to the date noted in the College's official calendar as the "last day to withdraw without receiving academic penalty" shall receive a "W" for the course and the hours will not be counted in the calculation of GPA. Students will still have to pay for the course. Classes dropped after this date will result in a grade of "W" or "WF" based on the grade at time of withdrawal, and the hours will be counted in the calculation of GPA if a grade of "WF" is earned. Students who stop attending, but do not submit appropriate forms to withdraw will receive a grade of "F."

NOTE: Before dropping or adding a class, off-campus cohort students must have the approval of the Regional Program Coordinator.

## Withdrawal From College

Students who withdraw from the College must complete the necessary withdrawal form provided by the Registrar. Under extenuating circumstances, the Vice President for Academic Affairs may approve a withdrawal for medical reasons.

Students who withdraw from all courses at Piedmont College after the last day to drop a course without receiving academic penalty shall receive a "W" or a "WF" based on the work done in each course at the time of withdrawal.

NOTE: Off campus cohort students must have the approval of and process the withdrawal through the Regional Program Coordinator.

## Medical Withdrawals

Under extenuating circumstances, the Vice President for Academic Affairs may approve a withdrawal for medical reasons. Please note that medical withdrawals may still be subject to Title IV Federal Policies, under the Tuition & Expenses section. The student will be responsible for tuition and/or charges that may apply.

## Students with Disabilities

Section 504 of the Vocational Rehabilitation Act of 1973 and The Americans with Disabilities Amendment Act of 2008 (ADA) assure persons with disabilities equal opportunities for access in programs and activities that receive federal financial assistance. Piedmont College is committed to providing an accessible learning environment and willingly makes reasonable accommodation for individuals with documented disabilities.

Upon acceptance to Piedmont, students seeking accommodations are responsible for notifying the Disabilities Coordinator at 1-800-277-7020, ext. 1504 or by email at [disabilityservices@piedmont.edu](mailto:disabilityservices@piedmont.edu). Appropriate written documentation of disability is required and any accommodation provided is based upon individual need and existing academic requirements. All accommodation must be consistent with established academic requirements and standards of Piedmont College, and a student with accommodations continues to be responsible for his/her education and personal needs.

Piedmont College supports the efforts of each student to become a self-sufficient learner and encourages any student needing accommodations to seek support as early as possible. For further guidelines on accommodations, please contact the Disabilities Coordinator.

## GRADUATION

Piedmont College holds three graduation ceremonies each academic year. Each year's class consists of students graduating in December, May and July. Example: The Class of 2017 includes graduates from December 2016, May 2017, and July 2017. Students will process into the ceremony in caps and gowns and will sit together to be recognized as graduates.

Please check the Academic Calendars posted on the web at [www.piedmont.edu/registrar](http://www.piedmont.edu/registrar) for ceremony dates and times and also for application deadlines for each semester's graduation. Mailings will be sent each semester with graduation details and participation forms that must be returned in order to participate in the ceremony or to have diplomas mailed after the ceremony.

## Graduation and Residency Requirements

Only six graduate hours from a regionally accredited institution may be transferred into a graduate program of study if applicable. The last 12 academic hours, exclusive of student teaching in Education programs, must be taken at Piedmont College.

All requirements for the degree must be completed within six years. A student must satisfy the following:

1. Hold unconditional acceptance status;
2. Successfully complete an approved program of study;
3. Earn an overall GPA of 3.0 in all graduate courses attempted with no more than one “C” grade in the approved program of study; and
4. Complete all documentation requirements and apply for graduation by the posted appropriate graduation application deadline.

## **Graduation Charges**

An application fee is due at the time of application for graduation.\* The fees are \$125 for master’s and education specialist and \$150 for doctoral candidates. It is the student’s responsibility to be familiar with application deadlines which are posted on the academic calendars. All college accounts must be paid in full before the degree is conferred.

\*Under extenuating circumstances, an application submitted after the published deadline requires approval from the dean of the appropriate school and an additional late fee of \$100.

## **Transcripts**

A transcript is a record of all courses taken and grades received at the College, as well as those transferred into the College. As such it includes all initial and repeat courses and all courses that fall under the Forgiveness Policy.

## **Official Transcript Requests**

Piedmont College provides printed or electronic transcripts using the secure Parchment website. It is secure and available 24/7. The Registrar’s Office can provide official printed (hard copy) transcripts for a fee.

To make a transcript request through Parchment, sign up at the Parchment website ([www.parchment.com](http://www.parchment.com)). Choose the destinations where you want to send your transcripts. Sign off by paying online—there is an \$8.25 (paper copy)/\$6.25 (electronic transcript) fee per transcript.

Transcripts cannot be furnished for any student whose financial obligations to Piedmont College have not been met. If your transcript is denied due to financial obligations, it is your responsibility to submit a new request form when your account is settled in the Business Office.

## **Unofficial Transcript Requests**

There is no charge for providing unofficial transcripts. They may be emailed as PDF files, faxed, or mailed. Students requesting unofficial transcripts should use the form available on the Registrar’s web page ([www.piedmont.edu/registrar](http://www.piedmont.edu/registrar)). This form requires the student’s signature and must be mailed or faxed to the Registrar’s Office.

## **Posthumous Degrees**

In order to receive a posthumous degree, a majority of the degree requirements must have been completed. The president must approve the awarding of the degree. When a posthumous degree is awarded, a member of the student’s family will be invited to accept the diploma during commencement exercises.

# STUDENT ACADEMIC RECORDS –UNDERGRADUATE AND GRADUATE

## (The Family Educational Rights and Privacy Act - FERPA)

### SECTION A: Student Academic Records

The Registrar has a master roster of all students which lists high school grades, SAT scores, etc. Faculty members may examine student records on request to the Office of the Registrar.

After appropriate training and with the approval of the Vice President for Academic Affairs, faculty members may access student records via computer on the campus network.

### SECTION B: Confidentiality of Student Records

Piedmont College complies with all requirements of the Family Educational Rights and Privacy Act of 1974 and all amendments thereto. Complete information is available in the Office of the Registrar and on the web at [www.piedmont.edu/registrar](http://www.piedmont.edu/registrar).

The law defines student education records to include “records, files, documents, and other materials which contain information directly related to a student and are maintained by a university or by a person acting for a university.” Within 45 days of receiving a request, universities must allow students to inspect those education records. Excluded from the definition of student education records are records made about students by teachers and administrators for their own use and not shown to others.

Confidential letters of recommendation or evaluations which were in the records prior to January 1, 1975, need not be made available to students. For letters after that date, the law allows students to waive rights of access if the letters have to do with admission, employment, or honors, if the letters are used only those purposes, and if students are told, on their request, the names of all letter writers. No student or applicant may be required to execute a waiver.

Students have the right to challenge the contents of their educational records and to secure correction of inaccurate or misleading information. Students may insert into their records a written explanation respecting the content of such records. Students may challenge a grade in their records only on the ground that it was inaccurately recorded, not that it was different than the instructor ought to have recorded.

Teachers, administrators, and similar professional personnel (in the same institution) may look at the record if they have a “legitimate educational interest.”

The university may transfer information to other educational institutions in which the student intends or seeks to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer, and/or is in connection with a student’s application for, or receipt of, financial aid, and to public officials enumerated as follows:

1. State and local officials to whom state law in effect on November 19, 1974, required information to be reported.
2. Organizations like ETS and CEEB in connection with developing, validating, or administering predictive tests, administering student aid programs, and improving instruction.
3. Accrediting organizations in order to carry out their accrediting functions.
4. Parents of a student who is a dependent for income tax purposes.
5. Appropriate persons in the case of health and safety emergencies.

Directory information may be released without the consent of a student unless the student specifically asks that prior consent be obtained. Requests for non-disclosure will be honored for only one academic year; therefore, authorization to withhold directory information must be filed annually in the office of the Registrar. Directory information includes a student’s name, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student; and a university must publish a list of what it designates as directory information and give each student a reasonable period of time to ask that any and all such information not be released without prior consent.

Other than in the exceptions listed, or in the case of directory information, or in responding to judicial process, employees of a university may not release personally identifiable information in education records or allow anyone access to those records, unless the student has given written consent specifying records to be released, the reasons for such release, and to whom, and a copy of the released records is furnished to the student.

Educational agencies and institutions are permitted to disclose personally identifiable information from students' education records, without consent, in connection with a health or safety emergency. Under the health and safety emergency exception, universities will be able to contact anyone, including parents, potential victims, a student's previous schools, and law enforcement authorities if that would help diffuse or assess the danger of imminent harm to the student or others. The college will be required to record the articulable and significant threat that formed the basis for the nonconsensual disclosure; they must also record the parties to whom information was disclosed. This document becomes part of the education record and will be subject to FERPA's inspection, review, amendment, and nondisclosure requirements. No information concerning a student's education record may be disclosed over the telephone to anyone, even to the student.

## **PHOTO/VIDEO RELEASE AGREEMENT**

Piedmont College uses photographic, video, and digital images taken of students on College property and at College events, as well as quotes provided by students, in publications, advertisements, promotional materials and audiovisual productions associated with marketing and student recruiting.

Currently enrolled students may request not to be photographed or videotaped by sending written notification to the Registrar by October 1 of the fall semester and February 15 of the spring semester.

Failure to request in writing not to be photographed or videotaped demonstrates approval for the College to use images in its marketing and student recruitment materials.



# ADMINISTRATIVE STRUCTURE

Dr. James F. Mellichamp, President  
 Dr. Perry Rettig, Vice President for Academic Affairs  
 Amy Amason Vice President for Institutional Advancement  
 Kenneth Jones, Vice President for Institutional Resources  
 Dr. Shahryar Heydari, Associate Vice President for Information Technology  
 Margie F. Means, Assistant Vice President for Finance and Human Resources

The College faculty is responsible for the academic program of the College and functions under the direction of the Vice President for Academic Affairs. However, the individual disciplinary programs of study offered by the College are managed on a day-to-day basis through a school structure comprised of four schools. Each school includes closely related disciplines. Within each school, departments are responsible for specific disciplinary areas.

## School of Arts and Sciences

Dr. Steven D. Nimmo, Dean  
 Dr. Steve Jacobs, Associate Dean  
 Dr. Wallace Hinson, Associate Dean of Fine Arts and Department of Music Chair  
 Department of Art: Christopher Kelly, Chair  
 Department of Humanities: Dr. Hugh Davis, Chair  
 Department of Interdisciplinary Studies: Dr. Steve Jacobs, Chair  
 Department of Mass Communication: Dr. Dale Van Cantfort, Chair  
 Department of Mathematics and Physics: Dr. Michael Berglund, Chair  
 Department of Natural Sciences: Dr. Elaine Bailey, Chair  
 Department of Social Sciences: Dr. Tony Frye, Chair  
 Department of Theatre: William Gabelhausen, Chair

## Harry W. Walker School of Business

Dr. Edward C. Taylor, Dean  
 Dr. Patricia S. Sherrer, Director of Graduate Programs  
 Dr. Stephen C. Carlson, Director of Undergraduate Programs

## School of Education

Dr. Donald Gnecco, Dean  
 Dr. Julie Palmour, Associate Dean (Demorest)  
 Dr. Clay Crowder, Associate Dean (Athens)  
 Department of Art: Christopher Kelly, Chair  
 Department of Early Childhood Education: Dr. Barbara Benson, Chair  
 Department of Exceptional Child Education: Dr. Clay Crowder, Chair  
 Department of Middle Grades Education: Dr. Katrina Short, Chair  
 Department of Music: Dr. Wallace Hinson, Chair  
 Department of Secondary Education: Dr. Jennifer Betz, Chair  
 Department of Teaching and Learning, Dr. Clay Crowder, Chair  
 Department of Theatre: William Gabelhausen, Chair  
 Division of Teacher Education: Dr. Susan Turpin, Director  
 Division of Off-Campus Graduate Studies: Prof. Charles T. Goss, Director  
 Doctoral Studies: Dr. Charles Lucado, Director

## R.H. Daniel School of Nursing and Health Sciences

Dr. Julia Behr, Dean  
 Dr. Patricia Miller, Associate Dean  
 Dr. Abbey Dondanville, Associate Dean

# GRADUATE STUDIES

## MISSION AND PURPOSE

The primary purpose of graduate studies at Piedmont College is to provide opportunities for dedicated students who have completed a baccalaureate and/or advanced degree to pursue the mastery of an area of learning and to develop the qualities of scholarship and academic discipline necessary to provide creative contributions to their chosen field of work or interest.

## ACCREDITATION

Piedmont College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Piedmont College, to file third-party comments, or to file a complaint against the institution for alleged non-compliance. Normal inquiries about the institution, such as, admission requirements, financial aid, or educational programs should be addressed to the college and not to the Commission.

All teacher education programs offered by Piedmont College, as they appear in its published catalog, have the approval of the Georgia Professional Standards Commission. Authority to recommend for certification rests with the Dean of the School of Education.

The Walker School of Business received national accreditation in November 2007 from the Accreditation Council for Business Schools and Programs (ACBSP) for undergraduate and graduate business programs.

## AN EQUAL OPPORTUNITY INSTITUTION

Piedmont College is an equal opportunity College open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Piedmont College does not discriminate against any of the protected categories of individuals in the administration of its policies, programs, or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and athletic and other school-administered programs.

## ACADEMIC CALENDAR

This catalog describes an academic calendar for Piedmont College that consists of two 16-week semesters and one 8-week summer semester. The requirements in this catalog apply to students entering Piedmont in the 2016-2017 academic year. An official copy of the academic calendar can be found on the Piedmont College website at [www.piedmont.edu/registrar](http://www.piedmont.edu/registrar).

Students enrolled in off campus cohort classes need to be aware that off campus cohort calendars are different and should follow the schedule provided by the cohort coordinator. Online classes provided through campus classes will follow the college calendar.

## STUDENT RESPONSIBILITY

Information in this catalog is accurate as of the date of publication. Piedmont College reserves the right to make changes in policies, regulations, and charges giving due notice in accordance with sound academic and fiscal practice. It is the responsibility of students to be informed about regulations and procedures as stated in this catalog. While advisors, faculty members, and academic deans are available to assist students in meeting degree requirements, students have the primary responsibility of being familiar with and completing their chosen course of study.

## STUDENT COMPLAINTS AND GRIEVANCES

Any student filing a complaint or grievance must first attempt to resolve it by consulting with the involved faculty or staff member. In the event no resolution is reached, the student should bring or send the complaint or grievance, in writing, to the appropriate officer of the College (the Vice President for Academic Affairs, for academic matters; the Assistant Vice President for Finance and Human Resources, for problems with charges, business office matters, or financial aid concerns; or the Dean of Student Engagement, for non-academic matters), or to the President of the College, who will assign the complaint or grievance to the appropriate officer. The officer will attempt to resolve the problem in a manner satisfactory to all concerned. By Executive Order from the Governor of the State of Georgia, the Georgia Non-Public Postsecondary Education Commission is designated as the state agency responsible for receiving complaints made by students enrolled in private postsecondary institutions. (Contact information: Georgia Non-Public Postsecondary Education Commission, 2082 East Exchange Place Suite 220, Tucker, Georgia 30084-5305. Office: (770) 414-3300.

Discrimination and Harassment: Piedmont College is committed to creating and sustaining an educational and working environment free of discrimination and harassment of all types. Any complaints or grievances regarding discrimination or harassment should be reported to

the Assistant Vice-President for Finance and Human Resources/Title IX Coordinator. A confidential tip line is also provided on the Campus Safety website as a means by which students, faculty, staff or community members may relay information anonymously for investigation.

## DEGREES AND PROGRAMS

Piedmont College offers the following options for applicants to graduate admissions:

1. Doctor of Education (Ed.D.) in Curriculum and Instruction.
2. Education Specialist (Ed.S.) in Curriculum and Instruction.
3. Master of Arts in Teaching (M.A.T.) for applicants seeking initial certification as teachers in the following fields:
  - a. Early Childhood Education (B-5);
  - b. Middle Grades Education (grades 4-8). All Middle Grades concentrations are available on the Demorest campus. Language arts, math and social studies concentrations are available on the Athens campus.
  - c. Secondary Education (grades 6-12) in the fields of English, history, math, and broadfield science (science courses may be offered in Demorest only);
  - d. Special Education General Curriculum (Athens Campus only);
  - e. Music Education (B-12) Demorest campus only; and
  - f. Art Education (B-12) Demorest campus only.
4. Master of Arts (M.A.) for teachers seeking advanced degrees or seeking to change teaching fields to:
  - a. Early Childhood Education (B-5);
  - b. Middle Grades Education (4-8) (science courses may be offered in Demorest only)
  - c. Secondary Education (grades 6-12) in the fields of English, history, math, and broadfield science (science courses may be offered in Demorest only);
  - d. Special Education General Curriculum (Athens Campus only);
  - e. Music Education (B-12) Music courses offered on the Demorest campus only; and
  - f. Art Education (B-12) Art classes offered on the Demorest campus only.
  - g. Instructional Technology Design, Integration, and Administration (leading to Georgia certification in Instructional Technology)
  - h. Instructional Technology: Instructional Design and Technology (non-certification track)
  - i. Curriculum and Instruction (B-12) (Leading to initial Georgia Certification in Curriculum and Instruction)
  - j. Educational Studies – A thirty-three credit advanced program, of which 27 credits must be in education course work (does not lead to state certification).
5. Certification only (post baccalaureate non-degree) programs not leading to a degree are limited courses of study designed for applicants who wish to pursue teacher certification. Additionally, experienced teachers are eligible to pursue initial certification-only programs in Instructional Technology or School Leadership.

Piedmont College offers Early Childhood Education (P-5), Middle Grades Education (grades 4-8), Drama Education (grades B-12), Special Education (B-12), Music Education (B-12), and Secondary Broadfield Science as post-baccalaureate programs. Not all programs are available on both campuses. Check with your advisor.

Applicants who wish to apply for a certification only (post-baccalaureate) program apply using the graduate application. All documents for these programs are processed through the Office of Graduate Admissions.

6. Master of Business Administration (M.B.A.) for applicants seeking an advanced degree in business administration.

Students who change programs must complete a Change of Major/Advisor Change Request form and must notify Graduate Admissions to determine if any additional documentation is required. Candidates wishing to change to the M.A. degree program in Educational Studies must complete a special Change of Major form available in the dean's office.

## **CERTIFICATION-ONLY PROGRAM DESCRIPTIONS**

### **Early Childhood Education**

A candidate seeking Early Childhood Certification-only must hold a minimum of a master's degree from an accredited institution in a field other than early childhood education or an undergraduate degree in education. The department chair evaluates a candidate's transcript and outlines a program of study necessary for the candidate to be recommended for ECE certification. A minimum of 15 hours of course work, unless approved by the department chair, must be completed at Piedmont College (This does not include the clinical practice block). The candidate must maintain a GPA of 3.0 on all coursework completed for certification, with not more than one grade of "C." The candidate must also pass the GACE Program Admissions Assessments (or file exemption). Students in certification-only programs must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) test(s) in order to be recommended for certification. Completion of requirements for Certification Only does not lead to a degree.

### **Secondary Education**

Certification only is an option (not a program) for Broadfield Science, English, history, and mathematics and may be requested by a prospective candidate who holds a master degree from an accredited institution and prefers not to pursue an additional masters degree while seeking certification for grades 6-12 in one of the fields offered at Piedmont College. The applicant's transcript is reviewed by the adviser in the intended field of certification. A proposed program of study is designed to ensure depth in the content field, as well as meeting all requirements prescribed in the field of education, including an apprenticeship or internship. The proposed program is reviewed by the department chair and, if approved, serves as the advisement sheet for that candidate. All other procedures and requirements of the School of Education and the college apply. Students in certification-only programs must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) test(s) in order to be recommended for certification. Completion of this program does not lead to a degree in education.

### **Middle Grades Education**

A candidate seeking Middle Grades Certification-only (4-8) must hold a Bachelor's degree from a PSC-accepted accredited institution. The candidate must maintain a GPA of 3.0 in all coursework completed for certification, with not more than one grade of "C," and must pass the appropriate GACE test(s) as a prerequisite for certification. The candidate must complete the graduate admission to teacher education process, including passing the GACE Program Admissions Assessments as a prerequisite for student teaching or internship. In order for Piedmont College to recommend certification, at least 27 semester hours must be taken at Piedmont College. When appropriate, Piedmont College will accept Professional Learning Unit (PLU) credits, teaching internship, and/or other experiences in lieu of similar college credit courses for post-baccalaureate candidates. Transfer credits 10 years or older are not accepted. Completion of requirements for certification-only does not lead to a degree. Completion of the program leads to recommendation for a Georgia induction certificate in middle grades education. Students in certification-only programs must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) content test(s) in order to be recommended for certification.

### **Special Education**

Certification only is an option (not a program) that may be requested by a prospective candidate who holds a master's degree from an accredited institution and prefers not to pursue an additional master's degree while seeking certification in Special Education, general curriculum. The applicant's transcript is reviewed by the advisor in the applicant's intended field of certification. A proposed program of study is designed to provide depth of knowledge as well as applied experiences in the form of practica, student teaching, or internships. A minimum of 15 semester hours must be taken at Piedmont College. The proposed program is reviewed by the department chair and, if approved, serves as the advisement sheet for that candidate. All other procedures and requirements of the school of education and the college apply. Students in certification-only programs must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) test(s) in order to be recommended for certification. Completion of this program does not lead to a degree in special education.

### **Music Education**

A candidate seeking Music Certification-Only must hold a minimum of a master's degree in music from an accredited institution. The music department chair evaluates a candidate's transcript and outlines a program of study necessary for the candidate to be recommended for certification in music (B-12) in the State of Georgia. When appropriate, staff development units, teaching internship, and/or other experiences will be accepted in lieu of the same or similar college courses completed at other institutions. The candidate must maintain a GPA of 3.0 on all coursework completed for certification, earning no more than one grade of "C" during the course of study. The candidate must also complete the admission to teacher education process (unless a valid Georgia certificate is held) and pass the GACE

Program Admissions Assessment (or demonstrate exemption) as a prerequisite to apprentice teaching or internship. Students in certification-only programs must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) content test(s) in order to be recommended for certification. Completion of this program does not lead to a degree in music education.

### **Drama Education**

Certification-only is an option (not a program) that may be requested by a prospective candidate who holds a master's degree from an accredited institution and prefers not to pursue an additional master's degree while seeking certification in drama education, general curriculum. The applicant's transcript is reviewed by the advisor in the applicant's intended field of certification. A proposed program of study is designed to provide depth of knowledge as well as applied experiences in the form of practica, student teaching, or internships. The proposed program is reviewed by the department chair and music education coordinator and, if approved, serves as the advisement sheet for that candidate. All other procedures and requirements of the School of Education and the college apply. Students in certification-only programs must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) content assessments in order to be recommended for certification. Completion of this program does not lead to a degree in drama education.

### **Instructional Technology**

Georgia educators who hold professional teacher certification may wish to pursue a six-course sequence (18 credits) in order to obtain Certification in Instructional Technology. Applicants must hold the minimum of a master's degree from a regionally accredited institution with a minimum 2.5 GPA.

### **School Leadership**

Educators who hold professional educator certification in Georgia (who have three or more years of teaching experience) and who demonstrate disposition for school leadership, and who successfully complete requirements for certification (24 credits – 12 credits beyond the Ed.S. degree in Curriculum and Instruction), are eligible for recommendation for Tier I educational leadership certification. Candidates must hold the Education Specialist degree (Ed.S.) or the equivalent.

## **AREAS OF INSTRUCTION**

The various areas of instruction or disciplines of study within Piedmont College are listed by school in alphabetical order on the following pages. Available majors, minors and areas of concentration in these disciplines are listed along with courses and course descriptions. The College faculty members teaching in each discipline are also noted.

# WALKER SCHOOL OF BUSINESS

Dr. Edward C. Taylor, Dean

## Mission Statement

The Walker School of Business prepares engaged learners for successful careers. This is accomplished by offering undergraduate and graduate business programs of distinction, delivered by a talented and caring faculty, with an emphasis on academic rigor, ethical integrity, individual attention, and performance excellence.

## Accreditation Council for Business Schools and Programs (ACBSP)

The Walker School of Business received national accreditation in November 2007 from the Accreditation Council for Business Schools and Programs (ACBSP) for both the undergraduate and graduate business programs. ACBSP's mission is to establish, promote, and recognize educational practices that contribute to the continuous quality improvement of business education programs, teaching of business courses, and student learning outcomes in colleges and universities throughout the United States and abroad.

## Graduate Faculty

Professor E. Taylor  
 Senior Fellows Carlson, Sullivan  
 Associate Professors Sherrer, Waller  
 Fellows Maughon, Moery  
 Assistant Professors Moore, Perella, Ryder, Warnock

Course Descriptions (p. 88)

## BUSINESS ADMINISTRATION, M.B.A.

The Master of Business Administration program is designed to serve the educational and practical interests of individuals who are seeking managerial positions or wish to progress to higher levels of responsibility within their existing organizations. The program is especially beneficial to those with work experience, but new business school graduates are also accommodated on an exception basis. It is therefore preferred, not required, that all candidates, especially those without business degrees, have two years of relevant experience. The focus of the program is on core concepts that relate to both small businesses as well as large enterprises. We believe that organizations value managers with an entrepreneurial perspective. Our focus on core business competencies underpins the following program outcomes.

Students graduating with a graduate business degree will have demonstrated

- A professional proficiency in the functional areas of business
- Effective critical thinking skills as applied to complex business problems
- Effective communication skills
- An understanding of the individual's ethical responsibilities in a business environment
- The ability to formulate business strategy.

### Program of Study: Requirements

Students lacking an undergraduate degree in business from a regionally accredited institution must successfully complete the prerequisite undergraduate course work listed below prior to enrolling in certain M.B.A. courses. The prerequisite course work must be taken at a regionally accredited institution and a grade of "C" or better must be earned. Students admitted to the M.B.A. program can elect to take the undergraduate courses listed below at Piedmont College at the graduate credit hour rates.

#### Piedmont equivalent course:

ACCT 2010	Accounting I	3
ACCT 2020	Accounting II	3
BUSA 2100	Quantitative Methods for Business	3
	OR	
MATH 2100	Elementary Statistics	3
BUSA 2140	Legal Environment for Business	3

**A minimum of 36 semester graduate credit hours (12 courses) are required.**

The capstone course is a comprehensive program evaluation and the culmination of the M.B.A. program. The capstone culminating individual project is a written industry analysis, a formal presentation, and a critique of both by external evaluators.

The M.B.A. program of study with highly structured course offerings makes effective use of resources and allows students to effectively integrate their studies into their professional and personal lives.

**Required Courses for M.B.A.**

BUSA 6100	Managerial Ethics	3
BUSA 6200	Strategic Marketing	3
BUSA 6220	Global Economic Analysis	3
BUSA 6310	Leadership	3
ACCT 6430/BUSA 6430	Financial Investment Analysis	3
ACCT 6500/BUSA 6500	Corporate Financial Analysis	3
ACCT 6530/BUSA 6530	Managerial Accounting	3
BUSA 6600	Data Science for Business	3
BUSA 6610	Project Management Analysis	3
BUSA 6820	Legal Environment and Strategic Human Resource Management	3
BUSA 6900	Governance and Strategic Management Analysis	3
BUSA 6910	Capstone of Contemporary Issues	3

# SCHOOL OF EDUCATION

Dr. Donald Gnecco, Dean

Dr. Julie Palmour, Associate Dean (Demorest)

Dr. Clay Crowder, Associate Dean (Athens)

## Faculty

Dean Gnecco

Associate Deans Palmour and Crowder

Professors Benson, Berrong, A. Brown, W. Brown, Lucado, O'Keefe, Rettig, Rogers, Samuelsen, Secules, Shirley, H. Smith, Smith-Patrick, and Welsh

Professor Emeritus Andrews, Briggs, Kibler, McFerrin

Senior Fellows Breithaupt, Busbee, McCollum, McCain, and D. Smith

Associate Professors Betz, I. Crowder, Gannon, Hollandsworth, Hutcheson-Williams, Jordan, Rambo, Southall, Tucker, and Turpin

Fellow Carmack

Assistant Professors Goss, Griffin, Land, Mapp, Nixon, Sears, and Short

Instructor Willis

*Preparing proactive educators to improve the lives of all children.*

## Mission

The School of Education offers a variety of undergraduate and graduate programs to prepare teachers at the initial and advanced levels. Programs of study include undergraduate programs in Early Childhood Education, Middle Grades Education, Secondary Education, Art Education, Spanish Education, Educational Studies, and Drama Education. Graduate programs at both the initial and advanced certification levels include master's programs in Art Education, Early Childhood Education, Middle Grades Education, Music Education, four content areas in Secondary Education, Instructional Technology, and Special Education. The School also offers the Education Specialist and Doctor of Education degrees in Curriculum and Instruction.

The theme of the School of Education is "Mastering the art of teaching: Preparing proactive educators to improve the lives of all children." The School of Education strives to prepare scholarly, reflective, proactive educators in a caring environment with challenging and meaningful learning experiences. These practitioners effectively educate their own students to become knowledgeable, inquisitive, and collaborative learners in diverse, democratic learning communities.

