

Doctor of Education in Bilingual Education Program Handbook

Texas A&M University- Kingsville A Leader Among Hispanic Serving Institutions



College of Education & Human Performance Department of Teacher & Bilingual Education

Home of the First Doctoral Program in Bilingual Education in the Nation
Established in 1975



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Welcome to the Department of Teacher & Bilingual Education at Texas A&M University-Kingsville

Home of the First Doctoral Program in Bilingual Education in the Nation, established in 1975

The College of Education and Human Performance (CEHP) prepares professionals for positions of responsibility and leadership in a global society. Faculty and staff are dedicated to enabling students to attain high academic, professional, and ethical standards that promote student achievement and lifelong learning. The programs prepare students to be successful in their professional careers by integrating technology, valuing diversity, and promoting authentic applications of knowledge. The College strives to offer the highest quality in teaching, research, and service.

The faculty in the Department of Teacher and Bilingual Education is united in our vision that we will become the program of choice for individuals wishing to pursue a career in education in South Texas. By deciding to start your studies as a teacher educator at Texas A&M University-Kingsville; you are joining a community of commitment and caring professionals. We encourage you to contact our program coordinator for additional information about our graduate degree offerings and other professional opportunities offered at Texas A&M University-Kingsville.

This handbook will serve as an orientation and guideline of Texas A&M University-Kingsville's graduate Bilingual Education Program. It contains the program's mission, courses sequence, as well as the requirements you will need for admission to the program.

For more information, you may contact the program coordinator, Dr. Roberto Torres, at:

E-mail: roberto.torres@tamuk.edu

Web: <http://www.tamuk.edu/cehp/tbed/graduate-program.html>

Phone: 361-593-2797

700 N. University Blvd., MSC 196
Kingsville, Texas 78363-8202

MISSION

The mission of Texas A&M University-Kingsville is to develop well-rounded leaders and critical thinkers who can solve problems in an increasingly complex, dynamic and global society. Located in South Texas, the university is a teaching, research and service institution that provides access to higher education in an ethnically and culturally diverse region of the nation. Texas A&M - Kingsville offers an extensive array of baccalaureate and master's degree programs and selected doctoral and professional degrees in an academically challenging, learner-centered and caring environment where all employees contribute to student success.

NATURE OF THE PROGRAM

The doctoral degree in bilingual education is a professional degree designed for experienced educators. The program prepares personnel to assume roles of leadership in the training of teachers to meet the educational needs of children of limited English proficiency. Such leadership roles include but are not limited to university-level teacher educator; training specialist/consultant at education service centers at the regional, state, national and international levels; curriculum coordinator; and bilingual/ESL/EFL program coordinator, among others.

The program's course content is interdisciplinary in nature; it combines theory as well as the practical. Research findings relevant to bilingual education and the training of teachers are emphasized. In keeping with the objective of preparing students to be teacher educators or to assume similar leadership roles, materials and methods suitable for adult learners are integrated into the courses.

Bilingual Education in this program is defined as a specialized educational program for the linguistically diverse school-age child. Bilingual Education is not limited to those students participating in structured bilingual program. Program graduates will acquire expertise in the field of bilingual education, including an

understanding of the specific educational needs of the linguistically diverse student.

ADMISSION REQUIREMENTS

Admission to the program is open to students who meet the university's Office of Graduate Studies entrance requirements. When deciding for admission, the doctoral faculty will comprehensively and systematically review the applicant's academic proficiency and qualifications. Items examined in this review include, but are not limited to, the following:

Doctorate of Education in Bilingual Education
Score of 294 (V + Q) on the GRE (Graduate Record Examination)
A Master's degree from an accredited university with a minimum of 3.25 GPA.
Three letters of recommendation from former professors and/or from administrators under whom the individual has worked or studied.
Record of competence and effectiveness in professional work, as evidenced by positive reviews by present and/or former supervisors.
Note: International students must submit TOEFL scores of at least 550 (paper-based), or 79 (IBT), or IELTS of at least an overall score of 6 points.

For an application to be considered complete, the following documents must be on file:

1. Application for admission to the University
2. Official transcripts from all colleges attended. Undergraduate and graduate transcripts must show conferral of the respective degrees.
3. Evidence of having taken the GRE (Graduate Record Examination).
4. Department application for admission to the doctoral program.
5. International students need to submit TOEFL scores of at least 550 (paper-based), or 79 (IBT), or IELTS of at least an overall score of 6 points.
6. Statement certifying that applicant has read carefully the description of the doctoral program and all other

information contained in the College of Graduate Studies Catalog, and is aware of its contents and intends to pursue doctoral studies at Texas A&M University—Kingsville.

Applicants who do not possess sufficient English language skills to cope successfully with the language of instruction must present evidence of potential for achieving the required level of competency in the language of instruction. The applicant must explain what specific steps he or she plans to take in order to correct any deficiencies in the language.

On occasion, the doctoral faculty may wish to hold a personal interview with candidates. This interview will examine the applicant's ability to express themselves clearly, on their potential to contribute to the field of bilingual teacher education, and his or her determination to complete the program. Admission to the program does not guarantee successful completion of the program.

Academic Advisement

During the first semester of coursework, each student receives advisement from the Chair of the Department, the doctoral program coordinator, or an assigned faculty member.

FINANCIAL AID, SCHOLARSHIPS AND FELLOWSHIPS

The university's Office of Student Financial Aid offers various forms of Financial Aid available to students who qualify. The objective of the