Specific ideals support our conceptual framework. We advocate the democratic ideals of: equal rights and opportunities; individual freedom and responsibility; responsibility for the greater good; respect for diversity; openness to possibilities; and open, informed discourse.

We endorse the following processes as a means of striving for our democratic ideals: engaging in participatory decision-making; collaborating in teaching and learning; collecting information from all constituencies; examining options and projecting consequences; nurturing open discourse; providing for field experiences; assessing processes as well as products; modeling democratic ideals in the classroom; forming communities of learners; and constantly revising the curriculum to reflect new insights and understandings. Further, we endorse the development of a sense of personal integrity and of strong habits of mind (e.g., reflectiveness, persistence, clarity, accuracy, and responsiveness to feedback).

### Students' Responsibility

Students must assume full responsibility for knowledge of the policies, rules, and regulations of the School of Education and the College, and of departmental requirements concerning their individual programs. Students are also responsible for meeting deadlines as published on the College website. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of the regulation or asserts that the individual was not informed of a specific requirement by an advisor or other College personnel.

All Piedmont students are required to utilize the Piedmont email system for the dissemination of information by the administration. Students are responsible for all information distributed in this manner. Additionally, information for students is posted in the School of Education Student Bulletin Board website.

Continuation and completion of all programs is contingent upon demonstration of the knowledge, skills, and dispositions necessary to help all students learn as described in the School of Education Conceptual Framework and Candidate Program Learning Outcomes. Piedmont College reserves the right to withdraw a teacher candidate from teacher education for failure to meet these outcomes.

Students must be knowledgeable about professional ethics and social behavior appropriate for school and community, and they must also have specific knowledge about the Georgia Code of Ethics for Educators.



Regulations, program requirements, and procedures are subject to change pending rules of the Georgia Professional Standards Commission. Programs of study leading to certification are approved by the Georgia Professional Standards Commission.

## PROGRAM COMPLETION REQUIREMENTS

### Teacher Certification

The College's recommendation for a letter of eligibility for certification by the Georgia Professional Standards Commission in the appropriate area or areas is contingent upon:

- Completion of the Georgia Educators Ethics Assessments (both entry and exit levels)
- Completion of all courses in the professional education sequence (each with a minimum grade of "C");
- All professional education courses must be completed within 10 years of the student's graduation date unless approved by the department chair;
- Application for graduation;
- Submit documents of all field experience requirements;
- Successful completion of Professional Development Portfolio (ECE & MG only);
- Successful completion of the edTPA portfolio;
- Successful completion of Compass requirements;
- Attainment of the baccalaureate degree;
- Clearance on a personal affirmation form reflecting the moral standards and code of ethics of the Georgia Professional Standards Commission and the Piedmont College School of Education;
- Applications to teacher education and to Internship II may be denied based on information presented in the background clearance. Before being hired by a Georgia Public School System, another background check, including fingerprinting, will be conducted by the system;
- An overall GPA of 2.5, and a 2.75 GPA for secondary education majors in their content field;
- A passing score on the Program Admissions Assessments (PAA) tests;
- A passing score on the appropriate GACE Content Assessments.

Candidates must take and pass the appropriate GACE (Georgia Assessments for the Certification of Educators) content tests prior to beginning the Internship II semester. Individuals who have not passed the GACE tests will not be permitted to register for Internship II. Candidates who do not pass the GACE content tests may elect to change majors and/or apply to receive the Bachelor of Arts degree in Educational Studies.

Candidates who have not passed the appropriate GACE content tests and who graduate from Piedmont College with the B.A. degree in Educational Studies may apply to return to the College within five years as a certification-only student. A prerequisite for readmission as a certification-only student is successful completion of the appropriate GACE content tests.

For specific information about the certification application process, consult the School of Education Student Bulletin Board website.

### In-Progress Grade Policy for the School of Education

Assigning an In-Progress grade "IP" is at the discretion of an instructor with the approval by the Dean of the School of Education. Failure to remove the "IP" by the end of the next semester enrolled at Piedmont College will result in an "F." For students who do not return to Piedmont, the "IP" must be removed within a calendar year or it changes to an "F."

A grade of "IP" (in progress) may be used in a limited number of courses approved by the Dean of Education for a candidate who initiates coursework which cannot be completed during the semester because of circumstances, such as a delay in collecting research data, a need for extended work in student teaching, apprenticeships, capstones. The procedures for using the IP grade are as follows:

- The candidate is expected to initiate the request for an "IP" grade, completing all the items in the candidate section of the form and submitting the form to the course instructor.

- If the candidate is unable to initiate the request, the instructor may do so by completing all sections and writing “by phone” or “by email” for the candidate’s signature.
- If the instructor approves the request, it should be forwarded to the Dean of Education no later than the last day of classes for that semester.
- The Dean makes the final determination if the request is granted and will forward approved requests to the Registrar and instructor. Requests not approved by the Dean will be returned to the instructor who will notify the candidate then assign an appropriate grade.

### Courses Approved for In-Progress Grades:

Research courses: An In-Progress grade in graduate research courses may be awarded in cases when the researcher is unable to complete the research as a result of delays beyond his or her control.

EDUC 2251	Professional Practice I	1
EDUC 3111	Professional Practice II	1
EDUC 3151	Professional Practice III	1
EDUC 7795	Applied Research Project	1-3

### Capstones:

In-Progress grades may be appropriate in individual cases when the prospective presenter and graduate capstone course instructor agree that the presenter should continue development of the capstone into the next semester.

EDEC 7788/EDUC 7788	Capstone/Exhibition	3
SPED 7780	Capstone Seminar (with required portfolio exhibition)	3
EDS 8880	Instructional Leadership in the 21st Century Schools	3

### Teaching experience:

An In-Progress grade may be awarded when a candidate’s student teaching, practicum, apprenticeship, or internship is extended by the college.

ART 4498	Art Education Internship I	3
ART 4499	Art Education Internship II	9
EDEC 3361	Internship I, 1-3	3
EDEC 3362	Internship I, 4-5	3
EDMG 3360	Internship I, 4-5	3
EDMG 3361	Internship I, 6-8	3
EDMG 4499/EDEC 4499	Internship II (4-8)	10
EDEC 7742	Internship II (B-5)	9
EDMG 7742	Internship II (4-8)	9
SPED 7742	Internship II	9
EDSE 7742	Internship I (Fall Semester)	4
EDSE 7743	Internship II (Spring Semester)	5
EDSE 4498	Internship I (Fall)	3
EDSE 4499	Internship II (Spring)	9
ART 7744	Advanced Internship in Art	5
ART 7745	Advanced Internship in Art	5
EDEC 7744	Internship (B-5)	10
EDEC 7745	Internship (B-5)	10
EDMG 7744	Advanced Internship (4-8)	10
EDMG 7745	Advanced Internship (4-8)	10
EDSE 7744	Advanced Internship (Fall semester)	3
EDSE 7745	Advanced Internship (Spring semester)	3
SPED 7744	Advanced Internship I	5
SPED 7745	Advanced Internship II	5

\*Other courses may be eligible for an In-Progress grade by the discretion of the Dean of the School of Education.

## SCHOOL OF EDUCATION GRADUATE PROGRAMS

*Preparing proactive educators to improve the lives of all children.*

### Master of Arts in Teaching (M.A.T.) AND Master of Arts (M.A.) Programs

Candidates with a Bachelor's degree seeking initial certification in education fields will pursue the Master of Arts in Teaching (M.A.T.) degree. Candidates who already hold a Bachelor's degree and a teaching certificate or who are employed as a private school teacher are eligible to pursue a Master of Arts (M.A.) degree.

The mission of the School of Education is "Mastering the art of teaching: preparing proactive educators to improve the lives of all children." The School of Education strives to prepare reflective scholarly, proactive educators. These practitioners effectively educate their own students to become knowledgeable, inquisitive, and collaborative learners in diverse, democratic learning communities.

Graduate study is at a level of complexity and generalization that extends the knowledge and intellectual maturity off the candidate. The curriculum affords the depth of education, the specialized skills, and the sense of creative independence that will allow the graduate to practice in, and contribute to, the education profession.

#### Graduate M.A.T. and M.A. Program Objectives:

The objectives of the undergraduate education programs apply to candidates seeking initial certification at the master's level. Additionally, the Master of Arts in Teaching (M.A.T.) and Master of Arts (M.A.) programs at Piedmont College continue to provide the graduate candidate knowledge in the social and educational development of students. Through an individualized program of study based on the candidate's undergraduate program, experience, and professional goals, the programs seek to:

- provide the candidate with the ability to communicate and teach effectively using an interdisciplinary knowledge base and understanding of multidimensional classrooms;
- use and facilitate critical thinking skills;
- enhance candidates' content knowledge, integrating it with instructional technology;
- enable candidates to read and become knowledgeable of the literature in their field as well as interpret and assess educational research, conduct their own classroom-based research; and
- provide experiences that enable candidates to assume roles as proactive, reflective, and scholarly practitioners and develop their skills and abilities as professional teachers.

#### Admission to Teacher Education

An educator is a professional role model who must adhere to the Code of Ethics published by the Professional Standards Commission (PSC). The School of Education at Piedmont College and the Georgia PSC believe that teachers should be held to the highest moral standards. The School of Education maintains the right to deny a candidate admission to any program for good cause. Appeals may be made to the Dean of the School of Education. Initial Certification candidates must undergo a criminal background check as a part of the pre-service certification process. Prior to being hired by a Georgia public school system, an additional background check including fingerprinting, will be conducted by the school system.

All candidates who are seeking initial certification must apply for admission to teacher education during their first semester upon acceptance to the college. A link to the online application will be sent from the Admissions office to accepted candidates and can also be accessed from the School of Education portal in PilgrimNet. The following additional requirements must also be met in order to gain full admission to the teaching program. Advisors assist candidates in this process.

1. Attendance in EDUC 5599 Graduate Orientation;
2. Interview with School of Education faculty, assessing oral communication skills. A written assessment is also required in some programs;
3. GPA of 3.0 (no more than one "C" allowed in program);
4. Passing score on the GACE Program Admissions Assessment unless exemption filed according to the following criteria: SAT exemption (1000 total with no minimum verbal or math); ACT exemption (43 total by adding English and Math); GRE exemption (297 combined verbal and quantitative or 1030 if taken before 8/1/11).
5. Evidence of meeting expectations for professional conduct and ethics as documented by completion of the Compliance Director Code of Ethics and Mandated Reporting modules and by passing the Georgia Educators Ethics Assessment (entry level).

Continuation and completion of all programs is contingent upon demonstration of the knowledge, skills, and dispositions necessary to help all students learn as described in the School of Education Conceptual Framework and Candidate Program Learning Outcomes. Piedmont College reserves the right to withdraw a candidate who fails to meet these outcomes from the teacher education program. Candidates must take and pass the appropriate GACE (Georgia Assessments for the Certification of Educators) content tests prior to beginning the student teaching or apprenticeship teaching semester. Individuals who have not passed the GACE tests will not be permitted to register for Internship II. Candidates who do not pass the GACE content tests may elect to change majors and/or apply to receive the Master of Arts degree in Educational Studies. (Forms available in the Dean's Office.)

### **Field Experiences**

Continuation and completion of all field experiences is contingent upon demonstration of the knowledge, skills, and dispositions necessary to help all students learn as described in the School of Education Conceptual Framework and Candidate Program Learning Outcomes. Piedmont College reserves the right to withdraw or change the placement of a teacher candidate for failure to meet these outcomes or at the request of the host school.

### **Internship I**

M.A.T. candidates without extensive school experience may elect or be required to take Internship I in order to acquire familiarity with schools.

### **Georgia Assessment for the Certification of Educators (GACE)**

In order to register for Internship II or take the capstone course in any program (whichever occurs last), M.A.T. candidates must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) content examinations.

### **Technology Requirements**

As technology continues to evolve in P-12 and in the college classroom, students and faculty of teacher preparation programs are challenged to stay current in the "tools of the day." This need is reinforced by recent changes in accreditation requirements where the skillset in instructional technology use by teacher candidates is required. Additionally, constant changes in initiatives such as "Bring Your Own Technology" and network-based 1:1 student/technology ratios require that current and future teachers possess strong technology integration skills and cross-platform selection for their P-12 students.

School of Education candidates will no longer be required to purchase, or bring to class, mobile technology, laptops, or other relevant instructional technology tools. However, the School of Education strongly encourages teacher candidates to come prepared with any tools that demonstrate their abilities to apply student engagement activities through related educational Apps, educational games, and educational websites, and other software. Many of these skills are provided in EDUC 2250/ EDUC 6601 Media and Technology for Educators, but Candidates are also charged with the ability to prepare with varied technology-based tools and a working knowledge of a need for compatibility with tablets and laptops from varied platforms. Optimizing student engagement through the use and support of current technologies and online systems is the primary focus of School of Education faculty to enrich education classes and to further make our graduates competitive in the educational arena.

### **Professional Learning Units**

Piedmont College, when appropriate, shall accept the professional learning unit (PLU), teaching internship, and/or other experiences in lieu of same or similar courses for certification, but not for college credit. See note on certificate-only Middle Grades

### **Foxfire Courses for B-12 Teachers**

These courses are available for all graduate level candidates, grades B-12, and all subject areas. Refer to EDUC 7770, The Foxfire Approach.

### **Residency Requirement**

Only six graduate hours from a regionally accredited institution are accepted into a candidate's program of study. The last 12 academic hours, exclusive of student teaching, must be taken at Piedmont College.

NOTE: While EDUC is the general designator for education courses, the following designators are used to identify courses related to specific majors.

EDEC	Education: Early Childhood
EDMG	Education: Middle Grades
EDPE	Education: Physical Education
EDSE	Education: Secondary Education
SPED	Special Education

ECPA	Education: Early Childhood Program Administration
EDSL	Education: School Leadership

## Art Education, B-12

### Faculty

Associate Professor C. Kelly, Department Chair and Dr. J. Ellett

The Master of Arts in Teaching (M.A.T.) in Art Education leads to initial certification and is designed to meet the needs of students who hold a completed B.A. or B.F.A. degree in art or a related professional field.

The Master of Arts (M.A.) in Art Education leads to advanced certification. The M.A. program is designed to meet the needs of those professionals holding initial certification in art education and who wish to pursue advanced certification T-5 in art education.

The program design for each candidate is based on a professional portfolio review and transcript analysis. The program is designed to enhance previous study and meet individual needs based on art and educational experiences, professional goals, and the mission of the School of Education. If it is determined, after transcript evaluation and portfolio review, that a candidate has deficiencies in art skills and knowledge, he/she must complete the deficiencies prior to full acceptance into the graduate art education program by taking additional courses.

The required education and content area courses create an effective program that meets the requirements of Piedmont College and the Professional Standards Commission. Through a combination of course work, field experiences, research, and art training, candidates will link theory with practice in the field of art education. Piedmont College reserves the rights to abrogate, add to, delete, or alter any regulation, requirement, or course as needed. Every effort will be made to keep candidates advised of any changes.

Course Descriptions (p. 88)

## ART EDUCATION, M.A.T.

The Master of Arts in Teaching (M.A.T.) in Art Education leads to initial T-5 certification and is designed to meet the needs of students who hold a completed B.A. or B.F.A. degree in art. In order to register for student teaching or take the capstone course in any program (whichever occurs last), M.A.T. candidates must successfully pass the appropriate Georgia Assessments for the Certification of Educators (GACE) content exams before registration for the final semester of coursework in the program.

### Course Requirements

47 hours of study to complete program

#### Required early in program unless previously satisfied in undergraduate or other graduate program:

EDUC 5599	Graduate Orientation	1
EDUC 6607	Fundamentals of Learning and Cognition	3
	OR	
EDUC 6610	Human Growth and Development	3
EDUC 6655	Exceptional Children	3

#### Education Courses (16 hours)

EDUC 6151	Professional Practice (edTPA)	1
EDUC 6601	Instructional Media and Technology for Teachers	3
EDUC 6690	Classroom Management	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3

#### Choose one course from:

EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 7701	Critical Analysis of Current Trends and Issues in Education	3
EDUC 7730	School Law	3

EDUC 7721	Characteristics of Gifted Students	3
EDUC 7722	Assessment of Gifted Students	3
EDUC 7723	Programs, Curriculum and Methods for Gifted Students	3

**Art Education Courses (18 hours)**

ART 6620	Art Education Methods B-8	3
ART 6621	Art Education Methods 9-12	3
ART 6650	Special Topics in 2D Art Studio	3
ART 6651	Special Topics in 3D Art Studio	3
ART 6630	Art Criticism and Aesthetic Inquiry	3
ART 6675	Special Topics in Art History	3

A reliable internet connection and web camera are required for online portions of coursework

ART 6650: (Summer Demoreest only)

**Apprentice Teaching (10 hours)**

ART 7737	Seminar in Advanced Instruction - Methods for Art Education OR	1
EDSE 7737	Secondary Methods II (Spring)	1
ART 7742	Internship I	3
ART 7743	Internship II OR	6
ART 7744	Advanced Internship in Art	5
ART 7745	Advanced Internship in Art	5

ART 7744, ART 7745: (if teaching in the field)

**Capstone (3 hours)**

ART 7788	Art Education Capstone	3
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This course is non-transferable and must be completed at Piedmont College

ART 7788: GACE (content exams) must be passed before registration for the final semester of coursework in Art Education

**Program Entrance Requirements**

- A completed B.A. or B.F.A. degree in art from a regionally accredited institution.
- A professional portfolio of 12 to 24 artworks and/or related professional projects. The portfolio may consist of original works, slides, or digital images placed on a CD, PowerPoint or web site and submitted for approval to the Art Education Coordinator
- An interview with the Department of Art Chair and/or Art Education Faculty.
- Pre-Service Certification must be completed before any field experiences in public schools are attempted.

**Program Completion Requirements**

- Admission to teacher education;
- Earn an overall GPA of 3.0 in all graduate courses attempted, with not more than one grade of "C";
- Successful completion of all components in the Capstone research, exhibition, and presentation; and
- Submission and approval of an application for graduation by the published deadline
- The Education Teacher Performance Assessment (edTPA) content pedagogy assessment may be required for certification.

## ART EDUCATION, M.A.

The Master of Arts (M.A.) in Art Education leads to advanced certification. The M.A. program is designed to meet the needs of those professionals holding valid certification in art education and who wish to pursue advanced certification in art education.

### 33 hours of study to complete program:

#### Education Courses (12 hours)

EDUC 6699	Methods and Interpretation of Educational Research	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3

#### Choose two courses from: (Electives)

EDUC 6600	Educational Assessment	3
EDUC 6603	American High School	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 7701	Critical Analysis of Current Trends and Issues in Education	3
EDUC 7702	Integrating Instructional Media and Technology	3
EDUC 7712	Group Processes and Interpersonal Skills	3
EDUC 7721	Characteristics of Gifted Students	3
EDUC 7722	Assessment of Gifted Students	3
EDUC 7723	Programs, Curriculum and Methods for Gifted Students	3

#### Art Education Courses (18 hours)

Summer Demorest Campus Only.

ART 6630	Art Criticism and Aesthetic Inquiry	3
ART 6650	Special Topics in 2D Art Studio	3
ART 6651	Special Topics in 3D Art Studio	3
ART 6675	Special Topics in Art History	3
ART 7701	Studies in Art Instruction	3
ART 7702	Advanced Studies in Art Instruction	3

A reliable internet connection and web camera are required for online portions of coursework.

#### Capstone (3 hours)

ART 7788	Art Education Capstone	3
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This course is non-transferable and must be completed at Piedmont College

**Total Minimum Number of Course Work Hours: 33**

**Minimum Hours of Field Experience: 20**

## Program Entrance Requirements

- Hold initial certification in art (B-12) from the State of Georgia or a state that has Georgia certificate reciprocity. For more information on this agreement, see <http://www.teaching-certification.com/teaching/georgia-teacher-reciprocity.html>
- A professional portfolio of 12 to 24 artworks and/or related professional projects. The portfolio may consist of original works, slides, or digital images placed on a CD, PowerPoint, or web site and submitted for approval to the Art Education Coordinator. Images may be a combination of personal artwork and those completed with students.
- An interview with the Chair of the Art Department and/or faculty.

## Program Completion Requirements

- Earn an overall GPA of 3.0 in all graduate courses attempted;
- Successful completion of all components in the Capstone research, exhibition, and presentation; and

- Submission and approval of an application for graduation by the published deadline.

## Early Childhood Education, PreK-5

### Faculty

Dr. Barbara Benson, Department Chair  
Ms. Susan Smith-Patrick, Demorest Campus Coordinator

The Early Childhood Education (E.C.E.) Department offers the following three graduate programs in E.C.E.:

- The Master of Arts in Teaching (M.A.T.) program is designed to meet the needs of candidates who hold an undergraduate degree in a field other than education and are seeking initial certification. It consists of a minimum of 58 semester hours. 52 of the 58 required hours must be taken at Piedmont College. Candidates who complete the M.A.T. in E.C.E. are recommended for a Georgia Induction Certificate.
- The Master of Arts (M. A.) program is designed for candidates who hold an undergraduate degree and who are currently certified in E.C.E. and are seeking advanced certification. It consists of a minimum of 30 semester hours. 24 of the 30 hours must be taken at Piedmont College.
- The Adding a New Field (A.N.F.) program is designed for candidates who hold teaching certificates in a field other than E.C.E. and are seeking to add E.C.E. as a new field. Candidates electing this option must complete a minimum of 33 hours.
- A program option that does not lead to a degree is the Certification Only (Cert. Only) program. It is designed for candidates who hold a master's degree from an accredited institution in a field other than Early Childhood Education and are seeking certification in E.C.E. A minimum of 15 hours of coursework, exclusive of Internship II must be completed at Piedmont College. For this program, a candidate may take courses at either the undergraduate or graduate level to meet certification requirements, but it is strongly recommended that graduate level courses be taken.

The last 12 academic hours in a candidate's program (exclusive of Internship II, when applicable) must be taken at Piedmont College. Candidates have to meet prerequisites in academic areas. Candidates may take up to six years to complete the program. No course older than six calendar years may be applied toward the required program of study.

The candidate's program is designed based on transcript analysis and the E.C.E. program of study pursued. The required courses and the electives create an effective program that accomplishes the goals of the candidate and the requirements of Piedmont College and the Georgia Professional Standards Commission. Through a combination of course work, use of technology, field experiences, research and integrated learning, candidates link theory to practice. Successful candidates will be recommended for certification to teach in grades PreK-5.

Note: Piedmont College reserves the rights to abrogate, add to, delete, or alter any regulation, requirement, or course whenever such change may be deemed necessary. Every effort will be made to keep candidates advised of any changes.

Course Descriptions (p. 88)

## EARLY CHILDHOOD EDUCATION: INITIAL CERTIFICATION, M.A.T.

### Prerequisite Degree: Bachelor's

The Initial Certification Program of Study is designed to meet the needs of candidates who do not hold a teacher certification. Prior to Admission to Teacher Education the candidate must pass or exempt the GACE Program Admissions Assessments (PAA) and receive pre-service certification (A candidate may not complete more than 9 courses until these requirements are satisfied, including approval of transfer courses). In order to register for Internship II, M.A.T. candidates must successfully pass the appropriate Georgia Assessments for the Certification of Educators (GACE) content tests(s).

### Required early in program unless previously satisfied:

EDUC 6610	Human Growth and Development	3
	OR	
PSYC 2240	Psychology of Childhood and Early Adolescence	3
EDUC 6655	Exceptional Children	3

EDUC 6655: (This is a state requirement) (may take EDUC 3355)

EDUC 6610: (may CLEP undergraduate equivalent)



**Course Requirements**

EDUC 5599	Graduate Orientation	1
EDUC 6151	Professional Practice (edTPA)	1
EDUC 6600	Educational Assessment	3
EDUC 6601	Instructional Media and Technology for Teachers	3
	OR	
EDUC 7702	Integrating Instructional Media and Technology	3
EDUC 6628	Literature for Children: Expanding Students' Reading Abilities and Interests	3
EDUC 6631	Reading Methods	3
EDUC 6632	Language Arts	3
EDUC 6638	Advanced Assessment and Instruction in Reading	3
EDUC 6639	Exploration and Analysis of Reading Environments	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 6690	Classroom Management	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDEC 7788/EDUC 7788	Capstone/Exhibition	3

EDUC 5599: (1 hour Institutional Credit required first semester) This course is non-transferable and must be completed at Piedmont College

EDEC 7788: (must be taken semester prior to Internship II or semester following Internship II). This course is non-transferable; must be completed at Piedmont College.

**Content and Methodology**

(All selections are based on transcript analysis) Select three minimum (others may be required)

EDUC 6622	Health and Physical Education in the Classroom	3
EDUC 6624	The Fine Arts in Education	3
EDUC 6630	Mathematics Methods in Education	3
EDUC 6634	Social Studies Methods in Education	3
EDUC 6636	Science Methods in Education	3

**Internship II Block — 15 weeks OR 1 year advanced internship:**

EDUC 7736	Contextual Analysis of a School Environment	3
EDEC 7742	Internship II (B-5)	9
	OR	
EDEC 7744	Internship (B-5)	10
EDEC 7745	Internship (B-5)	10

**Optional Courses**

(if needed; must be approved by Department Chair)

EDUC 6607	Fundamentals of Learning and Cognition	3
EDUC 6656	Essentials of Collaboration and Inclusion	1
SPAN 5580	Spanish for the Professions	3
EDUC 7701	Critical Analysis of Current Trends and Issues in Education	3
EDUC 7712	Group Processes and Interpersonal Skills	3
EDUC 7730	School Law	3
EDEC 7740	Internship I (B-5)	1-3

**Total Minimum Number of Hours Course Work : 58**

**Minimum Hours of Field Experience: 120**

## Program Completion Requirements

- The GACE Program Admissions Assessments (PAA) passed or exemption filed during first semester;
- Admission to Teacher Education completed and attainment of preservice certificate;
- Submission for approval of an application for graduation the semester before graduation;
- Earn an overall GPA of 3.0 in all graduate courses attempted;
- Successful completion of capstone; and
- Successful completion of Professional Development Portfolio

## EARLY CHILDHOOD EDUCATION: ADVANCED CERTIFICATION, M.A.

### Prerequisite Degree: Bachelor's and Teaching Certificate in Early Childhood (PreK-5)

#### Course Requirements

EDUC 6638	Advanced Assessment and Instruction in Reading	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDUC 7701	Critical Analysis of Current Trends and Issues in Education	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDUC 7730	School Law	3
EDEC 7788/EDUC 7788	Capstone/Exhibition	3

EDEC 7788: (must be taken last semester of program) This course is non-transferable and must be completed at Piedmont College.

#### Content and Methodology:

Select one with advisor

EDUC 6628	Literature for Children: Expanding Students' Reading Abilities and Interests	3
EDUC 6630	Mathematics Methods in Education	3
EDUC 6634	Social Studies Methods in Education	3
EDUC 6636	Science Methods in Education	3
EDUC 6686	Instructional Methods for Learners with Autism Spectrum Disorder	3
EDUC 7723	Programs, Curriculum and Methods for Gifted Students	3

EDUC 6686: Prerequisite: EDUC 6685

EDUC 7723: Prerequisite: EDUC 7721 & EDUC 7722

#### Electives:

Select two with advisor (6 hours)

**Total Minimum Number of Hours Course Work : 30**

**Minimum Hours of Field Experience : 20**

## Program Completion Requirements

- Submit and have approved an application for graduation the semester before graduation;
- Overall GPA of 3.0 in all graduate courses attempted, with not more than one grade of "C";
- Minimum course work hours: 30;

- Minimum field experience hours: 20; and
- Successful completion of Capstone.

## EARLY CHILDHOOD EDUCATION, ADDING A NEW FIELD (ANF)

Candidates who currently hold Georgia educator certification and who wish to pursue certification in Early Childhood Education (P-5) (and add it to their existing certificate) must complete an approved program of study and then take the Georgia Assessments for the Certification of Educators (GACE) assessments in early childhood education. The options at Piedmont for adding the field of Early Childhood Education are:

- **Master of Arts in Teaching (M.A.T.) degree** (for individuals with an undergraduate degree in a field other than education)
- **Certification-only** (for individuals with a master's degree in a field other than education or candidates with an undergraduate degree in education)  
*It is no longer possible in Georgia to add the field of Early Childhood Education or Early Childhood Special Education by merely taking and passing the GACE assessments.*

## Middle Grades Education, 4-8

### Faculty

Dr. Katrina Short, Chair  
Dr. William Brown  
Prof. Tim Goss  
Dr. Lynn Rambo

Piedmont College's Master of Arts in Teaching (M.A.T.) and Master of Arts (M.A.) degree programs with a major in middle grades education (M.G.) for grades 4-8 are designed to allow for multiple paths to both initial and advanced certification. The M.G. M.A.T. program is designed to meet the needs of candidates who hold an undergraduate degree in a field other than education and are seeking initial certification.

The M.A. program is designed to meet the needs of those who hold certification in middle grades education or another field of education and are seeking advanced certification.

A certification only option is available for candidates seeking certification who already hold a Bachelor's degree or higher from a PSC accredited institution. Each candidate's program is designed based on transcript analysis to enhance any and all previous study and meet individual needs based on experiences, professional goals, and the mission of the School of Education. Candidates have to meet prerequisites in academic areas. The required courses and the electives create an effective program that meets the requirements of Piedmont College and the Georgia Professional Standards Commission. Through a combination of course work, use of technology, field experiences, research and integrated learning, candidates link theory and practice.

Piedmont College reserves the rights to abrogate, add to, delete, or alter any regulation, requirement, or course whenever such change may be deemed necessary. Every effort will be made to inform candidates of any changes.

Course Descriptions (p. 88)

## MIDDLE GRADES EDUCATION: INITIAL CERTIFICATION, M.A.T.

### Prerequisite Degree – Bachelor's Degree

The Master of Arts in Teaching (M.A.T) degree program is designed to meet the needs of candidates who do not hold a teacher certification. Prior to Admission to Teacher Education the candidate must hold a Bachelor's Degree from a PSC-accepted accredited institution and pass or exempt the Georgia Assessments for the Certification of Educators (GACE) Program Admissions Assessment. Before taking the Internship II semester, the candidate must pass the appropriate GACE content area tests to be recommended for initial certification. Completion of all program requirements and passing scores on the GACE content area tests will lead to recommendation for Georgia certification in Middle Grades Education.

The M.A.T. program consists of a minimum of 58 semester hours, 120 hours of field experience, and one semester of student teaching. Of the 58 hours of course work required for initial certification, 52 hours must be taken at Piedmont College. The last 12 academic hours in the candidate's program, exclusive of student teaching, must be taken at Piedmont College. Full-time M.A.T. candidates can complete the program within six semesters if the candidate is approved for the minimum program. Students may take up to six years to complete the program. No course older than six calendar years may apply toward graduation.

## Course Requirements

### Required Courses:

EDUC 5599	Graduate Orientation	1
EDUC 3337	Teaching Reading and Writing in the Content Areas	3
EDUC 5537	Teaching Reading and Writing in the Content Areas	3
EDUC 6151	Professional Practice (edTPA)	1
EDUC 6601	Instructional Media and Technology for Teachers	3
	OR	
EDUC 7702	Integrating Instructional Media and Technology	3
EDMG 6645	Advanced Teaching in the Middle School	3
EDUC 6655	Exceptional Children	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDUC 6690	Classroom Management	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDUC 7736	Contextual Analysis of a School Environment	3
EDMG 7742	Internship II (4-8)	9
	OR	
EDMG 7744	Advanced Internship (4-8)	10
EDMG 7745	Advanced Internship (4-8)	10
EDMG 7788/EDUC 7788/EDEC 7788	Capstone/Exhibition	3

EDUC 7702: EDUC 6601 is prerequisite for EDUC 7702

EDUC 7736, EDMG 7742: taken as a block, no other courses may be taken during this term

### Five Content Area Courses at the graduate level (minimum)

#### Methods Courses: One per area of concentration

EDUC 6632	Language Arts	3
EDUC 6634	Social Studies Methods in Education	3
EDUC 6636	Science Methods in Education	3
EDUC 6630	Mathematics Methods in Education	3

#### Content Courses:

A minimum of 9 hours and 6 hours, respectively, in two content areas at the graduate level. Prerequisites may apply, check course descriptions.

### Natural Science

The 5000-level courses are for those who have no experience in the course being taught:

PHYS 5000	Topics in Physical Science	1-3
CHEM 5000	Topics in Chemistry	3
BIOL 5100	Biological Science	3
BIOL 5200	Plant Diversity	3
BIOL 5700	Ecological Concepts	3
BIOL 5800	The Internal Environment	3
ERSC 5300	Astronomy and Meteorology	3
ERSC 5000	Topics in Earth Sciences	3
GEOL 5200	Georgia Geology	3

**The following courses are for those candidates who have a degree or the equivalent in science:**

ERSC 6010/BIOL 6010	Methods for the Study of Aquatic Environments	3
ERSC 6020/BIOL 6020	Research in the Study of Aquatic Environments I	2
ERSC 6030/BIOL 6030	Research in the Study of Aquatic Environments II	3
BIOL 6100	Biological Science	3
BIOL 6200	Plant Diversity	3
BIOL 6500	Animal Diversity	3
BIOL 6700	Ecological Concepts	3
CHEM 6000	Topics in Chemistry	3
CHEM 6010	Research in Chemistry	3
CHEM 6020	Synthesis and Reactions of Organic Compounds	3
ERSC 5300	Astronomy and Meteorology	3
ERSC 6000	Topics in Earth Sciences	3
GEOL 5200	Georgia Geology	3
PHYS 6000	Topics in Physical Science	1-3

**English**

ENGL 6601	Seminar in World Literature	3
ENGL 6602	Medieval Literature	3
ENGL 6603	British Renaissance	3
ENGL 6605	Shakespeare	3
ENGL 6608	Restoration and Eighteenth-Century Literature	3
ENGL 6615	British Romanticism	3
ENGL 6621	Victorian Literature	3
ENGL 6626	Twentieth-Century British Literature	3
ENGL 6627	American Romanticism	3
ENGL 6628	Twentieth-Century American Literature	3
ENGL 6629	Multicultural American Literature	3
ENGL 6630	Literature of the American South	3
ENGL 6631	History of the English Language	3
ENGL 6640	Reading and Writing in the Content Areas	3
ENGL 6650	Seminar in Composition Studies	3
ENGL 6655	Survey of English Usage for Teachers	3
ENGL 6660	Literary Criticism	3
ENGL 6680	Major Authors	3
ENGL 6690	Special Topics	3

**Mathematics**

The 5000-level courses are for those who have no experience in the course being taught.

MATH 5010	Geometry	3
MATH 5020	Linear Algebra	3
MATH 5030	Discrete Mathematics	3
MATH 5040	Calculus	3
MATH 5500	Special Topics	3
MATH 6500	Special Topics	3
MATH 6650	Multicultural Mathematics	3
MATH 6700	Explorations in Geometry	3
MATH 6750	Explorations in Algebraic Concepts	3
MATH 6800	Mathematical Technology for Teachers	3
MATH 6850	Modern Geometry	3

MATH 5010, MATH 5020, MATH 5030: Recommended courses; MATH 1100 is prerequisite.

**Social Science**

ANTH 6600	Advanced Studies in Anthropology	3
HIST 6600	Early American History	3
HIST 6601	Recent American History	3
HIST 6602	United States History Since 1945	3

HIST 6610	History of the Ante-Bellum American South	3
HIST 6611	History of the "New South."	3
HIST 6612	History of Georgia.	3
HIST 6620	Recent Latin America	3
HIST 6621	World History I	3
HIST 6622	World History II	3
HIST 6630	Special Topics	3
POSC 6600	Advanced Studies in Political Science	3
POSC 6650	Governmental Institutions	3
SOCI 6600	Advanced Studies in Sociology	3
EDUC 6606	Economics for Teachers: Concepts and Applications	3

**Electives**

EDUC 6600	Educational Assessment	3
EDUC 6607	Fundamentals of Learning and Cognition	3
EDUC 6628	Literature for Children: Expanding Students' Reading Abilities and Interests	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 6656	Essentials of Collaboration and Inclusion	1
SPAN 5580	Spanish for the Professions	3
EDUC 7701	Critical Analysis of Current Trends and Issues in Education	3
EDUC 7712	Group Processes and Interpersonal Skills	3
EDUC 7730	School Law	3
EDUC 7770	The Foxfire Approach to Instruction	3

**Program Completion Requirements:**

- Minimum course work hours: 59
- Minimum field experience hours: 120
- Minimum overall GPA of 3.0 in all graduate courses attempted, with not more than one grade of "C";
- Submit and have approved an application for graduation the semester before graduation;
- Successful completion of Capstone;
- Successful completion of Professional Development Portfolio;
- Successful completion of one semester Student Teaching or full year internship;
- Pass GACE Program Admission Assessment and content area tests.

NOTE: In order to register for student teaching or take the capstone course in any program (whichever occurs last), M.A.T. candidates must successfully pass the appropriate Georgia Assessments for the Certification of Educators (GACE) tests(s).

NOTE: Candidates wishing to fulfill the teaching experience sequence in a private school are advised that private schools must be pre-approved for internship in order for that experience to satisfy the program requirement.

NOTE: The College assures candidates in our middle grades education programs that we can provide supervision of student teaching and internships at public schools and approved private schools located within 40 miles of either the Demorest or Athens campus.

Consideration for supervision in placements beyond 50 miles is on a case-by-case basis and requires approval by the Chair of Middle Grades Education prior to registering for an internship or student teaching. A candidate should not consider a position on the assumption that Piedmont College is obliged to provide that service.

Candidates are expected to arrange with their host schools to leave school on days of the methods class (EDUC 736) to arrive on time every time the class meets. Responsibility for extra-curricular school activities, including band, chorus, theatre, and athletics, is not an accepted reason for missing class sessions.

## NOTE: Content Area Courses:

Candidates must have a minimum of 15 semester hours at the graduate level (5000 courses or higher) is required; 9 hours and 6 hours, respectively, at the graduate level in the fields of intended certification.

Candidates with undergraduate majors in fields not related to the chosen content areas will be required to add to their programs additional 3000-, 4000-, or graduate level courses in order to provide a substantial content knowledge base for teaching and for passing the GACE content area tests. Courses at the 3000- or 4000-level will not count toward the requirement for graduate level content courses. A transcript analysis of undergraduate coursework will be completed with the Department Chair to determine the additional number of courses that must be taken to meet the 15 hours per content area requirement.

See course descriptions

## MIDDLE GRADES (4-8), CERTIFICATION ONLY

Certification only is an option (not a degree program) which may be requested by a prospective candidate who holds a Bachelor's degree from an accredited institution and prefers not to pursue a Master's degree while seeking initial certification for grades 4-8 in one of the fields offered at Piedmont College. The Department Chair evaluates a candidate's transcript and outlines a program of study necessary for the candidate to be recommended for MG certification in the applicant's intended field of certification. A proposed program of study is designed to ensure depth in the content field, as well as meeting all requirements prescribed in the field of education, including student teaching. The proposed program is reviewed by the Department Chair and, if approved, serves as the advisement sheet for that candidate. All other procedures and requirements of the School of Education and Piedmont College apply.

The candidate must maintain a GPA of 3.0 in all coursework completed for certification. In order for Piedmont College to recommend certification, at least 27 semester hours must be taken at Piedmont College. The candidate must also pass the Georgia Assessments for the Certification of Educators (GACE) Program Admission Assessments (or file exemption) and the middle grades appropriate content-area GACE test(s) prior to being recommended for certification. When appropriate, Piedmont College will accept Professional Learning Units (PLU), a teaching internship, and/or other experiences in lieu of similar college credit courses for post-baccalaureate candidates. Transfer credits 10 years or older are not accepted. Completion of requirements for certification-only does not lead to a degree. Completion of the program leads to recommendation for a Georgia certificate in middle grades education.

### Course requirements:

**(Certification-only candidates may take graduate or undergraduate courses.)**

EDUC 2251	Professional Practice I	1
	OR	
EDUC 5599	Graduate Orientation	1
EDUC 2250	Media and Technology for Educators	3
EDUC 6601	Instructional Media and Technology for Teachers	3
EDUC 3337	Teaching Reading and Writing in the Content Areas	3
EDUC 5537	Teaching Reading and Writing in the Content Areas	3
EDMG 3331	Reading Methods, 4-8	3
EDUC 6631	Reading Methods	3
EDMG 3345	Teaching in the Middle School	3
EDMG 6645	Advanced Teaching in the Middle School	3
EDUC 3355	Exceptional Children	3
EDUC 6655	Exceptional Children	3
EDUC 4495	Educational Assessment for All Learners	3
EDUC 6600	Educational Assessment	3
EDUC 4401	The Multicultural Classroom	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDUC 3307	Learning and Cognition	3
	OR	
EDUC 6607	Fundamentals of Learning and Cognition	3
EDUC 4497	Classroom Management	3
	OR	

EDUC 6690	Classroom Management	3
EDUC 4498	Senior Seminar: Reflection and Application	3
	OR	
EDUC 7736	Contextual Analysis of a School Environment	3
EDMG 4499/EDEC 4499	Internship II (4-8)	10
	OR	
EDMG 4444	Advanced Internship	5
EDMG 4445	Advanced Internship	5

**These courses must be taken as a block and constitute the professional semester. One or two methods courses according to area(s) of concentration:**

EDMG 3332	Language Arts Methods, 4-8	3
EDMG 3334	Social Studies Methods, 4-8	3
EDMG 3336	Math Methods, 4-8	3
EDUC 6632	Language Arts	3
EDUC 6634	Social Studies Methods in Education	3
EDUC 6630	Mathematics Methods in Education	3

**Select one or two area(s) of concentration:**

**Language arts, courses in:**

Literature

ENGL 4450	Seminar in Composition Studies	3
ENGL 6650	Seminar in Composition Studies	3
ENGL 4455	Survey of English Usage for Teachers	3
ENGL 6655	Survey of English Usage for Teachers	3

**Social Science, courses in:**

United States History

World History

HIST 3330	History of Georgia	3
EDUC 3333	Geography in the B-12 Classroom	3

HIST 3330: HIS 330

**Mathematics, courses in:**

Algebra Geometry

Two other math content

**Science, courses in:**

Earth/Space science required and courses in three of the following areas:

Physics, Biology, Chemistry, Physical Science

NOTE: This program does not lead to a degree.

**Program Completion Requirements:**

- Pass appropriate GACE content test(s);
- Students in certification-only programs must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators)
- Minimum course hours completed with 3.0 GPA or better: 27
- Minimum hours of field experience: 90



- Professional Development Portfolio
- A practicum will be required unless the Dean of the School of Education grants experiential credit.

## MIDDLE GRADES EDUCATION: ADVANCED CERTIFICATION, M.A.

### Prerequisite Degree: Bachelor's and Georgia Teacher Certification

Piedmont College's Master of Arts (M.A.) degree program with a major in middle grades education (M.G.) for grades 4-8 leads to recommendation for advanced certification in Middle Grades Education. The M.A. program is designed to meet the needs of those who already hold certification in middle grades education and who are seeking advanced certification (Level 5), or for those who hold certification in a field other than middle grades (early childhood or secondary) and seek to add a new field of certification.

The program consists of a minimum of 30 semester hours, 24 of which must be taken at Piedmont College, and 20 hours of field experience. Full time candidates can complete the program within one calendar year if approved for the minimum program. Students may take up to six years to complete the program. No course older than six calendar years may apply to graduation.

### Course Requirements:

#### Required courses:

EDUC 5537	Teaching Reading and Writing in the Content Areas	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDMG 6645	Advanced Teaching in the Middle School	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDMG 7788/EDUC 7788/EDEC 7788	Capstone/Exhibition	3

EDUC 5537: required if not currently certified in middle grades education.

#### Four content area courses (minimum) Two electives

Content: Some courses may require prerequisites. (Select 4 in one content area with advisor)

#### Natural Science

The 5000 level courses are for those who have no experience in the course being taught:

PHYS 5000	Topics in Physical Science	1-3
CHEM 5000	Topics in Chemistry	3
BIOL 5100	Biological Science	3
BIOL 5200	Plant Diversity	3
BIOL 5700	Ecological Concepts	3
BIOL 5800	The Internal Environment	3
ERSC 5300	Astronomy and Meteorology	3
ERSC 5000	Topics in Earth Sciences	3
GEOL 5200	Georgia Geology	3

#### The following courses are for those candidates who have a degree or the equivalent in science:

ERSC 6010/BIOL 6010	Methods for the Study of Aquatic Environments	3
ERSC 6020/BIOL 6020	Research in the Study of Aquatic Environments I	2
ERSC 6030/BIOL 6030	Research in the Study of Aquatic Environments II	3
BIOL 6100	Biological Science	3
BIOL 6200	Plant Diversity	3
BIOL 6500	Animal Diversity	3
BIOL 6700	Ecological Concepts	3
CHEM 6000	Topics in Chemistry	3
CHEM 6010	Research in Chemistry	3
CHEM 6020	Synthesis and Reactions of Organic Compounds	3
ERSC 5300	Astronomy and Meteorology	3

ERSC 6000	Topics in Earth Sciences	3
GEOL 5200	Georgia Geology	3
PHYS 6000	Topics in Physical Science	1-3

**English**

ENGL 6601	Seminar in World Literature	3
ENGL 6602	Medieval Literature	3
ENGL 6603	British Renaissance	3
ENGL 6605	Shakespeare	3
ENGL 6608	Restoration and Eighteenth-Century Literature	3
ENGL 6615	British Romanticism	3
ENGL 6621	Victorian Literature	3
ENGL 6626	Twentieth-Century British Literature	3
ENGL 6627	American Romanticism	3
ENGL 6628	Twentieth-Century American Literature	3
ENGL 6629	Multicultural American Literature	3
ENGL 6630	Literature of the American South	3
ENGL 6631	History of the English Language	3
ENGL 6640	Reading and Writing in the Content Areas	3
ENGL 6655	Survey of English Usage for Teachers	3
ENGL 6650	Seminar in Composition Studies	3
ENGL 6660	Literary Criticism	3
ENGL 6680	Major Authors	3
ENGL 6690	Special Topics	3

**Mathematics**

The 5000-level courses are for those who have no experience in the course being taught.

MATH 5010	Geometry	3
MATH 5020	Linear Algebra	3
MATH 5030	Discrete Mathematics	3
MATH 5040	Calculus	3
MATH 5500	Special Topics	3
MATH 6500	Special Topics	3
MATH 6650	Multicultural Mathematics	3
MATH 6700	Explorations in Geometry	3
MATH 6750	Explorations in Algebraic Concepts	3
MATH 6800	Mathematical Technology for Teachers	3
MATH 6850	Modern Geometry	3

**Social Science**

ANTH 6600	Advanced Studies in Anthropology	3
HIST 6600	Early American History	3
HIST 6601	Recent American History	3
HIST 6602	United States History Since 1945	3
HIST 6610	History of the Ante-Bellum American South	3
HIST 6611	History of the "New South."	3
HIST 6612	History of Georgia.	3
HIST 6620	Recent Latin America	3
HIST 6621	World History I	3
HIST 6622	World History II	3
HIST 6630	Special Topics	3
POSC 6600	Advanced Studies in Political Science	3
POSC 6650	Governmental Institutions	3

**Electives**

EDUC 6600	Educational Assessment	3
EDUC 6601	Instructional Media and Technology for Teachers	3
EDUC 6607	Fundamentals of Learning and Cognition	3
EDUC 6628	Literature for Children: Expanding Students' Reading Abilities and Interests	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3

EDUC 6656	Essentials of Collaboration and Inclusion	1
SPAN 5580	Spanish for the Professions	3
EDUC 6690	Classroom Management	3
EDUC 7701	Critical Analysis of Current Trends and Issues in Education	3
EDUC 7712	Group Processes and Interpersonal Skills	3
EDUC 7730	School Law	3
EDUC 7770	The Foxfire Approach to Instruction	3

## Program Completion Requirements

- Minimum course work hours: 30
- Minimum field experience hours: 20
- Submit and have approved an application for graduation the semester before graduation
- Earn an overall GPA of 3.0 in all graduate courses attempted, with not more than one grade of “C”
- Successful completion of Capstone
- Pass GACE in content area (if applicable)

## Music Education, B-12

### Faculty

Dr. Wallace Hinson, Department Chair  
Dr. Lauren Ringwall, Music Education Coordinator

Piedmont College offers two degrees in music education: the Master of Arts in Teaching (M.A.T.) leading to initial certification and the Master of Arts (M.A.) leading to advanced certification. The M.A.T. program is designed to meet the needs of traditional students who hold a degree in music (or equivalent). The M.A. program is designed to meet the needs of those who hold initial certification in music and wish to pursue advanced certification in music. Students who wish to enter the program and who do not possess a B.A. degree in music may have to complete that degree or equivalent study prior to program entry.

The programs consist of 42-43 semester hours for candidates seeking initial certification (M.A.T.) and 33 hours for those seeking advanced certification (M.A.). The range of hours for the M.A.T. degree is due to the possibility of candidates completing course work before entering the program, either in another graduate program or as an undergraduate.

The program for each candidate is designed based on the audition, placement testing, and transcript analysis. The program is also designed to enhance previous study, and meet individual needs based on experiences, professional goals, and the mission of the School of Education. If it is determined, after transcript evaluation, that a candidate has deficiencies in music, he/she must complete the deficiencies prior to full acceptance into the graduate music education program.

The required education and content area courses, as well as the education electives, create an effective program that meets the requirements of the candidate, Piedmont College, and the Professional Standards Commission. Through a combination of course work, field experiences, research, use of technology, and music training, candidates will link theory with practice in enhancing their skills in teaching music in schools. Piedmont College reserves the rights to abrogate, add to, delete, or alter any regulation, requirement, or course whenever such change may be deemed necessary. Every effort will be made to keep candidates advised of any changes.

Course Descriptions (p. 88)

## MUSIC EDUCATION: INITIAL CERTIFICATION, M.A.T.

### Program of Study

This program of study will guide the student in program completion if not certified. Prior to admission to teacher education, the student must pass the Georgia Assessments for the Certification of Educators (GACE) Program Admissions Assessments. In order to register to take the capstone course in any program, M.A.T. candidates must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) test(s). Students in certification-only programs must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) test(s) in order to be recommended for certification.

**Course Requirements**

EDUC 5599	Graduate Orientation	1
EDUC 3355	Exceptional Children	3
EDUC 6655	Exceptional Children	3

EDUC 5599 or having taken EDUC 2251 in undergraduate program

EDUC 3355, EDUC 6655: Exceptional Children is a prerequisite or corequisite for the M.A.T. in Music Education.

**Required (19 hours, or show evidence of completion as an undergraduate or another graduate program)**

EDUC 6151	Professional Practice (edTPA)	1
EDUC 6601	Instructional Media and Technology for Teachers	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 6690	Classroom Management	3
EDUC 6607	Fundamentals of Learning and Cognition	3
	OR	
EDUC 6610	Human Growth and Development	3

**Apprentice Teaching Sequence (9-10 hours)**

MUED 7400	Internship I (Observation)	4
MUED 7410	Internship II	5
	OR	
MUED 7440	Advanced Internship in Music Education I	5
MUED 7450	Advanced Internship in Music Education II	5

MUED 7440, MUED 7450: if teaching in the field

**Content Courses (12 hours minimum—more if candidates show evidence of completion of education courses.)**

MUED 6100	Music Education Methods I-E.C.E./M.G.	3
MUED 6200	Music Education Methods II-SE	3
MUED 7100	Advanced Study in Music Education	3
MUSC 6750	Special Topics in Music History	3
MUSC 5910	Private Music Lessons	2
MUSC 5920	Private Music Lessons	2
MUSC 6910	Private Music Lessons	2
MUSC 6920	Private Music Lessons	2
MUSC 6480	Advanced Conducting and Literature	3
MUED 5100	Seminar in Music Theory	3
MUSC 6500	Advanced Applied Pedagogy	3

MUSC 6750, MUSC 5910-6920: (May be repeated for credit)

MUED 6100, MUED 6200, MUSC 5910-6920: Required Content Courses

MUED 7100: Required if MUED 6100 and 6200 have been completed on the undergraduate level or on the graduate level at another institution. If 6100 or 6200 (or undergraduate equivalents) have been completed prior to admission to the program, the hours must be satisfied with content area courses.

Elective content courses will be determined by advisor and candidate after transcript evaluation, and will be based on candidate's interests, strengths, and weaknesses.

Participation in at least one ensemble is required each fall and spring semester: 0-1 hour credit each, 0 hours count toward the degree.

**Capstone Presentation (3 hours)**

MUED 7800	Music Education Capstone Exhibition/Project	3
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This course is non-transferable and must be completed at Piedmont College.

**Total Minimum Number of Course Work Hours : 45-46**

**Minimum Hours of Field Experience Prior to Internship II: 20**

The range of total credit hours is due to the possibility of candidates' completion of course work before entering Piedmont's program.

**Program Entrance Requirements**

- Hold a B.A. in Music (or equivalent) from a regionally accredited institution;
- Audition on major instrument (voice, piano, organ, etc.);
- Minimum score on Music Theory Placement Exam (contact the graduate music education coordinator for minimum requirements);
- Show evidence of having successfully completed a senior-level recital on major instrument; and
- Show evidence of, or pass, a Piano Proficiency Exam.

**Program Completion Requirements**

- Pass the Georgia Assessments for the Certification of Educators (GACE) Program Admissions Assessments.
- Admitted to teacher education;
- Hold a Georgia Pre-Service Certificate;
- Successful completion of capstone exhibition;
- Completion of the music education portfolio;
- Submit and have approved an application for graduation the semester before graduation; and
- Earn an overall GPA of 3.0 in all graduate courses attempted.

In order to register for student teaching or take the capstone course in any program (whichever occurs last), M.A.T. candidates must successfully pass the appropriate Georgia Assessments for the Certification of Educators (GACE) tests(s). Students in certification-only programs must successfully pass the appropriate GACE (Georgia Assessments for the Certification of Educators) test(s) in order to be recommended for certification.

Candidates may be required to pass the Education Teacher Performance Assessment (edTPA) in order to be eligible for state certification.

**MUSIC EDUCATION: ADVANCED CERTIFICATION, M.A.****Course Requirements****Required (6 hours—or show evidence of completion)**

EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDUC 6699	Methods and Interpretation of Educational Research	3

**Education Electives (6 hours minimum - chosen from the list below or as approved by the Music Department Chair)**

EDUC 6600	Educational Assessment	3
EDUC 6601	Instructional Media and Technology for Teachers	3
EDUC 6603	American High School	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 7712	Group Processes and Interpersonal Skills	3
EDUC 6607	Fundamentals of Learning and Cognition	3
EDUC 7701	Critical Analysis of Current Trends and Issues in Education	3
EDUC 7702	Integrating Instructional Media and Technology	3
EDUC 7795	Applied Research Project	1-3
EDUC 7798	Special Topics in Education	1-3
EDUC 7730	School Law	3
EDUC 6690	Classroom Management	3

**Content Courses (18 hours minimum — more if candidates show evidence of completion of education courses.)**

MUED 7100	Advanced Study in Music Education	3
MUSC 6750	Special Topics in Music History	3
MUSC 5910	Private Music Lessons	2
MUSC 5920	Private Music Lessons	2
MUSC 6910	Private Music Lessons	2
MUSC 6920	Private Music Lessons	2
MUSC 6480	Advanced Conducting and Literature	3
MUED 5100	Seminar in Music Theory	3
MUSC 6500	Advanced Applied Pedagogy	3

MUSC 5910-6920: (May be repeated for credit, 4 hours required)

MUED 7100, MUSC 6750, MUSC 5910-6920, MUSC 5100, MUSC 6500: Required Content Courses

Elective content course will be determined by advisor and candidate after transcript evaluation, and will be based on candidate's interests, strengths, as well as content and professional development needs.

Participation in at least one ensemble each fall and spring semester: 1 hour credit each, 0 hours count toward the degree.

**Capstone Presentation (3 hours)**

MUED 7800	Music Education Capstone Exhibition/Project	3
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This course is non-transferable and must be completed at Piedmont College.

**Total Minimum Number of Course Work Hours : 33**

**Minimum Hours of Field Experience : 20**

**Program Entrance Requirements**

- Hold initial certification in Music (B-12) from the State of Georgia or a state that participates in the Interstate Certification Compact. For more information on this agreement, see <http://www.gapsc.com/MovetoGeorgia/outOfStateEducators.aspx>;
- Audition on major instrument (voice, piano, organ, etc.);
- Minimum score on Music Theory Placement Exam (contact the graduate music education coordinator for minimum requirements);
- Show evidence of having successfully completed a senior-level recital on major instrument; and
- Show evidence of, or pass, a Piano Proficiency Exam.

**Program Completion Requirements**

- Successful completion of capstone exhibition;
- Completion of the music education portfolio;
- Submit and have approved an application for graduation the semester before graduation; and
- Earn an overall GPA of 3.0 in all graduate courses attempted.

**Secondary Education, 6-12****Faculty**

Dr. Jennifer Betz, Department Chair  
 Dr. Angela Humphrey Brown, Athens Campus Coordinator  
 Dr. Teresa Secules, Dr. Wilma Hutcheson-Williams, Dr. Lynn Rambo,  
 Dr. Betty Rogers, Dr. Hilton Smith

Secondary Education offers Master's degrees and recommendation for Georgia certification, grades 6 – 12, in the following fields: English, History, Mathematics, and Broadfield Science. The objective of all programs is to encourage and equip teachers to be reflective,

scholarly practitioners who are proactive in improving schooling in their communities. Each program combines solid grounding in pedagogy with instructional practices and content knowledge.

Although secondary education programs lead to certification in grades 6-12, many school systems prefer applicants for middle grade teaching positions to have completed a program leading specifically to middle grades certification. Refer to for guidelines for middle grades certification programs (p. 44)

Course Descriptions (p. 88)

## SECONDARY EDUCATION: INITIAL CERTIFICATION, M.A.T.

For candidates who hold a bachelors degree in a field related to the desired programs of study, who are not currently certified in Georgia, and who seek initial certification in secondary education in English, History, Mathematics or Broadfield Science (6-12).

These 46 semester-hour (minimum) programs include a year-long internship teaching or internship block, plus courses in education and appropriate course work in the content field (based on an analysis of each candidate's content-field experience). NOTE: Most candidates' programs require more than the minimum number of courses in the content field. For details, refer to the current advisement sheet in the intended field of certification.

Successful completion of EDUC 5599, Graduate Orientation, is required during the first semester of enrollment. A pre-service certificate must be earned before any course is taken that requires a field experience in a public school. Please see your advisement sheet for specifics.

In order to register for student teaching or take the capstone course in any program (whichever occurs last), M.A.T. candidates must successfully pass the appropriate Georgia Assessments for the Certification of Educators (GACE) tests(s).

Dual-Degree Track: For Piedmont undergraduates intending to pursue a secondary education Master's of Arts in Teaching program in English, or history, or mathematics, or broadfield science leading to recommendation for a T-5 Georgia teaching certificate.

Candidates for the Dual-Degree program first secure a bachelor's degree, following the courses of study provided in the sections of this catalog dealing with their respective majors for a career in secondary education, including EDSE 3366 Foundations and Practicum in Secondary Education. The Dual Degree track continues with the Master of Arts in Teaching.

Refer also to Fast-Track Admissions (p. 16).

### Undergraduate prerequisite course for Dual Degree Track

EDSE 3366	Foundations and Practicum in Secondary Education	4
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### M.A.T. Program of Study

#### A. Required Courses

EDUC 5599	Graduate Orientation	1
EDUC 6151	Professional Practice (edTPA)	1
EDUC 6601	Instructional Media and Technology for Teachers	3
EDUC 6655	Exceptional Children	3
EDUC 6603	American High School	3
EDUC 6600	Educational Assessment	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDUC 7788/EDEC 7788	Capstone/Exhibition	3
ENGL 6656	Reading Improvement at the Secondary Level	3

ENGL 6656: for English M.A.T. only

EDUC 5599: Required during the first semester of enrollment

EDUC 7788: This course is non-transferable and must be completed at Piedmont College.

EDUC 7788: GACE (content exams) must be passed before registration for the final semester of coursework in Secondary Education

\* Passing the CITI test on Human Subjects Research is required for all candidates.

\*\*\* See note: GACE Passage

## B. Electives

Number of electives varies by program. Refer to the current advisement checklist in the intended field of certification. The following are highly recommended for all initial certification candidates.

EDUC 6607	Fundamentals of Learning and Cognition	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDUC 7712	Group Processes and Interpersonal Skills	3
EDUC 6690	Classroom Management	3

EDUC 7712: Highly Suggested

## C. Teaching Experience Sequence (Internship I, II) Advanced Internship (one year, beginning Fall Semester)

EDSE 7742	Internship I (Fall Semester)	4
EDSE 7735	Secondary Methods I (Fall)	1
EDSE 7736	Secondary Content Pedagogy I (Fall)	1
EDSE 7737	Secondary Methods II (Spring)	1
EDSE 7738	Secondary Content Pedagogy II (Spring)	1
EDSE 7743	Internship II (Spring Semester)	5

EDSE 7743: (Spring, full-time)

EDSE 7743: GACE (content exams) must be passed before registration for the final semester of coursework in Secondary Education

## Advanced Internship—Candidates teaching on a non-renewable certificate (One year, beginning Fall Semester)

EDSE 7735	Secondary Methods I (Fall)	1
EDSE 7736	Secondary Content Pedagogy I (Fall)	1
EDSE 7744	Advanced Internship (Fall semester)	3
EDSE 7737	Secondary Methods II (Spring)	1
EDSE 7738	Secondary Content Pedagogy II (Spring)	1
EDSE 7745	Advanced Internship (Spring semester)	3

EDSE 7745: GACE (content exams) must be passed before registration for the final semester of coursework in Secondary Education

NOTE: To assure that each candidate derives the maximum in professional development from an advanced internship while providing competent instruction to students, advisors will consider (a) each candidate's content field background and (b) preparedness for managing classroom instruction. A candidate may request an exception to this policy by offering evidence of experiences in lieu of M.A.T. courses that demonstrate the ability to succeed in the advanced internship. Exceptions require the approval of the Chair of the Secondary Education Department.

NOTE: The School of Education generally provides supervision of internships at public schools and approved private schools located within 40 miles of either the Demorest or Athens campuses. Consideration of supervision of internships beyond 40 miles is on a case-by-case basis and requires approval by the Chair of Secondary Education prior to registering for an internship. A candidate should not assume that placement can be made at a long distance from the college.

NOTE: Candidates wishing to fulfill the teaching experience sequence at a private school are advised that private schools must be accredited and pre-approved for internship placements in order for that experience to satisfy this requirement.

Candidates are expected to arrange with their host schools to leave school on days of the methods classes to arrive on time every time the class meets. Responsibility for extracurricular school activities, including band, chorus, theatre, and athletics is not an accepted reason for missing class sessions.

## D. Subject Matter Courses:

Minimum requirement is nine semester hours at the graduate level (6000 or higher) in the field of intended certification. Most programs provide an option for additional subject matter courses as electives.

NOTE: Candidates with undergraduate majors in fields not specifically intended for secondary education careers may be required to add to their programs additional 3000, 4000-, and 5000-level courses to their program in order to provide a substantial content knowledge base for teaching and for passing GACE content exams. Courses at 3000-, 4000-, and 5000-level will not count toward the requirement for graduate level content courses.



## WOODROW WILSON GEORGIA TEACHING FELLOWSHIP, M.A.T.

This program is exclusively for named Fellows selected by the Woodrow Wilson Georgia Teaching Fellowship Program. The Woodrow Wilson Foundation will provide stipends to “the best and brightest recent graduates and career changers” with backgrounds in what are called the STEM fields—science, technology, engineering, and mathematics—who wish to change careers to become middle and high school science and math teachers in high-need areas. The program of study is unique in that while it incorporates learning outcomes from the secondary education fields of study, the instructional model is program specific. Fellows complete 36 hours of coursework and a year long intensive clinical experience in a high needs school in Georgia. After successful completion of the program, Fellows are eligible for certification upon passage of the GACE exam in either math or broadfield science. Fellows must then teach in a high needs school in Georgia for three years while maintaining a relationship with Piedmont College.

The Woodrow Wilson Georgia Teaching Fellowship program is open to college seniors, graduates and career changers. To be considered for the Piedmont Fellowship, you must apply through the Woodrow Wilson National Fellowship Foundation and meet the following requirements:

- Majored in and/or have a strong professional background in a STEM field (science, technology, engineering, math or related field)
- Demonstrate a commitment to the program and its goals
- Have U.S. citizenship or permanent residency
- Have attained, or expect to attain by June 1 of the entry year, a bachelor’s degree from an accredited U.S. college or university
- Cumulative undergraduate grade point average (GPA) of 3.0 or better on a 4.0 scale is preferred\*

For more information on the Woodrow Wilson Georgia Teaching Fellowship Program go to <http://woodrow.org/fellowships/ww-teaching-fellowships/georgia/>

## SECONDARY EDUCATION: ADVANCED CERTIFICATION, M.A.

This program is for teachers currently certified in Georgia seeking advanced certification or teachers in private schools in the same field as they have been teaching and/or certified in. The 36-semester-hour program (minimum) involves a combination of education and content-field courses, planned with an advisor, based on an analysis of each candidate’s background and professional needs. Refer to the current advisement checklist in the field of certification for details.

For teachers adding a new field (ANF): (a) there may be a substantial requirement of additional content courses in the new field; (b) a two-semester hour practicum is required (EDSE 7740); and (c) a passing score on the GACE content exams in the new field of certification is required in order to be recommended for certification.

Each candidate in this program is required to take EDSE 6660 Advanced Studies in Instruction the **first time it is offered** after entering the program. Failure to do so may result in being denied registration in subsequent semesters. EDSE 6660 is offered fall and spring semesters, and has the mandatory field experience and Portfolio requirements embedded in the coursework.

### M.A. Program of Study

#### A. Required

EDSE 6660	Advanced Studies in Secondary Instruction	3
EDUC 6601	Instructional Media and Technology for Teachers	3
EDUC 6655	Exceptional Children	3
EDUC 6603	American High School	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDSE 7788/EDUC 7788/EDEC 7788	Capstone/Exhibition	3

EDSE 7788: This course is non-transferable and must be completed at Piedmont College.

EDUC 6699: Passing the CITI test on Human Subjects Research is required for all candidates.

EDUC 6601, EDUC 6655: Unless met in undergraduate courses or approved professional development programs

NOTE: Required courses completed in a previous certification program, as undergraduate courses, or in professional development programs, may be replaced with an equal number of hours in either education or content courses.

**B. Recommended Electives**

(Number of electives varies by program. Refer to the current advisement checklist in the intended field of certification.)

EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDUC 7712	Group Processes and Interpersonal Skills	3
EDUC 7770	The Foxfire Approach to Instruction	3
EDUC 6600	Educational Assessment	3

Other electives may be suggested by the advisor.

**C. Subject Matter Courses**

Minimum requirement is nine semester hours at the graduate level (6000 or higher) in the field of intended certification. Most programs provide an option for more subject matter courses as electives.

**Exceptional Child Education, B-12****Faculty**

Dr. Candice Southall, Department Chair  
Dr. Isabelle Crowder, Associate Professor

**Special Education General Curriculum (P-12)**

Piedmont College's Master of Arts in Teaching (M.A.T.) and Master of Arts (M.A.) degree programs, with a major in Special Education General Curriculum for grades P-12, allow for multiple paths to both advanced (M.A.) and initial certification (M.A.T.). Both the M.A. and M.A.T. programs are designed to meet the needs of candidates with a degree in education and candidates with a bachelor's degree other than education seeking initial certification and lead to recommendation for a Georgia level 5 certificate.

To meet students' professional goals, the M.A. and M.A.T. programs are designed to link theory and practice through a combination of course work, research, and applied field experiences. The candidate's program is based on transcript review, previous work experience, and the requirements of Piedmont College, and the Georgia Professional Standards Commission.

Course Descriptions (p. 88)

**SPECIAL EDUCATION GENERAL EDUCATION CURRICULUM: (P-12) INITIAL CERTIFICATION, M.A.T.**

**Prerequisite Degree: Bachelor's in any field**

**Program Requirements**

All requirements for admission to teacher education, as described in the catalog, must be met. In addition to the graduate admissions requirements listed, all candidates must submit three letters of recommendation that address potential for teaching students with disabilities. A passing score on the appropriate GACE Content Assessments is required for certification.

**Required Early in Program Unless Previously Satisfied:**

These courses should be satisfied as soon as possible if not previously met and may be taken at either the undergraduate or graduate level.

EDUC 6600	Educational Assessment	3
EDUC 6631	Reading Methods	3

**Program Requirements (Cluster A)**

EDUC 5599	Graduate Orientation	1
EDUC 6151	Professional Practice (edTPA)	1
EDUC 6600	Educational Assessment	3
EDUC 6601	Instructional Media and Technology for Teachers	3
SPED 6602	Characteristics of Mild/Moderate Disabilities	3
SPED 6606	Positive Behavior Intervention and Support for the Classroom	3

SPED 6607	Single Case Research for Special Educators	3
SPED 6633	Curriculum and Differentiated Instruction	3
EDUC 6656	Essentials of Collaboration and Inclusion	1
SPED 6684	Advanced Strategies for Behavior Change/Functional Behavior Analysis	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
SPED 7705	Policies and Legal Issues in Special Education	3

**(Cluster B, to be at the end of the program of study)**

SPED 7742	Internship II OR	9
SPED 7744	Advanced Internship I	5
SPED 7745	Advanced Internship II	5
SPED 7780	Capstone Seminar (with required portfolio exhibition)	3

SPED 7744: 1st semester

SPED 7745: 2nd semester

SPED 7780: This course is non-transferable and must be completed at Piedmont College

**Hours 44-45 Minimum**

After all requirements for cluster A and B, and appropriate assessment requirements are met, candidates may be recommended for the Special Education General Curriculum Certificate, which prepares them to work in a consultative setting with a content teacher of record.

**Program Completion Requirements:**

- GACE Program Admissions Assessment, admission to Teacher Education, and preservice certificate;
- Admission to Teacher Education Program completed;
- Submit and have approved an application for graduation the semester before graduation;
- Earn an overall GPA of 3.0 in all graduate courses attempted; and
- Approval of Capstone (SPED 7780) with a passing score

Note: In order to register for Student Teaching or take the capstone course in any program (whichever occurs last), M.A.T. candidates must successfully pass the appropriate Georgia Assessments for the Certification of Educators (GACE) tests(s).

**SPECIAL EDUCATION GENERAL EDUCATION CURRICULUM:  
INSTRUCTIONAL AND BEHAVIOR SUPPORT SPECIALIST (P-12), M.A.**

Prerequisite Degree: Clear renewable certificate in any field of education.

**Program Requirements**

In addition to the graduate admissions requirements listed in the catalog, all candidates must submit three letters of recommendation that address potential for teaching students with disabilities. A passing score on the appropriate GACE Content Assessments is required for certification.

**The following courses should be satisfied as soon as possible if not previously met and may be taken at either the graduate or undergraduate level.**

EDUC 6600	Educational Assessment	3
EDUC 6631	Reading Methods	3

**(Cluster A)**

SPED 6602	Characteristics of Mild/Moderate Disabilities	3
SPED 6606	Positive Behavior Intervention and Support for the Classroom	3

SPED 6607	Single Case Research for Special Educators	3
SPED 6633	Curriculum and Differentiated Instruction	3
EDUC 6638	Advanced Assessment and Instruction in Reading	3
EDUC 6656	Essentials of Collaboration and Inclusion	1
SPED 6684	Advanced Strategies for Behavior Change/Functional Behavior Analysis	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
SPED 7705	Policies and Legal Issues in Special Education	3

### Cluster B, Elective courses: (6 hours)

Candidates may choose two of the following courses

EDUC 6607	Fundamentals of Learning and Cognition	3
EDUC 6628	Literature for Children: Expanding Students' Reading Abilities and Interests	3
EDUC 6630	Mathematics Methods in Education	3
EDUC 6632	Language Arts	3
EDUC 6634	Social Studies Methods in Education	3
EDUC 6636	Science Methods in Education	3
EDUC 6639	Exploration and Analysis of Reading Environments	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDMG 6645	Advanced Teaching in the Middle School	3
EDSE 6660	Advanced Studies in Secondary Instruction	3
EDUC 6685	Characteristics of Learners with Autism Spectrum Disorder	3
EDUC 6686	Instructional Methods for Learners with Autism Spectrum Disorder	3
EDUC 6687	The Autism Advisor	3
EDUC 6690	Classroom Management	3
EDUC 7702	Integrating Instructional Media and Technology	3
EDUC 7712	Group Processes and Interpersonal Skills	3
EDUC 7770	The Foxfire Approach to Instruction	3
EDUC 7721	Characteristics of Gifted Students	3
EDUC 7722	Assessment of Gifted Students	3
EDUC 7723	Programs, Curriculum and Methods for Gifted Students	3

### (Cluster C, to be at the end of the program of study)

SPED 7740	Advanced Research to Practice	3
SPED 7780	Capstone Seminar (with required portfolio exhibition)	3

SPED 7780: This course is non-transferable and must be completed at Piedmont College.

### Hours: 39 hours

After requirements for cluster A and B and appropriate assessment requirements are met, candidates may be recommended for the Special Education General Curriculum certificate, which prepares them to work in a consultative setting with a content teacher of record.

### Program Completion Requirements:

- Submit and have approved an application for graduation the semester before graduation;
- Earn an overall GPA of 3.0 in all graduate courses attempted with not more than one grade of “C”; and
- Approval of Capstone (SPED 7780) with a passing score
- NOTE: Passing score on appropriate GACE Content Assessment examination is required for certification.

## IN-FIELD ENDORSEMENT IN GIFTED EDUCATION

Candidates in graduate teacher education programs at Piedmont College may, with the help of their faculty advisor, elect to take a sequence of three courses, making them eligible for an in-field endorsement in Gifted Education:

### Required Courses

EDUC 7721	Characteristics of Gifted Students	3
EDUC 7722	Assessment of Gifted Students	3
EDUC 7723	Programs, Curriculum and Methods for Gifted Students	3

## Teaching and Learning

Dr. Clay Crowder, Department Chair

The Department of Teaching and Learning provides opportunities for educators to pursue advanced study in the field of education at several levels:

Master of Arts (M.A.): Curriculum and Instruction or Instructional Technology

Education Specialist (Ed.S.): Curriculum and Instruction

Certification-Only: Instructional Technology or School Leadership (Tier I)

Doctor of Education (Ed.D): Curriculum and Instruction

Conversion Mechanism: Curriculum and Instruction

## Curriculum and Instruction

### MASTER OF ARTS (M.A.) IN CURRICULUM AND INSTRUCTION

Individuals who hold a bachelor's degree from a regionally-accredited college or university and who have a minimum of two years of teaching experience may apply to earn the Master of Arts (M.A.) degree in Curriculum and Instruction and, upon successful completion of the program (and passing the appropriate GACE content assessments) be recommended for initial certification in Curriculum and Instruction.

**Program description:** The Master of Education degree in Curriculum and Instruction is a 36-hour degree that enables students holding a baccalaureate degree and initial certification in a teaching field to obtain an S-5 certificate. The emphasis of the program is on the development of "informed educators" who have an understanding of curriculum, instruction, assessment, students and professional practice. This certificate is one of the three eligible "out of field" areas which enables candidates to obtain pay upgrades in their districts. Candidates for this degree program will be able to implement and evaluate curriculum that leads to enhanced student learning. (Rule 505-.3-.55, PSC) The program consists of 30 hours of prescribed coursework and an opportunity for the candidate to concentrate in a content field through 6 hours of additional coursework.

**Program goal(s):** The Master's degree in Curriculum and Instruction will allow advanced degree educators to possess the major theoretical and pedagogical underpinnings regarding curriculum, instruction, assessment, students and professional practices. Candidates completing this degree will be able to design, implement and evaluate curriculum for B-12 students using a clear understanding of the influences on student learning and student needs. Candidates will become informed educators through coursework, field experience and research.

### Course Names and Descriptions

#### Required:

EDUC 6600	Educational Assessment	3
EDUC 6607	Fundamentals of Learning and Cognition	3
EDUC 6642	Critical Thinking and Creativity in the Classroom	3
EDUC 6699	Methods and Interpretation of Educational Research	3

EDUC 7701	Critical Analysis of Current Trends and Issues in Education	3
EDUC 7702	Integrating Instructional Media and Technology	3
EDUC 7703	Social, Cultural, and Ethical Perspectives of Education	3
EDUC 7730	School Law	3
EDUC 7735	Advanced Curriculum/Interdisciplinary Instruction	3
EDUC 7788/EDEC 7788	Capstone/Exhibition	3

EDUC 6600: for MA Candidates

### **Content Field Requirement (6 hours)**

Any six hours of advanced level coursework focused on the content or content pedagogy of the certificate field held. These courses must be approved by the department chair (Teaching and Learning) and the advisor.

**Hours: 36**

**Education Specialist (Ed.S.) in Curriculum and Instruction**

## **Faculty**

Dr. Clay Crowder, Chair

*Preparing distinguished teaching and learning leaders to improve the lives of all children.*

## **Program Overview**

The goal of the Specialist Program in Curriculum and Instruction is to develop distinguished contributing teachers as leaders, mentors, and models across schools and systems. The primary purpose of schooling is instruction; therefore, all teachers, staff and administrators must focus through habits of mind on the ultimate goal of providing students with the best and most appropriate education possible through continuous school improvement. Regular classroom teachers, teachers in specialty areas, lead teachers, department heads, building level administrators, as well as staff and administrators at the district levels need to view themselves as instructional leaders and through proactive, scholarly and reflective professional and pedagogical development provide teaching and learning expertise and leadership to students and peers both formally and informally.

The Specialist Program in Curriculum and Instruction offers components that address the qualities necessary for distinguished teaching and leadership. The program provides a rigorous and scholarly pragmatic approach that meets the needs of candidates in various geographic and educational contexts. To that end, participants complete 30 hours of coursework, which combine theory and practice and culminate in a research based project aimed at school improvement.

Continuous themes and curricula guide, instruct, and develop the professional educator toward attainment of distinguished levels of theory and practice so that they may become contributing members in the professional discourse of improving schooling.

The Specialist program in Curriculum and Instruction is an approved program by the Professional Standards Commission (PSC) and The Southern Association of Colleges and Schools (SACS). This program leads to an S-6 Certificate and requires successful passage of the GACE exam in Curriculum and Instruction. Candidates completing the program are eligible for a pay upgrade to a 6 year level.

Course Descriptions (p. 88)

## **EDUCATION SPECIALIST DEGREE IN CURRICULUM AND INSTRUCTION, ED.S.**

### **Coursework**

**All courses are 3 semester hours**

### **Program of Study**

The specialist program in Curriculum and Instruction offers components that address the qualities necessary for preparing distinguished teaching and leadership. The program will provide a rigorous and scholarly pragmatic approach that will meet the needs of candidates in

various geographic and educational contexts. To that end, participants are required to complete 30 hours of course work and all assigned field experiences.

These courses form a holistic approach to the 30-hour program of study as continuous themes and curricula to guide, instruct, and develop the professional educator to attain distinguished levels of both theory and practice and become contributing members in the professional discourse of improving schooling.

### **Core Courses (required of all degree candidates)**

EDS 8800	Introduction to Instructional Leadership in 21st Century Schools	3
EDS 8815	Curriculum Design for a Changing World	3
EDS 8860	School Law and Ethics	3
EDS 8851	School Resource Utilization	3
EDS 8877	Communication for Professional Practice	3
EDS 8845	Theory and Practice of Differentiated Instruction	3
EDS 8846	Principles of Assessment Design and Application	3
EDS 8823	Representation and Analysis of Quantitative Data	3
EDS 8824	Analysis and Evaluation of Research	3
EDS 8880	Instructional Leadership in the 21st Century Schools	3

EDS 8880: Pre-requisite EDS 8823, EDS 8824

## **CONVERSION MECHANISM**

Piedmont College has been approved by the Georgia Professional Standards Commission to evaluate the program and/or course work of professional educators for the purpose of assessing whether they have the requisite background to take the GACE in Curriculum and Instruction and be recommended for initial certification in Curriculum and Instruction.

### **Who is eligible?**

Educators who hold an advanced degree in Curriculum and Instruction (or closely related area) from an NCATE, TEAC, or CAEP-accredited program may apply for consideration for the Conversion Mechanism. Additionally, Piedmont College alumni who earned the Education Specialist degree at Piedmont College prior to June 2013 may also apply. Candidates must make formal application with the Office of Graduate Admissions.

Acceptance for the Conversion Mechanism and recommendation for certification is not automatic. In addition to the formal application and transcript analysis, candidates may be required to complete a professional portfolio (EDUC 7796 - Portfolio and Presentation - Conversion Mechanism) and one or more courses, depending upon their previous graduate study and professional work experience. An interview may also be required.

## **EDUCATION SPECIALIST DEGREE IN CURRICULUM AND INSTRUCTION AND SCHOOL LEADERSHIP, ED.S.**

Individuals who hold a master's degree in education and who wish to pursue Tier 1 certification in School Leadership may wish to complete requirements for the Education Specialist degree in Curriculum and Instruction along with additional course work and an internship. (See section on School Leadership (p. 86))

### **Other Program Requirements: Specialist Candidate Learning Log**

All candidates in Piedmont's Education Specialist Program will complete an entry log which assesses their mastery of the Specialist Program outcomes against content, scholarly work and course experiences. The SPCLLO log allows the candidate to address course outcomes through a triple entry format which is submitted to the course professor and at the end of the program to the 8800 Orientation professors or designated other professors. The candidate's entries will be assessed for:

- Mastery of course outcomes through a triple entry method of recording newly acquired knowledge, the impact of that knowledge, and establishing goals as a teacher leader for using the new knowledge to improve teaching and learning in B-12 schools
- Quality of writing, research, and reporting
- Scholarship
- Intellectual reflection with an emphasis on teacher leadership and curriculum and instruction

- Application to school and community

### **Flagship Papers**

Each course in the Ed.S. program requires a scholarly paper which will be evaluated using the Scholarly Writing Rubric. Individual assignments for the course are identified as Flagship Assignments and the paper should be written to the standards established in the Scholarly Writing Rubric.

### **Reading and Research**

Each candidate in the Ed.S. degree program is required to be knowledgeable of the literature in the field, to study research and become critical consumers of current research. Candidates will be required to write a scholarly literature review addressing a specific area of education.

### **Field Experiences**

A minimum of 20 hours field experience in all levels of B-12 environments is required. These experiences will be aligned with course requirements and documented on a field experience documentation form.

### **Doctor of Education (Ed.D.) in Curriculum and Instruction**

## **Faculty**

Dr. Charles Lucado, Director of Doctoral Studies

*Preparing distinguished teaching and learning leaders to improve the lives of all children.*

## **Program Overview**

The Doctor of Education (Ed.D.) is consistent with the goals in all graduate programs at Piedmont College. It is designed to develop eminent leaders in the field of education. The primary focus of the Ed.D. program is to facilitate transformational change of individuals and schools by preparing teacher leaders, other school professionals, and school administrators for the challenges of our rapidly changing world. The program will also serve to prepare educators for various roles in college and university teaching and in research and leadership positions in other educational institutions. Additionally, the doctoral program allows candidates to demonstrate a comprehensive knowledge base of theoretical and pedagogical issues relating to curriculum and instruction through adding new knowledge about their fi

Candidates for the Ed.D. degree in Curriculum and Instruction are expected to engage in independent learning throughout their program. Research toward, and the ultimate completion of, the doctoral dissertation are primary examples of independent learning. Independent learning is a key component in many courses in which the aim is the development of analytical skills and critical thinking. Developing the ability to think independently leads to strengthened learning communities.

The components of the doctoral program include course work, field experience, research, and writing, culminating in the dissertation process. Candidates may earn the Specialist Degree equivalency after successful completion of the area I coursework and other requirements as indicated in the program description. The Ed.D. degree requirements include a minimum of 57 hours of coursework beyond the master's degree and twelve hours minimum of dissertation credit.

Candidates who have earned the Education Specialist (Ed.S.) degree from Piedmont College may apply to the Ed.D. program and may apply credit toward area I coursework requirements. Up to six hours of transfer credit beyond the master's degree may be submitted by applicants with post master's credit from other institutions. All transfer credit is subject to approval by the Director of Doctoral Studies department and by the Registrar.

The Doctoral program in Curriculum and Instruction is an approved program by the Professional Standards Commission (PSC) and The Southern Association of Colleges and Schools (SACS). This program leads to an S-7 Certificate and requires successful passage of the GACE exam in Curriculum and Instruction. Candidates completing the program are eligible for a pay upgrade to a 7 year level. (Those enrolling in the Ed.S. program after January 2013 will complete the GACE exam as a part of their S-6 certification.

NOTE: Ed.S. degrees from colleges or universities other than Piedmont College are not transferable. Up to six semester hours beyond the Master's degree may be considered for transfer credit.

### **Description of Admissions Process**

Step 1. The applicant will complete the required application file by the January 1 deadline.

Step 2. The Ed.D. Admissions Committee will review completed application files and invite those who are approved to sit for a writing assessment.



Step 3. The Ed.D. Admissions Committee will review the writing assessments and invite those who are approved to interview.

Step 4. The Ed.D. Admissions Committee will review all admissions materials and select candidates to be offered acceptance into the Ed. D. degree program.

Course Descriptions (p. 88)

## CURRICULUM AND INSTRUCTION, ED.D.

### Program of Study

The Ed.D. in Curriculum and Instruction will be delivered on site, beginning in a lock-step cohort model, on the Athens and Demorest campuses of Piedmont College. Candidates will complete coursework on a schedule which is designed to provide optimum learning opportunity. Program completion is dependent on meeting dissertation requirements.

Candidates for the doctoral program must complete a minimum of 69 hours beyond the master's degree. The program is divided into three areas. Area I courses form the foundation on which the doctoral program is built. Area II courses provide an in depth and advanced look at the areas affecting P-12 schools while preparing the candidate to do advanced graduate research. Area III supports the candidate throughout the dissertation process. The curriculum for the Ed.D. program is designed to promote depth and breadth to the study of curriculum and instruction while promoting teacher leadership and school improvement. Candidates explore major areas of concern in the contemporary school as well as historical issues affecting schools today. A focus on standards which currently drive outcomes for the state was included in the course development process.

### Area I (30 hours)

EDS 8800	Introduction to Instructional Leadership in 21st Century Schools	3
EDS 8815	Curriculum Design for a Changing World	3
EDS 8860	School Law and Ethics	3
EDS 8851	School Resource Utilization	3
EDS 8877	Communication for Professional Practice	3
EDS 8845	Theory and Practice of Differentiated Instruction	3
EDS 8846	Principles of Assessment Design and Application	3
EDS 8823	Representation and Analysis of Quantitative Data	3
EDS 8824	Analysis and Evaluation of Research	3
EDS 8880	Instructional Leadership in the 21st Century Schools	3

EDS 8824: (Pre-requisite EDS 8823)

\*Candidates completing Area I may be eligible for an Ed.S. Degree or equivalency.

### Area II Courses (27 hours)

EDD 8831	Curriculum Evaluation for School Improvement in the B-12 Environment	3
EDD 8830	Philosophical Views in Education	3
EDD 8847	Learning and Cognition: Theory to Implementation	3
EDD 8841	Advanced Study of Differentiated Instruction: A Paradigm for Embracing Student Diversity	3
EDD 8856	Collaborative Communities: Innovative Teaching and Learning in a Multicultural Environment	3
EDD 8862	Educational Law and Policy	3
EDD 8870	Advanced Assessment and Program Evaluation	3
EDD 8899	Quantitative Research and Statistical Analysis	3
EDD 9900	Qualitative Research and Analysis in Education	3

### Area III Courses

EDD 9901	Dissertation Applied Research I	3
EDD 9902	Dissertation: Individual Support for Scholarly Writing I	1
EDD 9903	Dissertation: Individual Support for Completing the Research Plan	1
EDD 9904	Dissertation Applied Research II	3

EDD 9905	Dissertation: Individual Support for Scholarly Writing II	1
EDD 9906	Dissertation: Individual Support for Prospectus Preparation and Continued Research	1
EDD 9907	Dissertation Applied Research IIIA	1
EDD 9908	Dissertation	1

In addition to the coursework outlined above, candidates will also complete the following requirements to earn the Ed.D. degree:

- Completed application for graduation
- Documentation of meeting Ed.S. Candidate Learning Outcomes (SPCLO), Doctoral Candidate Learning Outcomes (DCLO), Field Experience, Teaching and Learning DCLO Interactive Display
- Comprehensive Examinations
- Admission to Candidacy
- Residency Requirements of four continuous semesters
- Dissertation Prospectus Defense with Human Subjects Review of Research Plan
- Dissertation Research and Defense
- Submission of final dissertation document to the library for publication

## Interactive Learning Artifact Display

Doctoral candidates are required to demonstrate mastery of the Doctoral Candidate Learning Outcomes (DCLOs). The Interactive Learning Artifact Display allows candidates to share knowledge gleaned from coursework, faculty, other Piedmont students, and their own research. An exhibition/poster synthesis of their learning provides candidates with an avenue to guide other educators in best practice, connecting theory to practice, model knowledge, skills, and dispositions and to motivate others to action. This culminating event occurs at the end of Area II coursework and is scheduled with the Director of Doctoral Studies in conjunction with the major professors in the program. Faculty, community members, the candidate's colleagues, and Piedmont students are invited to attend the event.

## Committee Structure

Upon completion of Area I and during Area II courses, candidates will select a doctoral committee which will include a doctoral chair. The doctoral chair and the candidate will work together to form the committee of three or more faculty members who hold a terminal degree. The doctoral chair must be a full-time faculty member of the School of Education unless otherwise approved. Candidates are strongly encouraged to select at least one professor from the Ed.D. teaching faculty for one member of their committee. The doctoral committee will serve as a support system and review committee for the candidate. The committee will grant final approval for the candidate's satisfactory completion of the dissertation prospectus and the writing and defense of the approved dissertation.

## Field Experience:

A minimum of 20 hours field experience in all levels of B-12 environments is required. These experiences will be aligned with course requirements and documented on a field experience documentation form.

## Comprehensive Examinations (Comps)

Candidates will complete comprehensive examinations after completing Area I and Area II coursework and before beginning the dissertation. The comps are divided into two parts: a multiple choice examination and a written examination. Candidates must pass both parts to enroll for Area III. Candidates may retake either examination (or both) only one time. If the candidate fails either examination the second time, he/she must wait one full year to re-take the exam.

## Dissertation Prospectus

In order to be admitted to candidacy for the Ed.D. degree, the dissertation prospectus must be approved by the doctoral committee. The prospectus typically consists of the first three chapters of the dissertation and is reflective of the candidate's knowledge of the literature in curriculum and instruction, as well as the literature associated with the dissertation topic. Candidates must present the prospectus in

person to the committee in a professional presentation as well as a written format. Candidates will be advised of approval of the prospectus by the committee along with any recommendations.

## Dissertation

The Ed.D. culminates in the preparation and defense of a dissertation. The dissertation is prepared under the supervision of the doctoral committee. The committee receives continuous updates and revisions during the process in order to better facilitate communication of the project. When complete, the chair and the candidate will schedule a defense of the dissertation. The defense is heard by the doctoral committee, which must approve both the oral defense and the written dissertation. The academic community is invited to attend the final defense of any doctoral candidate.

## Dissertation Editing Fee

All candidates must submit their dissertations for review by a final editor after the completion of the dissertation defense. Candidates are required to complete all suggested changes under the leadership of their doctoral chairs. All candidates may be required to pay a one-time dissertation editing fee prior to completion of the program.

## Continuous Enrollment Requirement

Candidates for the Doctor of Education degree (Ed.D.) are expected to be continuously enrolled through all phases of their program. Full-time study load for students enrolled in Area I and Area II in the Ed. D. program is a minimum of 6 credit hours. Students who have completed Area I and Area II course work and who have successfully passed the comprehensive examinations move to the dissertation phase (Area III). Thereafter, as candidates progress through the dissertation (Area III) phase, they must be enrolled in a minimum of 1 credit hour to be considered full-time doctoral candidates and must maintain regular communication with their doctoral committee chair.

Requests for a leave of absence for extenuating circumstances will be considered on a case-by case basis and must be made in writing to the Director of Doctoral Studies. Final approval rests with the Dean of the School of Education.

## Instructional Technology

### Faculty

Associate Professor Hollandsworth, Coordinator Assistant Professor E.K. Brown

Piedmont College offers two Master of Arts (M.A.) degrees in Instructional Technology: one with an emphasis on instructional design and development in professional commercial, government, and educational organizations, which is which is offered to candidates holding a minimum of a bachelor's degree in any field. The second program is designed with an emphasis on instructional technology in school/school district settings, and is offered to educators who currently hold teacher certification and wish to pursue Georgia educator certification in Instructional Technology and earn an S-5 certificate. Students successfully completing this program may consider careers as school technology coordinators, instructional designers/consultants, and corporate trainers. Students may also use this degree as preparation for doctoral studies in Instructional Technology at a variety of institutions.

Both candidate programs are designed based on transcript analysis and the Instructional Technology program of study to enhance previous study and meet individual needs based on experience, professional goals, and the mission of the School of Education. Through a combination of coursework, use of technology, field experiences, research, and integrated learning, candidates link theory and practice. Piedmont College reserves the right to abrogate, add to, delete, or alter any regulation, requirement, or course whenever such changes may be deemed necessary. Every effort will be made to keep candidates advised of any changes.

The M.A. in Instructional Technology program consists of a minimum of 36 semester hours, 30 of which must be taken at Piedmont College. The last six hours of coursework must be taken at Piedmont College. It is estimated that full-time candidates could complete the program within two calendar years. Students may take up to six years to complete the program. No course older than six calendar years may apply to graduation.

Candidates for the Advanced Certification M.A. degree in Instructional Technology are advised that the Georgia Professional Standards Commission will not issue a Service certificate (S-5) in Instructional Technology (or certificate upgrade) until the individual has completed three years of successful teaching and holds the Professional certificate.

Course Descriptions (p. 88)

## INSTRUCTIONAL TECHNOLOGY: NON-CERTIFICATION, M.A.

### Program of Study

This program does not lead to Georgia B-12 certification in Instructional Technology.

#### Instructional Technology Core Courses (21 hours)

EDIT 6600	Introduction to Instructional Technology and Systems Design	3
EDIT 6602	Instructional Systems Design	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDIT 6603	Special Topics in Instructional Technology and Design	3
EDIT 6604	Multimedia Development Authoring Tools	3
EDIT 6605	Advanced Multimedia Development Project	3
EDIT 6788	Capstone	3

EDIT 6788: This course is non-transferable and must be taken at Piedmont College. (must be taken last semester of program)

#### Instructional Design and Development (15 hours)

EDUC 6607	Fundamentals of Learning and Cognition	3
EDIT 6606	e-Learning Systems Design and Development	3
EDIT 6609	Human Resource Training and Development	3
EDIT 6610	Instructional Audio and Video	3
EDIT 6611	Instructional Product Evaluation	3

**Total Minimum Number of Hours Required of All Candidates: 36**

### Program Completion Requirements

- A minimum of twenty (20) field experience hours;
- Pass the Instructional Technology GACE Content Tests
- Complete the CITI Research Training Module
- Complete a Practicum Field Project
- Successfully pass a flagship research paper in one of the courses.
- Successfully complete one of three requirements: Earn a professional certification in the field of instructional technology; present at an academic or professional conference; or publish in a professional online or print peer reviewed journal or publication.
- Successful completion and presentation of capstone;
- Earn an overall GPA of 3.0 in all graduate courses attempted, with not more than one grade of “C”

## INSTRUCTIONAL TECHNOLOGY: ADVANCED CERTIFICATION, M.A.

### Program of Study

The Advanced-Certification Master’s program is offered to students with a current valid teaching certificate in one or more of the following content areas (any grade level): Art, Biology, Chemistry, English, History, Math, Music, and Special Education. This program is also available to students certified in Early Childhood and Middle Grades Education.

The M.A. in Instructional Technology program consists of a minimum of 42 semester hours, 30 of which must be taken at Piedmont College. The last six hours of coursework must be taken at Piedmont College. It is estimated that full-time candidates could complete the program within two calendar years. Students may take up to six years to complete the program. No course older than six calendar years may apply to graduation.

#### Cluster A: Instructional Technology Core Courses (18 hours)

EDIT 6600	Introduction to Instructional Technology and Systems Design	3
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EDIT 6602	Instructional Systems Design	3
EDUC 6699	Methods and Interpretation of Educational Research	3
EDIT 6603	Special Topics in Instructional Technology and Design	3
EDIT 6604	Multimedia Development Authoring Tools	3
EDIT 6605	Advanced Multimedia Development Project	3

### **Cluster B: Advanced Content Courses and/or Content Pedagogy (12 hours)**

### **Cluster C: Technology, Integration, and Administration Track (12 hours)**

EDUC 7702	Integrating Instructional Media and Technology	3
EDIT 6606	e-Learning Systems Design and Development	3
EDIT 6608	Instructional Technology Program Administration	3
EDIT 6788	Capstone	3

EDIT 6788: This course is non-transferable and must be taken at Piedmont College. (must be taken last semester of program)

**Total Minimum Number of Hours Required of All Candidates: 42**

## **Program Completion Requirements**

- A minimum of twenty (20) field experience hours;
- Pass the Instructional Technology GACE Test
- Complete the CITI Research Training Module
- Complete a Practicum Field Project
- Successfully pass a flagship research paper in one of the courses.
- Successfully complete one of three requirements: Earn a professional certification in the field of instructional technology; or present at an academic or professional conference; or publish in a professional online or print peer reviewed journal or publication.
- Successful completion and presentation of capstone;
- Earn an overall GPA of 3.0 in all graduate courses attempted.

## **INSTRUCTIONAL TECHNOLOGY, CERTIFICATION-ONLY**

Georgia educators who hold professional teacher certification may wish to pursue a four- course sequence (12 credits) in order to obtain certification in Instructional Technology. Interested candidates must make application with the Office of Graduate Admissions, and, when accepted, meet with the program coordinator for details.

### **Required Courses**

EDIT 6600	Introduction to Instructional Technology and Systems Design	3
EDIT 6602	Instructional Systems Design	3
EDIT 6606	e-Learning Systems Design and Development	3
EDIT 6608	Instructional Technology Program Administration	3

## **EDUCATIONAL STUDIES, M.A.**

Students enrolled in Master of Arts in Teaching (MAT) programs in Early Childhood Education, Middle Grades Education, Secondary Education, Art Education, or Music Education who do not wish to pursue teacher certification or complete the professional requirements for student teaching, apprenticeship teaching, or internship may apply instead to complete requirements for an M.A. Degree in Educational Studies. Individuals who select this option are not recommended for state certification. A minimum of 33 credits, of which at least 21 must be in Education courses (and must include the capstone course), are required for completion of the degree. The professional semester, which typically includes the student teaching or apprenticeship experience, must be replaced by course work approved by the student's advisor. A request to switch to the M.A. degree program in Educational Studies must be filed with the Dean's office and Registrar on the appropriate form.

The Master of Arts (M.A.) in Educational Studies may also meet the needs of individuals who wish to pursue advanced study but who do not wish or need state certification. A minimum of 33 credits, of which at least 21 must be in Education courses (and must include the capstone course), are required for completion of the degree, which is planned with a faculty advisor. Candidates completing the M.A. degree in Educational Studies are not recommended for state certification.

Candidates who receive the M.A. degree in Educational Studies may apply to return to the college within five years as a certification-only student. A prerequisite for admission as a certification-only student is successful completion of the appropriate GACE content tests.

### School Leadership

## Faculty

Dr. Patricia McCollum, *Coordinator*

Professional Educators whose goals serving as a school administrator may wish to consider a program in School Leadership with an emphasis on instructional leadership.

## Programs Leading to State Certification

Piedmont College has been approved by the Georgia Professional Standards Commission to offer a Tier I (building level) certification program. Educators who hold professional educator certification in Georgia (who have three or more years of teaching experience) and who demonstrate disposition for school leadership, and who successfully complete requirements for certification, are eligible for recommendation for Tier I educational leadership certification.

Depending upon a candidate's previous preparation, Piedmont offers two pathways for school leadership certification:

- **Certification-only.** Individuals who hold an Education Specialist (Ed.S.) degree in curriculum and instruction or its equivalent are eligible to apply for certification only.
- **Ed.S. degree in Curriculum and Instruction and School Leadership.** Candidates with a master's degree in education are eligible to apply for the Education Specialist degree in Curriculum and Instruction and School Leadership.

Course Descriptions (p. 88)

## SCHOOL LEADERSHIP, CERTIFICATION-ONLY

The School Leadership Certification Program is comprised of eight, three-credit hour courses, for a total of 24 credit hours. In addition to course work at the post-master's degree level, candidates will complete a performance-based internship and take the Georgia Assessments for the Certification of Educators (GACE) assessments in educational leadership.

### Required Courses

EDSL 8810	Introduction to School Leadership	3
EDS 8815	Curriculum Design for a Changing World	3
EDS 8851	School Resource Utilization	3
EDSL 8852	Monitoring and Evaluating School Practices	3
EDS 8860	School Law and Ethics	3
EDSL 8861	Data Driven Decision Making	3
EDS 8880	Instructional Leadership in the 21st Century Schools	3
EDSL 8881	Internship in School Leadership	3

## CURRICULUM AND INSTRUCTION AND SCHOOL LEADERSHIP, ED.S.

Individuals who hold a master's degree and teaching experience who wish to earn the Education Specialist (Ed.S.) degree in Curriculum and Instruction and School Leadership certification will take all of the courses in the Education Specialist program (p. 78) as well as the courses below:

### Required Courses

EDSL 8810	Introduction to School Leadership	3
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EDSL 8852	Monitoring and Evaluating School Practices	3
EDSL 8861	Data Driven Decision Making	3
EDSL 8881	Internship in School Leadership	3

## **INDEPENDENT SCHOOL LEADERSHIP STUDIES (NON-DEGREE)**

In response to new requirements instituted by the Georgia Accrediting Commission, heads of independent schools are now required to provide evidence that they have earned a minimum of fifteen (15) graduate credits in school leadership/administration. The School of Education has developed a sequence of five, three-credit graduate courses in order to meet this need. It is anticipated that the courses would be offered in a hybrid cohort format whereby participants would attend some class meetings, augmented by the use of online or other distance learning technology.

Courses taken as a non-degree student may not be applied to a degree until the applicant has satisfied the admissions requirements for that degree, including any required admissions test(s). Courses taken as a non-degree student will be evaluated by the Registrar and the program director or department chairperson. Policies regarding transfer courses will apply.

Tuition for graduate courses taken as a non-degree student is charged at the graduate tuition rate and not eligible for federal financial aid.

### **Courses**

EDSL 8810	Introduction to School Leadership	3
EDS 8815	Curriculum Design for a Changing World	3
EDS 8851	School Resource Utilization	3
EDS 8852	Monitoring and Evaluating School Governance, Policies and Facilities	3
EDSL 8881	Internship in School Leadership	3

To learn more about this option, contact the office of the Dean, School of Education.

## COURSES

### ACCT - ACCOUNTING

ACCT 6430 - Financial Investment Analysis (3)

This course examines the theoretical and technical concepts involved in investing in marketable securities. A framework for making intelligent investment decisions and achieving successful investments results is developed.

Prerequisite: ACCT 2010 (and ACCT 2020 or equivalent.). Crosslisted as: BUSA 6430.

ACCT 6500 - Corporate Financial Analysis (3)

Students explore theory and practical applications of corporate finance. Course content includes capital markets, financial statement analysis, portfolio theory, securities valuation, capital budgeting, capital structure decision-making, financial planning, capital market financing techniques, merger and acquisition, international finance, and regulatory reporting requirements.

Prerequisite: ACCT 2010 and ACCT 2020 or equivalent. Crosslisted as: BUSA 6500.

ACCT 6530 - Managerial Accounting (3)

Students examine how internal managers for planning and controlling operations as well as other management responsibilities use accounting data. Course emphasis is on the manager's ability to add value using financial analyses for effective decision making.

Prerequisite: ACCT 2010 and ACCT 2020 or equivalent. Crosslisted as: BUSA 6530.

ACCT 6990 - Special Topics (3)

The content varies from offering to offering. This course is used to add special material to the curriculum on an ad hoc basis and also provides a venue for visiting faculty to teach their specialties thereby enriching the student's M.B.A. experience.

Crosslisted as: BUSA 6990.

### ANTH - ANTHROPOLOGY

ANTH 6600 - Advanced Studies in Anthropology (3)

The course requires intensive reading and/or research on anthropological topics. The content of the course can vary from course to course. The course may be taken more than once for credit if the course topic is different.

### ART - ART

ART 6620 - Art Education Methods B-8 (3)

Studio work, seminars, and presentations on planning and implementing an art program for grades B-8. Emphasis on teaching studio, art history and aesthetic inquiry methods appropriate for early childhood and middle grades. Directed field-based experience required. Teaching of laboratory classes required.

ART 6621 - Art Education Methods 9-12 (3)

Studio work, seminars, and presentations on planning and implementing an art program for grades 9-12. Emphasis on teaching studio, art history and aesthetic inquiry methods appropriate for secondary education. Directed field-based experience required. Teaching of laboratory classes required.

ART 6630 - Art Criticism and Aesthetic Inquiry (3)

A study of issues in art criticism and aesthetics, including artistic theories and the analysis and evaluation of works of art. Case studies and reviews of specific works are examined. Creative, pedagogical and social implications are emphasized.

ART 6650 - Special Topics in 2D Art Studio (3)

Development of two dimensional studio course work as an artist/educator. Emphasis on individualized instruction leading to the development of a focused body of professional work. May be repeated for credit. Additional studio work outside of class is required. Only available at the Demorest Campus.



## ART 6651 - Special Topics in 3D Art Studio (3)

Development of three dimensional studio course work as an artist/educator. Emphasis on individualized instruction leading to the development of a focused body of professional work. May be repeated for credit. Additional studio work outside of class is required. Only available at the Demorest Campus.

## ART 6675 - Special Topics in Art History (3)

Selected topics and research problems in art history. Emphasis on individualized research with professional and/or pedagogical applications. May be repeated for credit.

## ART 7701 - Studies in Art Instruction (3)

Seminars, special presentations and research projects for experienced art teachers seeking advanced professional development. Classroom techniques for studio, art history, and aesthetic inquiry will be emphasized. Directed field-based experience required. Teaching of laboratory classes required.

## ART 7702 - Advanced Studies in Art Instruction (3)

Seminars, special presentations and research projects for experienced art teachers seeking advanced professional development. Curriculum development, scope and sequence, and strategies in integrating art into the educational system are discussed. Directed field-based experience required. Teaching of laboratory classes required.

## ART 7737 - Seminar in Advanced Instruction - Methods for Art Education (1)

A study of instructional methods, including cooperative learning, inquiry learning, grouping considerations, and other instructional variables. Candidates will learn how to select, plan, sequence, implement, and evaluate various instructional methodologies applicable to their student teaching placement. Guided practicum in collaboration with corequisite ART 7742 teaching experience.

Corequisite: ART 7742.

## ART 7742 - Internship I (3)

Placement in a school for directed experience in the field of art education (B-8).

## ART 7743 - Internship II (6)

Placement in a school for directed experience in the field of art education (9-12).

Prerequisite: Georgia Assessments for the Certification of Educators (GACE) Content Assessments must be passed before registration for the final semester of coursework in Art Education.

## ART 7744 - Advanced Internship in Art (5)

A candidate must complete an application for internship prior to registering for ART 7744 and provide a copy of his/her yearlong teaching contract to the department chair. The internship extends throughout one academic year (two semesters). It is preferable that candidates begin an internship in the fall semester and complete it the following spring semester. The internship experience is based in a public or approved private school. Internship placements may take place only within a 50-mile radius of the campus unless otherwise approved by the Dean of the School of Education.

Prerequisite: Georgia Assessments for the Certification of Educators (GACE) Content Assessments must be passed before registration for the final semester of coursework in Art Education.

## ART 7745 - Advanced Internship in Art (5)

A candidate must complete an application for internship prior to registering for ART 7744 and provide a copy of his/her yearlong teaching contract to the department chair. The internship extends throughout one academic year (two semesters). It is preferable that candidates begin an internship in the fall semester and complete it the following spring semester. The internship experience is based in a public or approved private school. Internship placements may take place only within a 50-mile radius of the campus unless otherwise approved by the Dean of the School of Education.

Prerequisite: Georgia Assessments for the Certification of Educators (GACE) Content Assessments must be passed before registration for the final semester of coursework in Art Education.

## ART 7788 - Art Education Capstone (3)

This course is non-transferable and must be completed at Piedmont College. Designed to synthesize the graduate experience for candidates in the art education program. The course culminates in research that demonstrates the individual's mastery of the graduate

program in education, including conceptual, content, and pedagogical skills. Components of this course include written documentation of research skills, exhibit of student and personal artwork, and a portfolio containing graduate studies.

Prerequisite: Application for graduation must be submitted when registering for this course.

## **BIOL - BIOLOGY**

### **BIOL 5100 - Biological Science (3)**

This course is based on current topics and issues in the world of science. Students will research current scientific developments in the areas of environmental biology, ecology, genetics, etc. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

### **BIOL 5200 - Plant Diversity (3)**

This course is an introduction to the evolution, diversification and conservation of plant species. Includes identification of plant species, and interactions among and within plant populations and communities.

### **BIOL 5700 - Ecological Concepts (3)**

This course serves as an introduction to ecological concepts and emphasizes interactions at the individual, population, and community levels. Natural selection, population dynamics, and ecological succession are also covered.

### **BIOL 5800 - The Internal Environment (3)**

A survey of the major functions of the human body with special emphasis on their interconnection and homeostasis. Intended for secondary education and middle grades graduate students with a science concentration. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

### **BIOL 6010 - Methods for the Study of Aquatic Environments (3)**

Field and statistical methods for sampling and analyzing changes in lakes and streams including resident populations of vertebrate and invertebrate organisms as well as physical aspects such as water quality. This requires on-campus participation in an intensive two- week course that entails all day and evening lecture and field sessions.

Prerequisite: All science courses necessary to be certified at the T-4 level. Crosslisted as: ERSC 6010.

### **BIOL 6020 - Research in the Study of Aquatic Environments I (2)**

Focus is on monitoring changes in populations of specific groups of resident organisms or physical aspects of selected freshwater environments. A written progress report and bibliography generated by comprehensive literature review is required.

Prerequisite: BIOL 6010/ ERSC 6010. Independent research conducted in consultation with instructors of ERSC 6010. Crosslisted as: ERSC 6020.

### **BIOL 6030 - Research in the Study of Aquatic Environments II (3)**

Continuation of independent research begun in BIOL 6020/ERSC 6020. A written report and seminar presentation of findings are required.

Prerequisite: BIOL 6020/ERSC 6020. Crosslisted as: ERSC 6030.

### **BIOL 6100 - Biological Science (3)**

This course is based on current topics and issues in the world of science. Students will research current scientific developments in the areas of environmental biology, ecology, genetics, etc. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

### **BIOL 6200 - Plant Diversity (3)**

This course is an introduction to the evolution, diversification and conservation of plant species. Includes identification of plant species, and interactions among and within plant populations and communities.

### **BIOL 6500 - Animal Diversity (3)**

A survey of the animal phyla with emphasis on functional morphology, ecology and phylogeny. Intended for secondary education and middle grades graduate students with a science concentration.

**BIOL 6700 - Ecological Concepts (3)**

This course serves as an introduction to ecological concepts and emphasizes interactions at the individual, population, and community levels. Natural selection, population dynamics, and ecological succession are also covered.

**BUSA - BUSINESS ADMINISTRATION****BUSA 6100 - Managerial Ethics (3)**

This course explores a broad range of ethical issues and resulting opinions that impact one's role in both society and the corporate world. Special emphasis is given to the integration of ethics into key strategic business decisions. Topics covered include stakeholder relationships, agency theory, individual factors versus organizational factors, legal requirements versus ethical duties, and ethical issues in the global arena.

**BUSA 6200 - Strategic Marketing (3)**

The focus of this course is driven by marketing decision making and the linkages between strategic management and marketing management. Specific topics covered include opportunity analysis, the formulation of marketing strategies, and the implementation and control of these strategies.

Prerequisite: Appropriate prerequisite for undergraduate courses.

**BUSA 6220 - Global Economic Analysis (3)**

The focus of this course is driven by international trade theory and policy as well as international monetary theory and policy. The potential impacts of the theories and policies upon business decisions and performance is explored. Topics covered include trade theories and extensions, trade policies and the impacts of implementation, foreign exchange dynamics, and international financial markets and their use.

Prerequisite: Appropriate prerequisite for undergraduate courses.

**BUSA 6310 - Leadership (3)**

The purpose of the strategic management process is the development and sustainment of competitive advantage. In this course, students will master the behavioral science literature that underpins leadership theory. Students will then learn how to create competitive advantage from the use of human resources through the employment of leadership.

**BUSA 6430 - Financial Investment Analysis (3)**

This course examines the theoretical and technical concepts involved in investing in marketable securities. A framework for making intelligent investment decisions and achieving successful investments results is developed.

Prerequisite: ACCT 2010 (and ACCT 2020 or equivalent.). Crosslisted as: ACCT 6430.

**BUSA 6500 - Corporate Financial Analysis (3)**

Students explore theory and practical applications of corporate finance. Course content includes capital markets, financial statement analysis, portfolio theory, securities valuation, capital budgeting, capital structure decision-making, financial planning, capital market financing techniques, merger and acquisition, international finance, and regulatory reporting requirements.

Prerequisite: ACCT 2010 and ACCT 2020 or equivalent. Crosslisted as: ACCT 6500.

**BUSA 6530 - Managerial Accounting (3)**

Students examine how internal managers for planning and controlling operations as well as other management responsibilities use accounting data. Course emphasis is on the manager's ability to add value using financial analyses for effective decision making.

Prerequisite: ACCT 2010 and ACCT 2020 or equivalent. Crosslisted as: ACCT 6530.

**BUSA 6600 - Data Science for Business (3)**

This course investigates the technological and statistical concepts inherent in the analysis of the value chain in order to help the student acquire a working knowledge of methods commonly employed to design and/or improve operations, systems, and processes. Students will employ spreadsheet logic to solve an array of problems related to the measurement of quality in the value chain.

**BUSA 6610 - Project Management Analysis (3)**

This course informed by the Project Management Institute's Body of Knowledge, emphasizes the role that successfully executed projects play in continuous improvement efforts such as Six Sigma. Students will critically assess both P.E.R.T. and C.P.M so that they understand the pros and cons of each approach to network analysis and therefore know when to apply each approach. Finally, students will learn that when they employ project management techniques in the continuous improvement cycle (the Deming Cycle), reducing the time required to complete one loop of the Deming Cycle can be the basis for competitive advantage.

**BUSA 6820 - Legal Environment and Strategic Human Resource Management (3)**

This course explores the practices associated with each phase of the employment process and the potential impacts upon the strategic management of the firm. Topics covered include hiring processes, issues in managing a diverse workforce, compensation management, performance management, termination and downsizing.

**BUSA 6900 - Governance and Strategic Management Analysis (3)**

The strategic management process is the mainstay of this course. This means a focus on macro, industry and rival analysis; competitive advantage assessment; and value chain development. The elevation of student thinking to the strategic level, the synthesis of business strategy through the lenses of the resource-based view and the oral and written communication of that thinking to others are the primary course outcomes. There is also a special emphasis on corporate governance and the role of agency theory in the creation and sustainment of an ethical business climate.

Prerequisite: ACCT 2010 and ACCT 2020 or equivalent.

**BUSA 6910 - Capstone of Contemporary Issues (3)**

Application for graduation must be submitted when registering for this class. This course as the program capstone course serves two purposes: to serve as an integration mechanism for the M.B.A. curriculum and to serve as a vehicle for program assessment. A written industry analysis (with accompanying presentation) prepared individually will serve as the assessment activity for the program as well as one of the graded activities for the course.

Prerequisite: BUSA 6100 and this course must be taken during the student's last regular semester or with permission.

**BUSA 6990 - Special Topics (3)**

The content varies from offering to offering. This course is used to add special material to the curriculum on an ad hoc basis and also provides a venue for visiting faculty to teach their specialties thereby enriching the student's M.B.A. experience.

Crosslisted as: ACCT 6990.

**CHEM - CHEMISTRY****CHEM 5000 - Topics in Chemistry (3)**

This course is based on current topics and issues in the area of chemistry. Examples include biochemistry, pharmacology, and synthetic compounds. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

**CHEM 6000 - Topics in Chemistry (3)**

This course is based on current topics and issues in the area of chemistry. Examples include biochemistry, pharmacology, and synthetic compounds. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

**CHEM 6010 - Research in Chemistry (3)**

Course will include OSHA regulations and guidelines for laboratory safety as well as the proper storage and disposal of chemicals. Students will begin researching the chemical literature. First five-week summer session: two meetings with the instructor and one or more laboratory or research session per week. Individual research project into the synthesis and reactions of novel organic compounds. Investigation of the means of synthesis of specific chemical substrates and their isolation and identification. Students are required to synthesize and characterize the compounds needed for the final project. Properly maintained laboratory notebooks will be required for satisfactory completion of this course.

Prerequisite: All science courses necessary to be certified at the initial level and at least one course in organic chemistry.

**CHEM 6020 - Synthesis and Reactions of Organic Compounds (3)**

Second five-week summer session: one or more meetings with instructor and two to three laboratory sessions per week. Individual research to be carried out by the student independently. Students are to investigate the rates of hydrolysis and other reactions of a series of

organic compounds that have been specifically modified. A written report, following the guidelines of the American Chemical Society, and a seminar presentation of the results of the research are required.

Prerequisite: CHEM 6010.

## **EDD - EDUCATION**

### **EDD 8830 - Philosophical Views in Education (3)**

The purpose of this course is the study of the Philosophy of Education. The emphasis of this course is to broaden each candidate's perspective and understanding of the philosophical foundations of education and their relevance to educational issues. The refinement of each candidate's philosophical orientation and the epistemological foundation of subject content that the candidate teaches will be examined and evaluated. As educators it is essential that self-assessment and examination of one's teaching become the dominant basis for positive change. The understanding of philosophical foundations will enable each candidate to more fully understand his or her teaching style and how to adjust one's modus operandi to become increasingly more effective.

### **EDD 8831 - Curriculum Evaluation for School Improvement in the B-12 Environment (3)**

The purpose of this course is the study of school curriculum. To possess a strong understanding of curriculum, it is important to be well grounded in the character of curriculum, its history, and the theories associated with curriculum and the processes for developing, implementing and evaluating curriculum. It is also necessary to understand the impact of curriculum on student learning and its relationship to student assessment. Curriculum decision-making is a process, which is not only academic but also social and political, and a thorough understanding of the process is essential to successful curriculum construction.

### **EDD 8841 - Advanced Study of Differentiated Instruction: A Paradigm for Embracing Student Diversity (3)**

This course will examine the idea that, if our educational system is to remain truly effective, we must broaden our definition of learning and of student success. This perspective implies that schools embrace student diversity in its many forms, and that educational experiences are offered that cultivate a wider range of knowledge and skills. Differentiated instruction is a paradigm of instructional delivery that encourages teachers to consider students as individuals rather than homogenous groups. Differentiated instruction requires flexible means of presenting content, engaging students, and encouraging student expression. Candidates will examine the philosophical underpinnings of differentiated instruction as well as empirical evidence that may provide support for its use. Candidates will also examine the need for cultural shifts within schools to accommodate flexibility, barriers to implementation, and the changing roles of teachers. Implications for system-level change as well as classroom-level practices will be examined.

### **EDD 8847 - Learning and Cognition: Theory to Implementation (3)**

This course provides an analysis of the development and application of learning theory through a critical inspection of foundational and current research as they relate to contemporary issues in cognition and learning. Candidates will reflect on historical and philosophical orientations of learning and cognitions and their relevance to current day practices. Advanced theory and research related to human learning, memory, and overall cognitive development will be examined, with an emphasis on their implications for classroom instruction. Candidates will be expected to integrate these elements into a personal theory and philosophy of cognitive development at the conclusion of the course.

### **EDD 8856 - Collaborative Communities: Innovative Teaching and Learning in a Multicultural Environment (3)**

Essential to effective schools is attention to the establishment and maintenance of communities that value, understand, and strive for appropriate responses to diversity. Collaborative communities require leaders who embrace multiculturalism in order to create positive social change and who examine their own context with regard to race, sex, religion and cultural ethnicity. By reflecting on one's own experiences, beliefs and roles in the multicultural environment, candidates will explore ways to build positive relationships and communities of learners in a rapidly changing and diverse world and specifically in school environments.

### **EDD 8862 - Educational Law and Policy (3)**

This course promotes understanding of constitutional, statutory, and judicial provisions as a basis for the legal operation of public schools. It addresses traditional and emerging issues of school case law and litigation as they pertain to school/student safety; student/teacher relationships; instructional issues; administrative authority/oversight; taxation; religious practices; and other relevant issues. A graduate of this course should be confident in planning for and responding to legal and ethical issues in the educational environment and confident in his/her abilities to deal confidently, effectively, and appropriately with legal issues.

### **EDD 8870 - Advanced Assessment and Program Evaluation (3)**

In this course, candidates will learn basic principles and tools for program evaluation, to lead efforts in their schools for site-based evaluation of specific programs. This course will use a problem-to-project design in which candidates will work together learning to evaluate case studies and then progress to evaluate programs in their own schools.

### EDD 8899 - Quantitative Research and Statistical Analysis (3)

The successful candidate will demonstrate the ability to design and evaluate quantitative research. Candidates will gain a general knowledge of both descriptive and inferential statistics, and the ability to utilize tools such as PASW software in the evaluation of quantitative research. The course will be taught with each class consisting of both the exploration of a research study and the production of a statistical product requiring the relevant statistical procedure. Additionally, for each exercise, the candidate will complete an interpretative analysis of the results.

### EDD 9900 - Qualitative Research and Analysis in Education (3)

Education research is a complex endeavor involving several different methodological approaches. This course focuses on one kind of approach: qualitative methods. These methods include various means of obtaining in-depth information about the behaviors and beliefs of people in naturally occurring social settings. This course provides candidates with the ability to apply theoretical insights which underlie this methodological approach and the techniques for and issues in gathering, analyzing, writing-up, and using qualitative data.

### EDD 9901 - Dissertation Applied Research I (3)

This course provides the student with the knowledge and skills to develop a research plan and write a dissertation prospectus. The candidate will first develop a model that will guide the development of the research questions, hypotheses, instrument choice and research design. Once the model is agreed upon, students will investigate and decide upon instruments to use and sample sizes that may be necessary. With those decisions made, the research questions and hypotheses can be finalized. Requirements for successful completion of the course include the following:

- Statement of the problem
- Statement of the purpose of the Study
- Research questions(s)/hypothesis
- Choice of instrument(s) to be used (including validity/reliability evidence)
- Outline for literature review

### EDD 9902 - Dissertation: Individual Support for Scholarly Writing I (1)

This course provides a candidate with the opportunity for individualized assistance with scholarly writing needed to continue the work that began in EDD 9901. The candidate will work with the course instructor and the dissertation committee chair to complete the requirements of EDD 9901 that are needed to progress to EDD 9904. This is a Pass or Fail course.

### EDD 9903 - Dissertation: Individual Support for Completing the Research Plan (1)

This course provides each candidate with the opportunity to work closely with the research director to ensure that a research plan is well developed prior to enrolling in EDD 9904. This is a Pass or Fail course.

### EDD 9904 - Dissertation Applied Research II (3)

This course is designed to support the doctoral candidate during the writing of the dissertation prospectus. The Piedmont Dissertation Template will be distributed and reviewed; the dissertation prospectus will follow this template. During this course candidates will successfully complete their dissertation prospectus, and the IRB requirements associated with their research.

### EDD 9905 - Dissertation: Individual Support for Scholarly Writing II (1)

This course provides a candidate with the opportunity for individualized assistance with scholarly writing of chapters 1, 2, and 3 of the dissertation. This is a Pass or Fail course.

### EDD 9906 - Dissertation: Individual Support for Prospectus Preparation and Continued Research (1)

This course allows the doctoral candidate additional time to closely work with the research director to finalize chapters 1, 2, and 3 prior to the prospectus defense. It is also used for candidates who seek continual research support at other stages of the dissertation. This is a Pass or Fail course.

### EDD 9907 - Dissertation Applied Research IIIA (1)

This one-hour credit course is designed to support the doctoral student in understanding the elements of the final chapters of the dissertation. The focus will be on a critical examination of dissertations to see how analyses are presented and how that information is synthesized and discussed in the final chapter. Students must have completed and defended the prospectus before registering for this course.

Corequisite: This course may be taken concurrently with EDD 9917 and EDD 9927.

#### EDD 9908 - Dissertation (1)

Candidates entering Area III coursework will be required to take a one hour course concurrently with EDD 9901, EDD 9904, EDD 9907, and any other dissertation hours. This course allows the candidate to work directly with his or her doctoral committee chair beginning with EDD 9901 until graduation. The candidate will meet as needed with the doctoral chair. The doctoral chair will attend meetings with the candidate and research director as necessary. This is a Pass or Fail course.

#### EDD 9917 - Dissertation Applied Research IIIB (1)

This one-credit course is designed to support the doctoral student in writing and reporting the findings of the research.

Corequisite: This course may be taken concurrently with EDD 9907 and EDD 9927.

#### EDD 9927 - Dissertation Applied Research IIIC (1)

This one-credit course is designed to support the doctoral student in writing the conclusions and discussion of the final chapter of the dissertation. Students successfully completing this course will have a draft of the dissertation.

Corequisite: This course may be taken concurrently with EDD 9907 and EDD 9917.

## **EDEC - EDUCATION: EARLY CHILDHOOD**

#### EDEC 7740 - Internship I (B-5) (1-3)

Field-based experience under the supervision of one or more host teachers and a college faculty member. Candidates observe, plan and teach lessons, conduct assessments, and work with both whole-class and small groups at PK-K, 1-3, and 4-5 grade levels. For graduate students whose prior teaching experience or student teaching internship has been at another level or in a different field and who need clinical experience in order to increase confidence or add a new teaching field in order to add Early Childhood Education to their current certification. This is a Pass or Fail course.

Prerequisite: Permission of chair of early childhood education.

#### EDEC 7742 - Internship II (B-5) (9)

A 16-week experience during which students work full-time at a level appropriate to the certification field under the joint supervision of a certified teacher and college supervisor in a classroom. No other classes other than the co-requisites can be taken during Internship II.

Education majors should be aware that prior to Internship II the pre-service certificate is required, which includes a criminal background check. Applications to student teaching may be denied based upon information presented in these background clearances. Prior to being hired by a Georgia Public School System, another background check including fingerprinting will be conducted by the System.

Student teaching placements are made at the discretion of the School of Education. Placements will be made within a 50-mile radius of the campus unless otherwise approved by the Dean of the School of Education.

Prerequisite: Cumulative GPA of 3.0, admission to teacher education, pre-service certification, and recommendation by the field placement coordinator. Permission to register form is required. Application deadlines will be posted in School of Education and on the School of Education Student Bulletin Board. Corequisite: EDUC 7736.

#### EDEC 7744 - Internship (B-5) (10)

A candidate must complete an application for internship prior to registering for EDUC 7744 and provide a copy of his/her year-long teaching contract to the department chair. The internship extends throughout one academic year (two semesters). It is preferable that candidates begin an internship in the fall semester and complete it the following spring semester. The internship experience is based in a public or approved private school. Internship placements may take place only within a 50 mile radius of the campus unless otherwise approved by the Dean of the School of Education. Candidates are jointly supervised by college faculty and the employing school. This is a Pass or Fail course.

Prerequisite: Cumulative GPA of 3.0, admission to teacher education, a non-renewable certificate issued by the PSC (which requires a passing score on the GACE ECE Tests - 001 and 002), and permission of the department chair. Corequisite: EDUC 7736.

#### EDEC 7745 - Internship (B-5) (10)

A candidate must complete an application for internship prior to registering for EDUC 7744 and provide a copy of his/her year-long teaching contract to the department chair. The internship extends throughout one academic year (two semesters). It is preferable that candidates begin an internship in the fall semester and complete it the following spring semester. The internship experience is based in a

public or approved private school. Internship placements may take place only within a 50 mile radius of the campus unless otherwise approved by the Dean of the School of Education. Candidates are jointly supervised by college faculty and the employing school. This is a Pass or Fail course.

Prerequisite: Cumulative GPA of 3.0, admission to teacher education, a non-renewable certificate issued by the PSC (which requires a passing score on the GACE ECE Tests - 001 and 002), and permission of the department chair.

#### EDEC 7788 - Capstone/Exhibition (3)

Designed to synthesize the candidate's graduate experience, culminating in a project that demonstrates the individual's mastery of the graduate program, including conceptual, content, and pedagogical skills. In other words, candidates demonstrate the integration of theory and practice related to content knowledge and pedagogical strategies. Candidates have the opportunity to affect school change. Candidates will submit a formal written document of the culminating project and will demonstrate their work in a public presentation to peers, faculty, and other guests at the end of the semester. MA candidates in the Secondary Education Program are required to complete and submit a program portfolio before the capstone presentation. \* GACE Content Exams must be passed before registration for the final semester of coursework in Secondary Education

Prerequisite: Application for graduation must be submitted when registering for this class. Crosslisted as: EDUC 7788, EDMG 7788, EDSE 7788.

## **EDIT - EDUCATION**

#### EDIT 6600 - Introduction to Instructional Technology and Systems Design (3)

This course serves as an introduction to the field of Instructional Technology and Design, covering historical perspectives, current trends, and legal, social, and practical implications for school, military, and industry contexts. Major learning theories and design models inherent to the field are taught as the foundation for understanding and advanced study in Instructional Technology and Design.

#### EDIT 6602 - Instructional Systems Design (3)

The dynamic nature of technology and attendant application to classroom instruction/ management demands a similar response from educators and those who prepare educators. This course provides an introduction to major instructional design models and theories of learning influential to teaching, training, and performance support. A systematic instructional design process is applied in this project-based class experience.

#### EDIT 6603 - Special Topics in Instructional Technology and Design (3)

(Field experience maybe required in some semesters.)

This course will examine a topic, or topics, of special interest to researchers and practitioners of Instructional Technology and Design. May include such topics as assistive technology, mobile learning, games and simulations, online identities, and international perspectives on teaching with technology.

#### EDIT 6604 - Multimedia Development Authoring Tools (3)

The EDIT 6604 and EDIT 6605 course sequence offers the student an immersed look at the use of multimedia development programs for computer-based and/or Internet-based instruction. In EDIT 6604, students will learn skills and techniques for specific multimedia developmental software. The use of the software will encompass the development and distribution of learning platforms in computer/Internet-based instruction. Students will also work with formative and summative evaluation of the tools and final products. In the sequenced course, EDIT 6605, students will apply those skills learned in EDIT 6600, EDIT 6602, and EDIT 6604 toward an actual project serving an actual key stakeholder, client, or organization.

#### EDIT 6605 - Advanced Multimedia Development Project (3)

The EDIT 6604 and EDIT 6605 course sequence offers the student an immersed look at the use of multimedia development programs for computer-based and/or Internet-based instruction. Students must successfully complete EDIT 6604 to be enrolled in EDIT 6605, and the courses are required to be completed in sequence. In EDIT 6604, students learned skills and techniques for specific multimedia developmental software. The EDIT 6605 applies the skills and tools learned in EDIT 6604 towards a real-time project serving an actual key stakeholder, client, or organization. The course is structured to include scheduled points of approval and feedback during the project development and delivery.

Prerequisite: EDIT 6604.



### EDIT 6606 - e-Learning Systems Design and Development (3)

The use of digital technologies to design, develop, and deliver instructional content via the Internet, mobile devices, and networked systems, has become commonplace in industry and military contexts as well as educational institutions at all levels, public and private. At a time when a growing number of corporations and universities also promote open online courses for the masses, the need for knowledgeable and highly skilled professionals in the field of e-learning is evident and increasing. This course prepares students to design, develop, and evaluate high quality instructional environments for electronic delivery that are consistent with major learning theories and contemporary best practices for e-learning. Accessibility options for exceptional learners are also explored. Students develop expertise in the use of relevant digital communication technologies and several learning management systems. Students create instructional materials deployable to the Internet and mobile devices.

Prerequisite: EDIT 6604.

### EDIT 6608 - Instructional Technology Program Administration (3)

This course introduces students to the knowledge and skills necessary to effectively administer instructional technology programs, with an emphasis on school technology resource coordination. The study of instructional technology program administration requires an in-depth examination of relevant national and state standards, the evolving role of school technology professionals, and the social, political, and economic contexts influencing the integration of technology into teaching. Students will learn various aspects of technology evaluation, planning, acquisition, and integration. This course also covers budgeting and finance, contracts, professional development, leadership, project management, and the legal considerations surrounding instructional technology programs. (Field experience required.)

Prerequisite: EDIT 6600.

### EDIT 6609 - Human Resource Training and Development (3)

This course examines the primary role of human resources development (HRD) in the organization to help people and organizations effectively manage change. This highly interactive course focuses on strategies for assessing, designing, and implementing training and organizational development efforts that positively impact the performance of the individual and the work group. The course also provides an overview of the consulting role and skills of the HRD professional, including facilitation and group dynamics; and the trends in HRD, such as human performance technology.

### EDIT 6610 - Instructional Audio and Video (3)

This course surveys skills addressing the effective selection and use of instructional media within both typical classroom settings and in professional development environments. This course examines the production of high-quality instructional audio and digitizing audio segments for computer and Internet distribution. The learner will effectively demonstrate the use of audio within instruction by designing and developing a final project that incorporates audio into an instructional environment. This course also explores the production of instructional video clips for computer-based and Internet-based applications. The use of video projects in both the classroom and professional environment will also be examined in the traditional pre-production, production, and post-production stages of development.

### EDIT 6611 - Instructional Product Evaluation (3)

This course serves as an introduction to the evaluation of technology-based instructional products such as interactive multimedia programs, computer-based training modules, e-learning course modules, and websites designed to meet educational goals. Comprehensive product evaluation is a complex process requiring a wide range of knowledge and skills that cannot be adequately taught in a single course. This course, therefore, provides students with the necessary, introductory knowledge and skills to begin the ongoing endeavor of disciplined, exploratory study of the evaluation of instructional products and the systems with which they interact. Students will use knowledge and skills acquired in this course while obtaining initial practical experience in instructional product evaluation. An overview of theories and methods for evaluating instructional products, including design considerations, client needs, accessibility for exceptional learners, and usability will be presented in this project-based course. (Field experience required.)

Prerequisite: EDIT 6604.

### EDIT 6788 - Capstone (3)

The purpose of this course is to bring together a student's graduate experience, culminating in a project; which demonstrates the individual's mastery of conceptual, content, and pedagogical skills in the field of instructional technology. In other words, students will demonstrate the integration of theory and practice related to content knowledge, consulting, instructional practices, and design strategies. Students will give a public demonstration of their culminating project at the end of the semester through an exhibit that includes a professional presentation supported with artifacts from their academic and professional experience. The exhibit will be supported by an academic paper that includes a literature review and full APA 6th formatting. The culminating project could consist of such things as an action research project, an exhibition, and/or a professional portfolio highlighting works in media, e-learning, distance learning, and design-based projects. Students will be assessed individually in their paper and exhibit.

## EDMG - EDUCATION: MIDDLE GRADES

### EDMG 6645 - Advanced Teaching in the Middle School (3)

This course will enhance the expertise of middle level educators. The candidates will explore and analyze major theories and research findings concerning early adolescent development and their implications for developmentally appropriate curriculum in the middle school. The candidates will develop further expertise in pedagogy appropriate for middle grades students. Candidates will increase their knowledge of the history, philosophy and future of middle level education. (Field experience is required)

### EDMG 7740 - Internship I (4-8) (1-3)

Field-based experience under the supervision of a host teacher and college faculty member. Candidates observe, plan and teach lessons, conduct assessments, and work with both whole-class and small groups at 4th-5th and 6-8th grade levels. For graduate students whose prior teaching experience or student teaching internship has been at another level or in a different field and who need clinical experience increase confidence or add a new teaching field. This is a Pass or Fail course.

Prerequisite: Permission of chair of middle grades education.

### EDMG 7742 - Internship II (4-8) (9)

A 16-week experience during which students work full-time at a level appropriate to the certification field under the joint supervision of a certified teacher and college supervisor in a classroom. No other classes other than the co-requisites can be taken during Internship II. This is a pass/fail course.

Education majors should be aware that prior to Internship II the pre-service certificate is required, which includes a criminal background check. Applications to student teaching may be denied based upon information presented in these background clearances. Prior to being hired by a Georgia Public School System, another background check including fingerprinting will be conducted by the System.

Student teaching placements are made at the discretion of the School of Education. Placements will be made within a 50-mile radius of the campus unless otherwise approved by the Dean of the School of Education.

Prerequisite: Cumulative GPA of 3.0, admission to teacher education, pre-service certification, and recommendation by the field placement coordinator. Permission to register form is required. Application deadlines will be posted in School of Education. Corequisite: EDUC 7736, admission to teacher education, and hold a pre-service certificate.

### EDMG 7744 - Advanced Internship (4-8) (10)

A candidate must complete an application for advanced internship prior to registering for EDMG 7744 and provide a copy of his/her year long teaching contract to the department chair. The internship extends throughout one academic year (two semesters). It is preferable that candidates begin an internship in the fall semester and complete it the following spring semester. The internship experience is based in a public or accredited private school. Internship placements may take place only within a 50 mile radius of the campus unless otherwise approved by the Dean of the School of Education. Candidates are jointly supervised by college faculty and the employingschool. This is a pass/fail course.

Prerequisite: Cumulative GPA of 3.0, admission to teacher education, a non-renewable certificate issued by the Georgia Professional Standards Commission (which requires a passing score on the GACE CONTENT Tests), and permission of the department chair.  
Corequisite: EDUC 7736.

### EDMG 7745 - Advanced Internship (4-8) (10)

A candidate must complete an application for advanced internship prior to registering for EDMG 7744 and provide a copy of his/her year long teaching contract to the department chair. The internship extends throughout one academic year (two semesters). It is preferable that candidates begin an internship in the fall semester and complete it the following spring semester. The internship experience is based in a public or accredited private school. Internship placements may take place only within a 50 mile radius of the campus unless otherwise approved by the Dean of the School of Education. Candidates are jointly supervised by college faculty and the employing school. This is a pass/fail course.

Prerequisite: Cumulative GPA of 3.0, admission to teacher education, a non-renewable certificate issued by the Georgia Professional Standards Commission (which requires a passing score on the GACE CONTENT Tests), and permission of the department chair.

### EDMG 7788 - Capstone/Exhibition (3)

Designed to synthesize the candidate's graduate experience, culminating in a project that demonstrates the individual's mastery of the graduate program, including conceptual, content, and pedagogical skills. In other words, candidates demonstrate the integration of theory and practice related to content knowledge and pedagogical strategies. Candidates have the opportunity to affect school change. Candidates will submit a formal written document of the culminating project and will demonstrate their work in a public presentation to peers,

faculty, and other guests at the end of the semester. MA candidates in the Secondary Education Program are required to complete and submit a program portfolio before the capstone presentation.

\*GACE Content Exams must be passed before registration for the final semester of coursework in Secondary Education

Prerequisite: Application for graduation must be submitted when registering for this class. Crosslisted as: EDUC 7788, EDEC 7788, EDSE 7788.

## **EDS - EDUCATION**

### **EDS 8800 - Introduction to Instructional Leadership in 21st Century Schools (3)**

This course is designed to orient candidates to the Ed.S. program, the Specialist Candidate Learning Outcomes Log, the complexities of the extended GSTEP framework and the expectations for scholarly writing during the program. Scholarly writing is defined as writing which occurs in a scholarly context for a specialized audience. This style of writing is often written by experts in a subject area and is usually supported by some level of empirical research. This course will address scholarly writing from three perspectives: reading, writing and thinking. An explanation of the Flagship Writing Assignment which is a requirement for each course in the Ed.S. program is a major theme of the course content. The purpose of the course is to strengthen communication and consistency across the candidate's program by preparing him or her to conceptualize the entire program of study early on and continue to build on themes across the graduate experience. Candidates will explore policies and procedures of the State of Georgia and support agencies related to their program of study. Issues and concerns will be discussed about paradigms in educational research writing guidelines, requirements for graduation including the Specialist Program Candidate Learning Outcomes Log, advisement issues, professional development, programmatic themes, resources and services of the college, and library facilities. The goal of this course is to bring together a student's graduate experience, culminating in a research project (end of program), which demonstrates the individual's mastery of conceptual, content, and pedagogical skills and illustrated through a scholarly research project meeting all APA rules for publication. In other words, students will demonstrate the integration of theory and practice related to content knowledge, pedagogical strategies, and scholarly writing.

### **EDS 8815 - Curriculum Design for a Changing World (3)**

This hands-on course will examine the historical and theoretical underpinnings of curriculum and instruction and their connection to school reform and school improvement initiatives across the nation. Completers will be able to demonstrate advanced ability to design, implement and evaluate viable curricula through an understanding of curriculum alignment, assessment, and instructional design. An examination of state and national curricula, the media, professional journals, and recommendations from various sources, i.e. think tanks, foundations, colleges and school systems will be the basis of the study. By relating experiences of others to the setting in which the class candidates are working, there will be realistic opportunities to consider and synthesize old and new knowledge of practices that will assist the candidate in becoming a more effective teacher, student advocate, and change agent in the area of curriculum development and implementation.

### **EDS 8823 - Representation and Analysis of Quantitative Data (3)**

This course focuses on: (1) describing and summarizing data; (2) creating and interpreting standard scores, and; (3) using inferential statistics to make decisions. Students will be introduced to these quantitative procedures using the SPSS software. The skills developed in this course are a prerequisite to understanding educational research.

### **EDS 8824 - Analysis and Evaluation of Research (3)**

This course is designed to enable students to become critical consumers and evaluators of current educational research. Students will develop skills necessary to identify, understand, and assess the strengths and weaknesses of educational research. Throughout the course, students will locate and evaluate a collection of educational research publications and write a critical, scholarly literature review focused in a specific area of education.

### **EDS 8845 - Theory and Practice of Differentiated Instruction (3)**

This course focuses on the theories, principles, and practices, which lead candidates to an understanding of ways to create strong and relevant curriculum as well as ways to deliver instruction in flexible ways intended to meet the needs of all learners. Candidates will explore the principles of Understanding by Design (UbD) and Differentiated Instruction (DI) and the application of these principles to the development of fully differentiated lessons.

### **EDS 8846 - Principles of Assessment Design and Application (3)**

Data driven instruction is the latest catch phrase in education. Candidates will be able to utilize valid and reliable data to modify instruction on a day-to-day basis. In this course, candidates will learn to design valid and reliable selected response, essay and performance assessments and rubrics for diagnostic, summative, and formative purposes. Data from those types of assessments as well as standardized tests will become the basis for analysis of student learning with the aim of modifying instruction and improving

achievement. Candidates will demonstrate the ability to conduct program evaluations to determine the effectiveness of curriculum and instructional practice.

#### EDS 8851 - School Resource Utilization (3)

This course explores the characteristics of school organizations and their reactions to change. In times of economic challenge, schools and school districts must be equipped to make use of all available resources and effectively reallocate and manage all available resources. All school system resources will be analyzed through the lens of school improvement and improved student performance. Candidates make use of existing research to evaluate school resource needs and modify school environments to promote learning. Candidates will gain understanding of school finance in Georgia as well as their own school districts.

#### EDS 8852 - Monitoring and Evaluating School Governance, Policies and Facilities (3)

This course is designed to provide teachers and school leaders with information relative to the design and use of monitoring and processes in the school environment. The course explores processes in governance, resources, and space as they relate to the economic, demographic, political, legal and social contexts of teaching, learning, and leading. Emphasis is placed on Strategies needed to implement a continuous organizational improvement approach to benefit students, parents, and the community.

#### EDS 8860 - School Law and Ethics (3)

This course explores legal and ethical issues that arise in schools. It provides educators with the knowledge necessary to understand and prevent legal problems in professional practice and helps candidates reflect on questions of educational policy and ethics. Candidates should gain an understanding of legal principles and interpretations of constitutional and statutory laws. Additionally they work to model effective collaboration, leadership, and professionalism in decision-making. There is a focus on the school-based decision-making process at the local school level.

#### EDS 8877 - Communication for Professional Practice (3)

Communication involves that which is written, spoken, or implied and involves both receptive and expressive skills. Effective communication with all stakeholders is essential to the success of any organization or group. This course examines the fundamentals of communication theory. It is designed to assess communication processes, determine problems, successes, and roadblocks in communications, and improve the candidate's ability to communicate in both individual and large organizational settings. Specifically, issues of communications within the school setting are examined.

#### EDS 8880 - Instructional Leadership in the 21st Century Schools (3)

The purpose of this course is the study and refinement of exemplary practices and theories of instructional leadership in 21st century schools. The emphasis of this course is to aid in the process of school improvement. Included in this emphasis will be the assessment of learner/learning styles, assessment of students, reflection on student learning, examination of one's own teaching/learning, processes of the democratic classroom, supporting and embracing diversity, and the infusion on technology in classroom instruction. The focus of the course is a synthesis of the knowledge, skills, and practice of instructional leadership in the context of school improvement in the 21st century.

## **EDSE - EDUCATION: SECONDARY EDUCATION**

#### EDSE 6641 - History of Mathematical Thought (3)

This course treats the major mathematical creations and developments from ancient times through the first few decades of the 20th century. It aims to present the central ideas, with particular emphasis on those currents of activity that have loomed largest in the main periods of the life of mathematics and have been influential in promoting and shaping subsequent mathematical activity. The concept of mathematics, the changes in that concept in different periods, and the mathematicians' own understanding of what they were achieving are also vital concerns. The organization of the course emphasizes the leading mathematical themes rather than the men. The goal is for the student to develop greater depth of understanding of mathematics, and to learn a variety of methods for approaching mathematical problems. In the modern classroom we tend to focus on mathematics as calculation and symbol manipulation, but the calculation algorithms and the symbol systems were developed from earlier methods, and learning those methods greatly informs our appreciation of modern methods.

Prerequisite: Enrollment in Woodrow Wilson Georgia Teaching Fellowship Program.

#### EDSE 6660 - Advanced Studies in Secondary Instruction (3)

Advanced Certification candidates will examine their own teaching practices in reference to current research on student learning and pedagogy. Based on this assessment, each candidate will develop a Professional Development Plan as a guide for studies in the Master's plan and beyond.

#### EDSE 7735 - Secondary Methods I (Fall) (1)

A companion course to internship teaching. A study of instructional methods, including cooperative learning, inquiry learning, grouping considerations, and other instructional variables. Candidates will learn how to select, plan, sequence, implement, and evaluate various instructional methodologies applicable to their student teaching placement. The course includes a study of program and curriculum design in relation to individual differences among students, teaching strategies, and expected outcomes. The Democratic classroom and the Core Candidate Learning outcomes will be discussed in detail.

Corequisite: EDSE 7736.

#### EDSE 7736 - Secondary Content Pedagogy I (Fall) (1)

A study of instructional methods via professional educators currently teaching in 6-12 Classroom settings. A variety of contemporary classroom trends, topics and issues will be discussed, including instructional methodologies applicable to their student teaching placement. The course includes a study of program and curriculum design in relation to individual differences among students, teaching strategies, and expected outcomes. Additional topics include: learner characteristics, classroom management and discipline techniques, assessment of students and curriculum, communicating and working with parents, understanding the school and community, and professional development.

Corequisite: EDSE 7735.

#### EDSE 7737 - Secondary Methods II (Spring) (1)

A continuation of EDSE 7735, a companion course to the first internship teaching experience. A study of instructional methods, including cooperative learning, inquiry learning, grouping considerations, and other instructional variables. Candidates will learn how to select, plan, sequence, implement, and evaluate various instructional methodologies applicable to their student teaching placement. The course includes a study of program and curriculum design in relation to individual differences among students, teaching strategies, and expected outcomes. Topical edPTA workshops outside of class sessions may be required.

Prerequisite: EDSE 7735 and EDSE 7736. Corequisite: EDSE 7738 Secondary Content Pedagogy II.

#### EDSE 7738 - Secondary Content Pedagogy II (Spring) (1)

A continuation of EDSE 7736 A study of instructional methods via professional educators currently teaching in 6-12 Classroom settings. A study of instructional methods, including cooperative learning, inquiry learning, grouping considerations, and other instructional variables. Candidates will learn how to select, plan, sequence, implement, and evaluate various instructional methodologies applicable to their student teaching placement. Individual counseling and submission of edTPA materials to the instructor may be required. Required: edTPA Voucher.

Prerequisite: EDSE 7735 and EDSE 7736. Corequisite: EDSE 7737.

#### EDSE 7740 - Internship I (6-12) (1-3)

A demonstration of proficiency in teaching grades 6-12 in a specific content field under the supervision of one or more host teachers and a college faculty member. Candidates observe, plan and teach lessons, conduct assessments, and work with both whole-class and small groups. For graduate students whose prior teaching experience or student teaching internship has been at another level or in a different field and who need clinical experience increase confidence or add a new teaching field. This is a Pass or Fail course.

#### EDSE 7742 - Internship I (Fall Semester) (4)

The fall apprenticeship involves 16 weeks observing and working with experienced teachers for 16 to 20 hours per week minimum. Interns assume responsibility for at least two weeks for teaching two different grade levels and subjects. Internship placements are at the discretion of the chair of secondary education and must be within 50 miles of either Piedmont campus, unless otherwise approved by the Dean of the School of Education.

Applications for an apprenticeship may be denied on the basis of information revealed in a criminal background check required by the State of Georgia. (Refer to Admission to Teacher Education (p. 9))

Prerequisite: Cumulative GPA of 3.0, recommendation by the field placement coordinator, admission to teacher education, and hold a pre-service certificate. Corequisite: EDSE 7736.

#### EDSE 7742-7743 - Internship Teaching Sequence (Secondary) (9)

Internship II begins in the Fall semester with EDSE 7742. Continuation in the Spring semester (EDSE 7743 ) is contingent on (a) satisfactory performance in the Fall semester, and (b) completion of the Admission to Teacher Education (p. 9) requirements for unconditional admission, as well as pre-service certification. Performance during the internship is assessed using the edTPA.

**EDSE 7743 - Internship II (Spring Semester) (5)**

Interns assume primary responsibility for instruction for at least one course at the beginning of the host schools' Spring semester, with increasing teaching responsibilities.

Prerequisite: Satisfactory performance in EDSE 7742, unconditional Admission to Teacher Education, which includes the pre-service certificate. Corequisite: EDSE 7737.

**EDSE 7744 - Advanced Internship (Fall semester) (3)**

Corequisite: EDSE 7736 (EDSE 736).

**EDSE 7744-7745 - Advanced Internship Sequence (Secondary) (10)**

Performance during the internship is assessed using edTPA.

In addition to instructing a full-time schedule of courses, interns are expected to maintain a schedule of observations of other teachers in a variety of fields.

Prerequisite: 1) Be under contract on a non-renewable certificate to teach grades 6 - 12 in the candidate's intended field of certification at a school within 50 miles of either campus, unless otherwise approved by the Dean of the School of Education. 2) Have a completed application for an advanced internship approved prior to registration for EDSE 7744. Internships begin in the Fall semester with EDSE 7744. Continuation in the Spring semester is contingent on (a) satisfactory performance in EDSE 7744 and (b) completing Admission to Teacher Education requirements for unconditional admission. .

**EDSE 7745 - Advanced Internship (Spring semester) (3)**

This course is designed to provide the experienced teacher with the opportunity to demonstrate personal commitment to excellence in the practice of teaching. Participants will measure their own teaching against vigorous national standards established by varied related professional associations.

Prerequisite: Three years of successful teaching experience on a clear renewable certificate. Corequisite: EDSE 7737, EDUC 7750 The Knowledgeable Teacher.

**EDSE 7788 - Capstone/Exhibition (3)**

Designed to synthesize the candidate's graduate experience, culminating in a project that demonstrates the individual's mastery of the graduate program, including conceptual, content, and pedagogical skills. In other words, candidates demonstrate the integration of theory and practice related to content knowledge and pedagogical strategies. Candidates have the opportunity to affect school change. Candidates will submit a formal written document of the culminating project and will demonstrate their work in a public presentation to peers, faculty, and other guests at the end of the semester. MA candidates in the Secondary Education Program are required to complete and submit a program portfolio before the capstone presentation. \* GACE Content Exams must be passed before registration for the final semester of coursework in Secondary Education

Prerequisite: Application for graduation must be submitted when registering for this class. Crosslisted as: EDUC 7788, EDMG 7788, EDEC 7788.

**EDSL - EDUCATION: SCHOOL LEADERSHIP****EDSL 8810 - Introduction to School Leadership (3)**

This course is intended to be an introductory course to the add-on certification program for building-level leaders. The course provides candidates with an introduction to leadership theory and practice in the context of educational leadership. Course concepts include, but are not limited to, research and practical applications of effective school leadership and understanding the process of becoming effective instructional leaders.

**EDSL 8852 - Monitoring and Evaluating School Practices (3)**

This course is designed to provide teachers and school leaders with information relative to the design and use of monitoring and processes in the school environment. The course explores processes in governance, resources, and space as they relate to the economic, demographic, political, legal and social contexts of teaching, learning, and leading. Emphasis is placed on Strategies needed to implement a continuous organizational improvement approach to benefit students, parents, and the community.

**EDSL 8861 - Data Driven Decision Making (3)**

In order to support teachers and school personnel in planning for effective instruction, school leaders must be knowledgeable and proficient in the collection, analysis, and use of student assessment data. This course will provide participants with background,

techniques, and practice in analyzing student assessment data with the purpose of making recommendations for curricular and instructional modifications. Additionally, participants will examine the facets of school accountability, including local, state, and federal legislation. A major project will include the development of a collaborative Data Plan at the school or district level.

#### EDSL 8881 - Internship in School Leadership (3)

The purpose of this course is to provide candidates with a carefully designed and personalized internship in school leadership where they have the opportunity to synthesize and apply knowledge and skills as they work on problems of practice in school and district settings. Students, in collaboration with a Beginning Leader Candidate Support Team, will develop an Individualized Induction Plan that will guide field experiences during the internship course. This plan will define which artifacts and performances will be used to address various elements of Educational Leadership Constituent Council (ELCC) Standards 1-6. Field experiences will be aligned to the kinds of work that are done at various times during a typical school year.

## **EDUC - EDUCATION**

#### EDUC 5530 - Content and Pedagogy (3)

An integration of the disciplines of the Broadfield Social Sciences through research, discussions and pedagogy. Designed to meet the needs of M.A.T. Secondary Education History majors.

Crosslisted as: SOCS 5530.

#### EDUC 5537 - Teaching Reading and Writing in the Content Areas (3)

This course is designed to prepare middle grades teachers to utilize reading and writing skills as tools for learning in the content areas. Teacher candidates will be able to employ a three- part learning framework and strategies for implementing the framework within their content fields. During this course, candidates will utilize varied types of print and non-print content materials in developing skills for training students in content literacy skills. Individual needs of learners will be addressed in determining the appropriateness of varied grouping strategies and comprehension activities for each learner. Directed field-based experience required.

#### EDUC 5599 - Graduate Orientation (1)

This course is non-transferable and must be completed at Piedmont College. (required for ECE, M.A.T. and Certification Only candidates) This course provides an overview of the early childhood and middle grades graduate programs for candidates entering Piedmont College. The purpose of the course is to strengthen communication and consistency across the programs by preparing candidates to conceptualize their entire program of study early on and continue to build on themes across the graduate experience. Candidates will explore policies and procedures of the College and the School of Education related to their program of study. Issues and concerns will be discussed about APA writing guidelines, admission to teacher education, teacher certification, field experiences, requirements for graduation, student teaching and internships, advisement issues, professional development, programmatic themes, resources and services of the College, and library facilities. This is a Pass or Fail course.

#### EDUC 6151 - Professional Practice (edTPA) (1)

Candidates will prepare for the Education Teacher Performance Assessment (edTPA) and continue to develop their professional portfolio. Candidates will be expected to have the technological proficiency in basic video editing in order to add artifacts to the professional portfolio and submit as evidence for edTPA. Pass/fail. Students may request an In-progress grade for an additional semester.

Prerequisite: EDUC 5599.

#### EDUC 6600 - Educational Assessment (3)

This course is designed to provide participants with the assessment tools necessary to enhance learning for diverse student populations. The course will address ways to assess higher order cognitive objectives and authentic tasks to improve instruction. Candidates will participate in activities that enhance understanding of assessment task development, analysis, and interpretation. They will examine ways to facilitate communication within the teaching and learning situation. Documenting student performance and progress, both for instructional and accountability purposes, will be emphasized. Candidates will develop and use new assessments to enhance students' learning, communicate with parents and students, and create change about views toward assessment. (Field experience required.)

#### EDUC 6601 - Instructional Media and Technology for Teachers (3)

The Instructional Media and Technology course is designed to familiarize participants with technologies that are impacting, will impact, and could potentially impact education. Applications and effective use of instructional media in technology, including integration throughout the curriculum, use of multimedia technology, computer-assisted instruction and practices, computers and cooperative learning, computer simulations and problem solving, and the use of computers as a management tool will be explored. Participants will develop a unit of instruction incorporating technology to be used in the classroom. (Field experience required.)

## EDUC 6603 - American High School (3)

Examination of how secondary schools came to be as they are. Engages critical and reform studies. Reading, conversations, and projects.

## EDUC 6606 - Economics for Teachers: Concepts and Applications (3)

A survey of essential economics concepts contained in the Georgia Performance Standards. Designed for middle and secondary teachers of history, geography, economics and other social sciences. Grade appropriate curriculum materials and planning for instruction are addressed.

Crosslisted as: SOCS 6606.

## EDUC 6607 - Fundamentals of Learning and Cognition (3)

A study of the basic principles of human learning and cognition and their practical applications in education including the selection of appropriate methods, materials, and experiences. This course will focus upon ways to apply learning theories to classroom instruction. (Field experience required.)

## EDUC 6610 - Human Growth and Development (3)

Reviews of the theories of human development through the life span with a focus on cognition, intelligence, socialization, and achievement. The course will cover information about observable behavior as well as mental processes, such as emotions, perceptions, thinking and memory involved in the biological, cognitive, and psychosocial development of humans. Through classroom and directed field-based experiences, candidates will gain an understanding of human development. (Field experience required.)

## EDUC 6622 - Health and Physical Education in the Classroom (3)

A survey of health, physical education, and safety activities, methods, and materials appropriate for early childhood students in the classroom and on the playground. Information will be provided for developing, organizing, planning, and implementing a developmental early childhood physical education program. Indoor classroom activities are presented to reinforce skills learned in language arts, mathematics, social studies, science, and other areas. Through directed field-based experiences and through classroom experiences, the candidate will learn to become an effective proactive teacher who is comfortable and proficient in teaching aspects of health, physical education, and safety. (Field experience required.)

## EDUC 6624 - The Fine Arts in Education (3)

Participants will investigate the principles, theories and the practice of using art, music, drama, and play in all curriculum areas. The course will include activities in the fine arts areas, which can be used to teach those areas, as well as material in other subject areas through cross-discipline teaching, for the purpose of enhancing and integrating a creative process approach for instruction in the classroom. The emphasis in this course is to formulate methodological styles for teaching of the fine arts and in doing so, generate activities that can be used to help students better understand the fine arts. (Field experience required.)

## EDUC 6628 - Literature for Children: Expanding Students' Reading Abilities and Interests (3)

The purpose of this course is to familiarize candidates with literature appropriate for children in the early childhood and middle grades. Candidates will explore guidelines for selecting appropriate children's literature and reading strategies to enhance the development of life long reading. Topics for consideration include: multi-ethnic literature appropriate for the various age groups; techniques for stimulating children's interest in literature; computer software programs, internet capabilities, and other media that enhance the use of children's literature; children's special needs and developmental responses to literature; criteria for book selection/evaluation; strategies for integrating children's literature into an interdisciplinary curriculum; and methods for stimulating critical and creative thinking through the use of children's literature. (Field experience required.)

## EDUC 6630 - Mathematics Methods in Education (3)

Candidates will analyze the knowledge, skills and dispositions necessary to teach all students mathematics. Current issues, procedures, philosophies and techniques will be evaluated. Emphasis is placed on national and state mathematics standards, using manipulatives, and the content and processes involved in teaching mathematics. (Directed field experience required.)

## EDUC 6631 - Reading Methods (3)

A study of the major approaches to reading instruction incorporating current theories and research practices. Candidates will explore procedures and materials for developing, conducting, managing, and evaluating effective developmental reading programs: whole language, basal reading, language experience approach (LEA), emergent literacy, reading readiness, and literature based. Topics include: the cognitive constructivist view of reading, emergent literacy, knowledge about print, phonemic awareness and phonics, word recognition, word- study instruction, vocabulary development, comprehending narrative and expository texts, content area reading, analysis and development of multimedia reading materials, literacy instruction for non-native speakers of English, needs of exceptional learners, and appropriate diagnostic procedures. (Field experience required.)



Corequisite: EDUC 6632 (Must be taken in the same semester).

#### EDUC 6632 - Language Arts (3)

A study of basic content in communication, including the exploration of current issues, materials, techniques and methods for teaching the process components (reading, writing, speaking, listening, viewing, and visual representation). A variety of applications of these process components will be explored to enable the candidate to become proactive in planning, implementing, and evaluating effective language arts programs. Topics include: how children learn language; language-rich classrooms; the reading and writing processes; the listening process; conversations; dramatic activities; reading and writing stories, reports, and letters; reading and writing poetry; and spelling, handwriting, and grammar tools. A focus will be on integrating children's literature in all areas of the curriculum. (Field experience required.)

Corequisite: EDUC 6631 (Must be taken in the same semester).

#### EDUC 6634 - Social Studies Methods in Education (3)

A study of the content of the social sciences as applied to the environment of the child. Current issues in social studies education, methods, procedures, and techniques of instruction and evaluation, with an emphasis on current events and multicultural education, are explored. (Field experience required.)

#### EDUC 6636 - Science Methods in Education (3)

A study of the basic content and general principles of the natural sciences including current issues, developmentally appropriate materials, procedures, and techniques of instruction. Emphasis is placed on instructing students to learn problem-solving through the scientific method. Candidates will come to understand and improve, in a practical way, the use of basic science skills (observing, classifying, measuring, inferring, predicting) and applied science skills (generating hypotheses, data collecting, drawing conclusions) for which future teachers may be prepared to use in the B-5 grade levels. (Field experience required.)

#### EDUC 6638 - Advanced Assessment and Instruction in Reading (3)

This course recognizes the necessity of a teacher to possess a thorough understanding and competence in classroom assessment/diagnostic principles and instructional practices for improving learner reading ability. Emphasis is placed on providing candidates with theoretical and practical experiences that will enhance and strengthen their knowledge base and enable them to gain competence with: (1) the reading processes, (2) the skills of reading, (3) reading assessment tools, (4) techniques and strategies for addressing specific reading strengths and difficulties of students, and (5) procedures for developing individual prescriptions for reading improvement based on identified student needs. Topics include: (1) what teachers need to know about reading assessment, (2) changing trends in assessment, (3) ongoing assessment, (4) periodic in-depth assessment, (5) portfolio assessment, (6) formal measures (norm-referenced, criterion-referenced, and minimum competency testing), (7) instructional strategies for remediation, and (8) assessment factors related to reading problems. (Field experience required.)

Prerequisite: EDUC 6631 and EDUC 6632.

#### EDUC 6639 - Exploration and Analysis of Reading Environments (3)

Reading constitutes a major part of all studies therefore educators must have particular expertise that enables them to teach all children. The National Institute for Literacy, the International Reading Association, and the Association for Childhood Education International provide direction for evidence-based teaching of reading. The purpose of this course is for candidates to research the foundations, instructional practices, and assessment of reading and writing through evidence-based practices and related technology. They will also explore the Georgia Requirements for Classroom Teachers of Reading curriculum.

Prerequisite: EDUC 6638.

#### EDUC 6642 - Critical Thinking and Creativity in the Classroom (3)

A study of the principles of critical thinking, inquiry, creativity and problem solving, and evaluation of currently available programs. Processes for developing higher order thinking skills across the curriculum are explored. The purpose of this course is to help candidates acquire the knowledge, skills, and attitudes needed to design instruction to facilitate development of critical/creative habits of mind in diverse student populations. (Field experience required.)

#### EDUC 6655 - Exceptional Children (3)

A comprehensive introduction to the education of students with special needs. The intent of this course is to provide educators with the knowledge skills, attitudes, and beliefs that are crucial to constructing learning environments which allow all students to reach their potential. A foundational knowledge in the concepts of co-teaching and differentiated instruction will be emphasized. Directed field-based experience is required.

Candidates will survey the basic characteristics and unique educational and life needs of students who have been determined to differ significantly from their "average" peers in terms of mental, physical, and/or emotional characteristics. This course will provide a foundation of legal, social, educational, medical, and psychological concepts that focus on an understanding of who exceptional children are and how their diverse needs can be met within the context of a democratic learning community. (Field experience required.)

#### EDUC 6656 - Essentials of Collaboration and Inclusion (1)

This course examines various aspects of collaborative instruction for students with disabilities in the regular classroom. Beyond collaboration, this course will focus on strategies for differentiated instruction, curriculum modification, classroom accommodations and assignments. (Field Experience required)

Prerequisite: EDUC 6655.

#### EDUC 6685 - Characteristics of Learners with Autism Spectrum Disorder (3)

Autism Spectrum Disorder (ASD) is a broad disability category that is composed of three primary behavioral characteristics: deficits in socialization, communication, and a narrow range of interests/activities. Individuals with ASD vary in their intelligence, behaviors, and abilities. The purpose of this course is to provide teacher candidates with an in-depth look at these behavioral characteristics associated with ASD in an effort to understand the implications for academic achievement and behavioral success in school, home, and community settings. No prerequisite.

#### EDUC 6686 - Instructional Methods for Learners with Autism Spectrum Disorder (3)

Autism Spectrum Disorder (ASD) is a broad disability category that is composed of three primary behavioral characteristics: deficits in socialization, communication, and a narrow range of interests/activities. Many students with ASD are educated in the regular classroom with their like age peers, using the same curriculum. To this end, this course will examine evidenced based methodology for educating students with ASD from the ages of pre-school to post-secondary level.

Prerequisite: EDUC 6685 or permission of the instructor.

#### EDUC 6687 - The Autism Advisor (3)

The purpose of this class is to teach candidates the skills to become the ASD Advisor for their school and/or school district. Beyond teaching students with ASD to become their own self-advocates, candidates will be trained in collaborating with other educators, staff members, parents, and community members who teach and interact with individuals with ASD. This course focuses on teaching candidates effective, direct communication skills, concise meeting management skills, and consultative listening and writing skills.

Prerequisite: EDUC 6685 and EDUC 6686 or permission of the instructor.

#### EDUC 6690 - Classroom Management (3)

A study and exploration of a variety of classroom management strategies and styles. Leadership styles, crisis control, appropriate rewards and consequences, student and teacher rights and inter-relationships, group dynamics, coping with special students, and communication between administration-teacher-parent-student are reviewed. Classroom policies and procedures for managing the daily routines are examined. (Field experience required.)

#### EDUC 6699 - Methods and Interpretation of Educational Research (3)

The purpose of this course is to study current research methods and theories, procedures and designs with an emphasis on critical thinking, assessment, and applied research. Included in this course will be the evaluation, interpretation, and application of current research methods. The twin focuses of this course are the development of the skills needed to both evaluate existing research and to develop new formal research proposals. These skills are designed to assist the candidate in the development of their professional practice as both consumers and producers of education research.

All field-based research projects will be reviewed by the instructor for compliance with the College policy regarding human subjects, with further review by the Institutional Review Board as needed. Therefore, all candidates involved in research with human subjects should become thoroughly familiar with the College guidelines and procedures to protect human subjects, researchers and the College.

#### EDUC 7701 - Critical Analysis of Current Trends and Issues in Education (3)

This course will address trends and issues that impact the educational establishment. Candidates will explore, analyze, and question the current trends and issues that primarily impact schools today. They will reconsider and synthesize old and new knowledge, which will assist them in becoming scholarly, reflective, and proactive educators. (Field experience required.)

### EDUC 7702 - Integrating Instructional Media and Technology (3)

An advanced study of instructional media and technology for educators. Candidates learn to be more proficient in the use of advanced technology in the classroom. (Field experience required).

Prerequisite: EDUC 6601 or approved exemption.

### EDUC 7703 - Social, Cultural, and Ethical Perspectives of Education (3)

The purpose of this course is to provide the candidate with an in-depth critical exploration and analysis of various social, cultural, and ethical perspectives on education. Particular attention will be given to those contemporary perspectives that focus on the functions of education for the individual and society, as well as those that deal with the interrelationships among the public school/education community and culture. (Field experience required.)

### EDUC 7712 - Group Processes and Interpersonal Skills (3)

An examination of group process skills with an emphasis on cooperative learning activities, interaction processes, and patterns of verbal and non-verbal communication in the classroom. This course aims to provide participants with an understanding of group processes as applied to real life situations, pertaining to both teachers and students. By combining a review of the historical perspectives of group dynamics with the practical experience of in-class group activities, members of the class will gain a broad repertoire of skills from the theories and concepts in this field. These skills will be useful in analyzing and understanding group issues as they occur in daily interactions with others. (Field experience required.)

### EDUC 7721 - Characteristics of Gifted Students (3)

This course is the first in the sequence of three leading to the Georgia In-field Gifted Endorsement, and serves as an introduction to the field of gifted education, with a focus on gifted learners. The goal of this course is to specifically develop participants' understanding of the defining characteristics and needs of diverse populations of gifted students. Introduction to the foundations of gifted education, including relevant definitions of the term "gifted and talented." Current issues and trends at the local, state, national, and international levels impacted gifted education.

### EDUC 7722 - Assessment of Gifted Students (3)

The goal of this course is to develop students' understanding of the use of assessment to identify gifted abilities in individuals from different backgrounds (e.g., racial/cultural ethnic group membership, age, gender, disabling conditions, economic, and language). A major concern of the course is the study of specific assessment measures and procedures that encourage informed educational decisions regarding those students who need gifted program services. Selecting and designing assessment measures and procedures to evaluate the gifted student's progress. Using assessment data to make instructional decisions.

Prerequisite: EDUC 7721 or permission of instructor.

### EDUC 7723 - Programs, Curriculum and Methods for Gifted Students (3)

This course focuses on the understanding and use of current programs, curriculum in, instructional strategies and materials to facilitate the development of gifted learners from diverse backgrounds with strengths in varied domains. Central to the course is information concerning the differentiation of instruction for gifted learners based on their characteristics and needs and on theory and practices in instructional design and modification.

Prerequisite: EDUC 7721 and EDUC 7722 or permission of instructor.

### EDUC 7730 - School Law (3)

A study for educators of the legal doctrines applicable to the school setting, including those dealing with truancy, curriculum, due process rights of students and teachers, freedom of speech, expression, and religion, student publications, search and seizure, student discipline, sexual harassment and discrimination, student records, student testing, terms and conditions of teacher employment, special education, and other legal rights and responsibilities of teachers.

### EDUC 7735 - Advanced Curriculum/Interdisciplinary Instruction (3)

Analysis and assessment of principles for planning educational programs and curriculum activities for education with an emphasis on organization, selection, presentation, evaluation, and implementation of interdisciplinary instruction through lesson and unit planning.

The purpose of this course is to provide graduate candidates with the knowledge and skills necessary to make meaningful and effective curriculum decisions. Discussions will explore curriculum problems and issues, some of which may be solved by educational restructuring. Candidates will apply theory to practice as they explore curriculum choices available in public schools. This course will focus, in part, on the skills of critical thinking and creativity, the inclusion of a multicultural/global perspective, and the use of technology in teaching. (Field experience required.)

**EDUC 7736 - Contextual Analysis of a School Environment (3)**

A study of instructional methods, including cooperative learning, inquiry learning, grouping considerations, and other instructional variables. Candidates will learn how to select, plan, sequence, implement, and evaluate various instructional methodologies applicable to their student teaching placement. The course includes a study of program and curriculum design in relation to individual differences among students, teaching strategies, and expected outcomes. Additional topics include: learner characteristics, classroom management and discipline techniques, assessment of students and curriculum, communicating and working with parents, understanding the school and community, and professional development. This course is integrated into a 15-hour student teaching block.

Corequisite: Student Teaching or Internship.

**EDUC 7750 - The Knowledgeable Teacher (3)**

This course is designed to provide the experienced teacher with the opportunity to demonstrate personal commitment to excellence in the practice of teaching. Participants will measure their own teaching against vigorous national standards established by varied related professional associations.

Prerequisite: Three years of successful teaching experience on a clear renewable certificate.

**EDUC 7770 - The Foxfire Approach to Instruction (3)**

Enables B-12 instructors to implement the Foxfire approach to instruction in any subject, any grade level. The course combines practical applications with the theoretical conceptions of the Foxfire approach. Involvement in follow-up activities is expected.

Delivery options: The Foxfire Approach to Instruction course (EDUC 7770) is offered in a single-semester model for three (3) hours, or in a multi-semester model with three, one- hour courses.

**EDUC 7788 - Capstone/Exhibition (3)**

Designed to synthesize the candidate's graduate experience, culminating in a project that demonstrates the individual's mastery of the graduate program, including conceptual, content, and pedagogical skills. In other words, candidates demonstrate the integration of theory and practice related to content knowledge and pedagogical strategies. Candidates have the opportunity to affect school change. Candidates will submit a formal written document of the culminating project and will demonstrate their work in a public presentation to peers, faculty, and other guests at the end of the semester. MA candidates in the Secondary Education Program are required to complete and submit a program portfolio before the capstone presentation.

\* GACE Content Exams must be passed before registration for the final semester of coursework in Secondary Education

Prerequisite: Application for graduation must be submitted when registering for this class. Crosslisted as: EDEC 7788, EDMG 7788, EDSE 7788.

**EDUC 7795 - Applied Research Project (1-3)**

The development and implementation of an applied project in education (quantitative or qualitative research), under the supervision of a graduate faculty member. This course allows individuals or groups to study and to do research in topic(s) selected from their professional interests. Candidates are expected to examine professional literature and read widely in their chosen topic. Candidates will exhibit qualities of the scholarly, reflective, and proactive practitioner. (Field experience required.)

Prerequisite: Permission of appropriate department chair.

**EDUC 7796 - Portfolio and Presentation - Conversion Mechanism (1)**

Qualified individuals who have completed advanced degree programs in education from Piedmont College or out-of-state institutions with NCATE, TEAC, or CAEP accredited programs may apply to have their previous work evaluated under a Conversion Mechanism. Candidates will complete a portfolio and make a formal presentation, demonstrating their understanding of the appropriate state certification standards.

**EDUC 7798 - Special Topics in Education (1-3)**

Concentrated readings and a review of research studies and literature relative to areas of significance in education through a special project, under the supervision of a graduate faculty member.

Prerequisite: Permission of appropriate department chair.

## ENGL - ENGLISH

ENGL 6601 - Seminar in World Literature (3)

An interdisciplinary approach to the world literature in translation with emphasis on fine arts.

ENGL 6602 - Medieval Literature (3)

Selected British prose, poetry, and drama from the eighth to the fourteenth century.

ENGL 6603 - British Renaissance (3)

Survey of major British authors of the sixteenth and seventeenth centuries; emphasis on Spenser and Milton.

ENGL 6605 - Shakespeare (3)

Shakespeare's major works.

ENGL 6608 - Restoration and Eighteenth-Century Literature (3)

Survey of major British authors of the late seventeenth and eighteenth centuries.

ENGL 6615 - British Romanticism (3)

Representative works of English Romantic literature.

ENGL 6621 - Victorian Literature (3)

Representative works of English Victorian literature.

ENGL 6626 - Twentieth-Century British Literature (3)

Writings of major twentieth-century authors of Great Britain and Ireland, including ethnic literature.

ENGL 6627 - American Romanticism (3)

Survey of the major nineteenth-century American romantic literature.

ENGL 6628 - Twentieth-Century American Literature (3)

Survey of twentieth-century authors of the United States.

ENGL 6629 - Multicultural American Literature (3)

Study of non-canonical texts in American literature with a focus on pedagogical strategies.

ENGL 6630 - Literature of the American South (3)

Southern American literature from the Colonial period to the present.

ENGL 6631 - History of the English Language (3)

Survey of the historical development of the English language.

Prerequisite: 2000-level ENGL course with a grade of "C" or better.

ENGL 6632 - Creative Writing Methods for Teaching Learning Content (3)

Exploration of instructional methods that employ poetry, fiction, and creative non-fiction to teach learning content at the secondary level.

ENGL 6640 - Reading and Writing in the Content Areas (3)

Strategies, cultural issues, reflective practice, motivation, scaffolding, standards, and assessment advice and theory to help content area teachers use reading and writing as learning tools.

ENGL 6650 - Seminar in Composition Studies (3)

Instruction in the history of composition studies and the teaching of writing at the secondary and post-secondary levels.

**ENGL 6655 - Survey of English Usage for Teachers (3)**

A survey of rhetoric, grammar, and the historical development of English for use in the classroom.

**ENGL 6656 - Reading Improvement at the Secondary Level (3)**

A survey of materials, methods, developmental and remediation programs, and library research at the secondary level.

**ENGL 6660 - Literary Criticism (3)**

A seminar on the ideas, methods, and history of literary criticism.

**ENGL 6680 - Major Authors (3)**

An in depth seminar study of one or more selected authors.

**ENGL 6690 - Special Topics (3)**

Topics may vary. Check the schedule for the current offering.

**ERSC - EARTH SCIENCE****ERSC 5000 - Topics in Earth Sciences (3)**

This course is based on current topics and issues in the areas of earth and space science. Examples include hydrology, atmospheric science, and stellar evolution. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

Crosslisted as: GEOL 5000.

**ERSC 5300 - Astronomy and Meteorology (3)**

An introduction to content in the fields of astronomy and meteorology with particular emphasis on those topics taught in grades 6-12. The course also includes the evaluation of current instructional research in these content areas. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

**ERSC 6000 - Topics in Earth Sciences (3)**

This course is based on current topics and issues in the areas of earth and space science. Examples include hydrology, atmospheric science, and stellar evolution. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

Crosslisted as: GEOL 6000.

**ERSC 6010 - Methods for the Study of Aquatic Environments (3)**

Field and statistical methods for sampling and analyzing changes in lakes and streams including resident populations of vertebrate and invertebrate organisms as well as physical aspects such as water quality. This requires on-campus participation in an intensive two-week course that entails all day and evening lecture and field sessions.

Prerequisite: All science courses necessary to be certified at the T-4 level. Crosslisted as: BIOL 6010.

**ERSC 6020 - Research in the Study of Aquatic Environments I (2)**

Focus is on monitoring changes in populations of specific groups of resident organisms or physical aspects of selected freshwater environments. A written progress report and bibliography generated by comprehensive literature review is required.

Prerequisite: BIOL 6010/ ERSC 6010. Independent research conducted in consultation with instructors of ERSC 6010. Crosslisted as: BIOL 6020.

**ERSC 6030 - Research in the Study of Aquatic Environments II (3)**

Continuation of independent research begun in BIOL 6020/ERSC 6020. A written report and seminar presentation of findings are required.

Prerequisite: BIOL 6020/ERSC 6020. Crosslisted as: BIOL 6030.

**ERSC 6300 - Astronomy and Meteorology (3)**

An introduction to content in the fields of astronomy and meteorology with particular emphasis on those topics taught in grades 6-12. The course also includes the evaluation of current instructional research in these content areas. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

**GEOL - GEOLOGY****GEOL 5000 - Topics in Earth Science (3)**

This course is based on current topics and issues in the areas of earth and space science. Examples include hydrology, atmospheric science, and stellar evolution. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

Crosslisted as: ERSC 5000.

**GEOL 5200 - Georgia Geology (3)**

An introduction to the physical and historical geology of Georgia with particular emphasis on those topics taught in grades 6-12. This course is specifically designed for students seeking the M.A. or M.A.T. degrees.

**GEOL 6000 - Topics in Earth Science (3)**

This course is based on current topics and issues in the areas of earth and space science. Examples include hydrology, atmospheric science, and stellar evolution. This course is specifically designed for students seeking the M.A. or M.A.T. degree.

Crosslisted as: ERSC 6000.

**GEOL 6200 - Georgia Geology (3)**

An introduction to the physical and historical geology of Georgia with particular emphasis on those topics taught in grades 6-12. This course is specifically designed for students seeking the M.A. or M.A.T. degrees.

**HIST - HISTORY****HIST 6600 - Early American History (3)**

A graduate level directed readings course in which conflicting historical interpretations and primary sources comprise major content elements of the period of American history from the Pre-Columbian Era to the outbreak of the American Civil War. May be offered online or in the classroom.

**HIST 6601 - Recent American History (3)**

A graduate level directed readings course in which conflicting historical interpretations and primary sources comprise major content elements of the period from the conclusion of the American Civil War to the present. May be offered online or in the classroom.

**HIST 6602 - United States History Since 1945 (3)**

A graduate level directed readings course in which conflicting historical interpretations and primary sources comprise major elements of the period from the end of World War II to the present. May be offered online or in the classroom.

**HIST 6610 - History of the Ante-Bellum American South (3)**

A graduate level directed readings course in which conflicting historical interpretations and primary sources comprise major content elements from the colonial era to the Secession (the "Old South"). May be offered online or in the classroom.

**HIST 6611 - History of the "New South." (3)**

A graduate level directed readings course in which conflicting historical interpretations and primary sources comprise major content elements of history of this region from the Era of Reconstruction to rise of the Sun Belt. May be offered online or in the classroom.

**HIST 6612 - History of Georgia. (3)**

A graduate level directed readings course in which conflicting historical interpretations and primary sources comprise major content elements from the period immediately preceding European settlement to the present. Major personalities and the relationship of the colony/state with the other colonies/states are emphasized. May be offered online or in the classroom.

**HIST 6620 - Recent Latin America (3)**

A graduate level directed readings course in which conflicting historical interpretations and primary sources comprise major content elements in the history of Latin America from the "Liberation" to the present. Special emphasis is focused on the relationship of the region with the United States of America. May be offered online or taught in the classroom.

**HIST 6621 - World History I (3)**

A graduate level directed readings course in which conflicting historical interpretations, cross-cultural interaction and influence, and primary sources comprise major elements in the history of man from the beginning of civilization to the Enlightenment. May be offered online or in the classroom.

**HIST 6622 - World History II (3)**

A graduate level directed readings course in which conflicting historical interpretations, cross-cultural interaction and influence, and primary sources comprise major elements in the history of civilized man from the Enlightenment to the present. May be offered online or in the classroom.

**HIST 6630 - Special Topics (3)**

A graduate level directed readings and/or research based course whose content varies in accordance with student interest not met by the content in any existing HIS 600 level course. May be taught online or in the classroom.

**MATH - MATHEMATICS****MATH 5010 - Geometry (3)**

Review of numerical and axiomatic Euclidean Geometry. Introduction to non-Euclidean geometries (hyperbolic, spherical, and projective).

**MATH 5020 - Linear Algebra (3)**

Systems of linear equations, matrices, vectors, determinants, linear transformations, vector spaces, Eigen values and vectors.

**MATH 5030 - Discrete Mathematics (3)**

Set theory, algebraic functions, logic, number systems, techniques of counting, probability, modular arithmetic, proof techniques.

**MATH 5040 - Calculus (3)**

Derivatives of rational, trigonometric, exponential and logarithmic functions with applications; basic techniques of integration; integration of trigonometric, exponential and logarithmic functions, area and volume, techniques of integration, sequence and series.

**MATH 5500 - Special Topics (3)**

This course examines special topics related to mathematics or statistics, which are not part of the formal offerings within the department. May be repeated for credit only if the topic changes.

**MATH 6500 - Special Topics (3)**

This course examines special topics related to mathematics or statistics, which are not part of the formal offerings within the department. May be repeated for credit only if the topic changes.

**MATH 6650 - Multicultural Mathematics (3)**

The course is divided into two interlocking parts. First, it focuses on historical non-European mathematics of societies ranging from the Far East through the Islamic and African countries to Central and South America. Students will perform mathematics from the different cultures. Then with an understanding of the past, students will concentrate on the impact varied world cultures have on mathematics today. This will include Singapore, Japan, Korea, and successful European models.

**MATH 6700 - Explorations in Geometry (3)**

Students will expand geometric content knowledge through the use of Geometer's Sketchpad. They will visualize concepts of geometry, manipulate geometric fi to show relationships, identify transformations and develop dynamic visual proofs of theorems.



**MATH 6750 - Explorations in Algebraic Concepts (3)**

This course is designed for middle grade and secondary teachers to develop a deeper understanding of algebraic concepts and varied approaches to solutions of algebraic problems. It will balance content, problem solving and technology while concentrating on techniques to convey mathematical content. The course correlates to the algebra content strands in mathematics for the Common Core State Standards.

**MATH 6800 - Mathematical Technology for Teachers (3)**

In this course students will learn to use and apply a variety of software and technology to middle and secondary teaching. In particular, software and technology useful in the teaching of statistics geometry, algebra, trigonometry and calculus will be introduced, demonstrated, and used by the students. Software used to typeset mathematics will also be introduced. Students will work collaboratively to use the technology to develop conceptual lesson plans and present these to their fellow students. The course will be online only, with a mandatory session near the end of semester to present potential lessons using the software.

**MATH 6850 - Modern Geometry (3)**

Uses Geometer's Sketchpad for exploration and conjecture. Includes circles and triangles from Euclidean geometry, analytical, transformational, hyperbolic and projective geometries.

**MATH 6900 - Probability and Statistics for Teachers (3)**

This course surveys some statistical methods of data analysis which are used to provide empirical answers. Topics covered are probability, hypothesis testing, chi-square, analysis of variance, regression analysis, covariance analysis, and nonparametric approaches.

**MUED - MUSIC EDUCATION****MUED 5100 - Seminar in Music Theory (3)**

This course will provide an intensive study of traditional harmony and from analysis learned in the undergraduate curriculum, as well as the study of a variety of advanced music theory topics. Students will consider various pedagogical approaches toward teaching fundamental music theory concepts covered in the early units.

Prerequisite: Graduate Standing in Music Education.

**MUED 6100 - Music Education Methods I-E.C.E./M.G. (3)**

This course provides students the opportunity to study the principles and methods of teaching music in early childhood and middle grades classrooms through the development of musical skills and the learning of proven methods of teaching to teach and direct a class in musical activities. Directed field-based experience is required. Teaching of laboratory classes required.

Prerequisite: Graduate Standing in Music Education.

**MUED 6200 - Music Education Methods II-SE (3)**

This course provides students the opportunities to study the principles and methods of teaching music in secondary school classroom through the development of musical skills and the learning of proven methods of teaching to teach and direct a class in musical activities, including rehearsal methods. Directed field-based experience is required. Teaching of laboratory classes required.

Prerequisite: Graduate Standing in Music Education.

**MUED 7100 - Advanced Study in Music Education (3)**

This course is designed to give certified and experienced music teachers additional study in the area of music education and give them the opportunity to improve their knowledge of instructional methods, and the opportunity to learn from the experiences of their colleagues, administrators, and community members. Current trends in music education research will be discussed and explored. Each candidate will make presentations based on their personal experience in their areas of interest and expertise.

Prerequisite: Graduate Standing in Music Education.

**MUED 7400 - Internship I (Observation) (4)**

This is a 16-week experience during which students work under the joint supervision of a certified teacher and college supervisor in the classroom. Candidates should be aware that prior to apprentice teaching they will undergo a criminal background check as part of the pre-service certification. Applications to apprentice teaching may be denied based upon information presented in these background clearances. Internship teaching placements in music are made at the discretion of the music department chairperson and the School of Education.

Placements will be made within a 50-mile radius of the Demorest campus unless otherwise approved by the music department chairperson.

Prerequisite: Graduate standing, 3.0 cumulative GPA, recommendation of advisor and field placement coordinator, admission to teacher education, and pre-service certificate.

#### MUED 7410 - Internship II (5)

A continuation of the internship teaching experience during which candidates work full-time under the joint supervision of a certified teacher and college supervisor in the classroom.

Prerequisite: Satisfactory completion of MUED 7400, a 3.0 cumulative GPA, recommendation of advisor and field placement coordinator.

#### MUED 7440 - Advanced Internship in Music Education I (5)

The internship experience is based in a public or accredited private school. Candidates are jointly supervised by college faculty and the employing school.

Prerequisite: Cumulative GPA of 3.0, admission to teacher education, a non-renewable certificate issued by the Georgia Professional Standards Commission (which requires a passing score on the appropriate GACE content assessments), and permission of the department chair. A candidate must complete an application for internship prior to registering for MUED 7440 and provide a copy of his/her yearlong teaching contract to the department chair.

#### MUED 7450 - Advanced Internship in Music Education II (5)

Continuation of the yearlong internship sequence.

Prerequisite: Cumulative GPA of 3.0, admission to teacher education, a non-renewable certificate issued by the Georgia Professional Standards Commission (which requires a passing score on the appropriate GACE Tests), and permission of the department chair.

#### MUED 7800 - Music Education Capstone Exhibition/Project (3)

This course is non-transferable and must be completed at Piedmont College. Application for graduation must be submitted when registering for this class. Designed to synthesize the graduate experience for candidates in the music education program. The course culminates in a project that demonstrates the individual's mastery of the graduate program in music education, including conceptual, content, and pedagogical skills. Candidates will submit a formal written document of the project and will demonstrate their work in a public presentation to peers, faculty, and other attendees at the end of the semester.

## MUSC - MUSIC

#### MUSC 5910 - Private Music Lessons (2)

A letter suffix must follow any applied music course number in order to identify the instrument. Brass (B), Composition (C), Conducting (D), Strings (S), Guitar (G), Harpsichord (H), Voice (V), Organ (O), Woodwinds (W), Piano (P), Percussion (X). A permission of department form signed by a member of the music faculty is required for registration for applied music courses.

#### MUSC 5920 - Private Music Lessons (2)

A letter suffix must follow any applied music course number in order to identify the instrument. Brass (B), Composition (C), Conducting (D), Strings (S), Guitar (G), Harpsichord (H), Voice (V), Organ (O), Woodwinds (W), Piano (P), Percussion (X). A permission of department form signed by a member of the music faculty is required for registration for applied music courses.

#### MUSC 6480 - Advanced Conducting and Literature (3)

A continuation of the skills learned in undergraduate conducting, this course is advanced study of the techniques of conducting vocal and instrumental ensembles with emphasis on the advanced development of one's individual style of conducting and rehearsing; score reading, analysis, and interpretation. Advanced study in choral and instrumental literature for high school choruses, bands, and/or orchestras.

Prerequisite: Graduate Standing in Music Education.

#### MUSC 6500 - Advanced Applied Pedagogy (3)

This course is designed as an extension of the undergraduate pedagogy course, giving graduate candidates in the music education program opportunities to continue to develop pedagogical techniques in piano, vocal, and/or choral music. Course work will include written reviews of periodical articles and reference texts. A research paper on a pedagogical topic is required.

Prerequisite: Graduate standing in Music Education, or approval of the Music Department Chair.

**MUSC 6750 - Special Topics in Music History (3)**

This course is designed for the study of special topics in music history that are not part of the formal offering within the music department. May be repeated for credit.

Prerequisite: Graduate Standing in Music Education.

**MUSC 6910 - Private Music Lessons (2)**

A letter suffix must follow any applied music course number in order to identify the instrument. Brass (B), Composition (C), Conducting (D), Strings (S), Guitar (G), Harpsichord (H), Voice (V), Organ (O), Woodwinds (W), Piano (P), Percussion (X). A permission of department form signed by a member of the music faculty is required for registration for applied music courses.

**MUSC 6920 - Private Music Lessons (2)**

A letter suffix must follow any applied music course number in order to identify the instrument. Brass (B), Composition (C), Conducting (D), Strings (S), Guitar (G), Harpsichord (H), Voice (V), Organ (O), Woodwinds (W), Piano (P), Percussion (X). A permission of department form signed by a member of the music faculty is required for registration for applied music courses.

**NASC - NATURAL SCIENCES****NASC 6400 - History of Scientific Thought (2)**

A course on the history of scientific thought, from early human attempts to explain the natural world to modern issues rising from applications of science.

**PHYS - PHYSICS****PHYS 5000 - Topics in Physical Science (1-3)**

This course is a survey course of physics. It covers mechanics, properties of matter, heat, sound, electricity and magnetism, and light. No math prerequisite is required for this course. It is specifically designed for students seeking the M.A. or M.A.T. degree.

**PHYS 5100 - Conceptual Physics I (3)**

Survey course in physics that covers mechanics, properties of matter and energy.

**PHYS 5200 - Conceptual Physics II (3)**

Survey course in physics that covers heat sound, electricity and magnetism, and light.

**PHYS 6000 - Topics in Physical Science (1-3)**

This course is a survey course of physics. It covers mechanics, properties of matter, heat, sound, electricity and magnetism, and light. No math prerequisite is required for this course. It is specifically designed for students seeking the M.A. or M.A.T. degree.

**PHYS 6100 - Conceptual Physics I (3)**

Survey course in physics that covers mechanics, properties of matter and energy.

**PHYS 6200 - Conceptual Physics II (3)**

Survey course in physics that covers heat sound, electricity and magnetism, and light.

**POSC - POLITICAL SCIENCE****POSC 6600 - Advanced Studies in Political Science (3)**

The course requires intensive reading and/or research on political science topics. The content of the course can vary from course to course. The course may be taken more than once for credit if the course topic is different.

**POSC 6650 - Governmental Institutions (3)**

An in-depth examination of the major national institutions of government focusing on the presidency, judiciary, Congress, political parties, and elections.

Prerequisite: POSC 1101 or permission of instructor.

## **SOCI - SOCIOLOGY**

SOCI 6600 - Advanced Studies in Sociology (3)

This course is designed to meet the content needs of M.A.T. Secondary Education whose teaching area is Broad Field Social Sciences. The course requires intensive reading and/or research on sociological topics. The content of the course can vary from course to course. The course may be taken more than once for credit if the course topic is different.

## **SOCS - EDUCATION**

SOCS 5530 - Content and Pedagogy (3)

An integration of the disciplines of the Broadfield Social Sciences through research, discussions and pedagogy. Designed to meet the needs of M.A.T. Secondary Education History majors.

Crosslisted as: EDUC 5530.

SOCS 6606 - Economics for Teachers: Concepts and Applications (3)

A survey of essential economics concepts contained in the Georgia Performance Standards. Designed for middle and secondary teachers of history, geography, economics and other social sciences. Grade appropriate curriculum materials and planning for instruction are addressed.

Crosslisted as: EDUC 6606.

## **SPAN - SPANISH**

SPAN 5580 - Spanish for the Professions (3)

This course helps professionals communicate effectively in Spanish. Assignments are built around practical situations, and instruction is based on sound principles of foreign language instruction. Instruction emphasizes high frequency vocabulary, drill and practice, as well as opportunity for immediate application.

## **SPED - SPECIAL EDUCATION**

SPED 6602 - Characteristics of Mild/Moderate Disabilities (3)

This course will examine learning and behavioral characteristics of students with mild and moderate disabilities. This course will focus on the academic and behavioral needs of the learner rather than a disability category. (Field Experience required)

SPED 6606 - Positive Behavior Intervention and Support for the Classroom (3)

This course is designed to prepare educators to use Applied Behavior Analysis to the preparation of Functional Behavior Analysis and Behavior Intervention Programs. (Field Experience required)

SPED 6607 - Single Case Research for Special Educators (3)

This course focuses on the study and application of current research methods, procedures, and designs to aid in the process of individualizing instructions and behavior management in the classroom. Emphasis is placed on developing an understanding of approaches and techniques used to conduct single-subject research and to analyze resulting data which can be applied to professional practice. (Field Experience required)

Prerequisite: EDUC 6655, SPED 6602, SPED 6606.

SPED 6633 - Curriculum and Differentiated Instruction (3)

This course will examine curriculum and differentiated instruction for effectively educating students with disabilities and those from various socioeconomic and culturally diverse backgrounds. (Field Experience required)

Prerequisite: EDUC 6655, SPED 6602, SPED 6606.

SPED 6634 - Instructional Methods for Individuals with Moderate/Severe Disabilities and Autism Spectrum Disorder (3)

This course will examine systematic instruction as a methodology for effectively educating students with disabilities including those from various socioeconomic and culturally diverse backgrounds. The purpose of this course is to provide teachers and teacher candidates with the knowledge and skills required to create instructional programs and conduct systemic instruction primarily for students with intellectual

and developmental disabilities or Autism Spectrum Disorders; however, these teaching methods are useful and appropriate for students with other mild disabilities including or without disabilities. The foundation of systematic instruction is based on the application of behavioral and social-cognitive theories to teach students both academic and functional skills. During this course, students will learn the components of systematic instruction, use response prompting procedures, and use technology to create, collect and analyze instructional data that evaluate programs and develop generalized and maintained behaviors. Additionally, students will learn to identify and modify instructional variables to increase effectiveness and efficiency of instruction.

Prerequisite: SPED 6607.

#### SPED 6635 - Curriculum and Assessment for Individuals with Significant Cognitive Disabilities (3)

IDEA requires that all children, including those with the most significant cognitive disabilities, have access to general education curriculum and functional curriculum. For the purposes of this course, children with significant cognitive disabilities includes those who require "intensive individualized instruction in order to acquire and generalize knowledge" and "requires substantial modifications, adaptations, or supports to meaningfully access the grade-level content" (Browder & Spooner, 2006, p. xviii). This course will provide candidates with the information and skills necessary to promote progress of students with significant cognitive disabilities in core curriculum and other critical skills such as adaptive skills and self-determination necessary to participate in the community. Assessment is integral to educational decision-making process of choosing the curriculum appropriate for individuals with exceptionalities. Through assessment and understanding of the curriculum, candidates will discover ways for individuals with significant cognitive disabilities to meet expectations.

Prerequisite: SPED 6607 and SPED 6634.

#### SPED 6684 - Advanced Strategies for Behavior Change/Functional Behavior Analysis (3)

This course is designed to present candidates with advanced strategies for modifying problem behaviors of students. Application of learning theory, measurement procedures, and verification of functional relationships will be emphasized. Knowledge of significant research in applied behavior analysis will be facilitated through reading current journals and publications. (Field experience required.)

Prerequisite: SPED 6606 or equivalent and SPED 6602.

#### SPED 7705 - Policies and Legal Issues in Special Education (3)

This course is designed to highlight the history and current status of litigation and school law which serves as the foundation for Special Education. The purpose of this course is to teach educators about laws and policies that affect educating students with disabilities. (Field Experience required)

Prerequisite: EDUC 6655, SPED 6602, SPED 6606.

#### SPED 7740 - Advanced Research to Practice (3)

The purpose of this course is to provide candidates with an opportunity to apply research-based best practices to effect a change in academic and pro-social behavior of students receiving special education and increase access to general curriculum. All field-based research projects will be reviewed by the instructor for compliance with the College policy regarding human subjects with further review by the Institutional Review Board as needed. Therefore, all candidates involved in research with human subjects should become thoroughly familiar with the College guidelines and procedures to protect human subjects, researchers and the College.

#### SPED SPED 7741 - Internship I (2)

Field-based experiences are conducted with students in the general education curriculum, teachers, school personnel, and parents of students with disabilities under supervision of one or more host teachers and a college faculty member. Candidates observe, plan and teach lessons, conduct assessments, and work with both whole-class and small groups For graduate students whose prior teaching experience or student teaching internship has been at another level or in a different field and who need clinical experience increase confidence or add a new teaching field. This is a Pass or Fail course.

#### SPED 7742 - Internship II (9)

The student must be fully admitted to Teacher Education and have permission of the Dean of Education to register. Application deadlines for student teaching will be posted in the School of Education and on the School of Education Student Bulletin Board. Internship II includes a 16-week experience, during which teacher candidates work full time under the joint supervision of a certified teacher and college supervisor in a collaborative classroom for students with disabilities. Periodic seminars are also required. This is a Pass or Fail course.

Prior to Internship II, candidates will undergo a criminal background check as part of the pre-service certification process. Applications to student teaching may be denied based upon information presented in these background clearances. Before being hired by a Georgia public school system, another background check, including fingerprinting, will be conducted by the school system.

Internship II placements are made at the discretion of the School of Education. Placements will be made within a 50-mile radius of the campus unless otherwise approved by the Dean of the School of Education.

Prerequisite: Cumulative GPA of 3.0, admission to teacher education, and pre-service certification.

SPED 7744 - Advanced Internship I (5)

SPED 7745 - Advanced Internship II (5)

Each internship is conducted in a semester-long format with periodic seminars. This experience, based in a public school, emphasizes the application and integration of developmental and instructional principles in a collaborative setting. Students will be jointly supervised by college faculty and the employing school. This is a Pass or Fail course.

For students enrolled in each of the internship courses the following must occur:

1. Be teaching on a non-renewable certificate in Special Education General Curriculum at a school within 50 miles of the Athens campus, unless otherwise approved by the Dean of the School of Education.
2. Have a completed application for an internship approved prior to registration for SPED 7744
3. Have a completed an unconditional acceptance to Teacher Education and hold a pre- service certificate prior to enrollment in SPED 7744.

SPED 7780 - Capstone Seminar (with required portfolio exhibition) (3)

This course is non-transferable and must be completed at Piedmont College.

Application for graduation must be submitted when registering for this class.

The purpose of this course is to provide the candidates with a synthesizing opportunity in order to integrate the program objectives in an applied format. Application will take place through the development of a Capstone portfolio and the exhibition presentation with a selected committee. This is a Pass or Fail course.

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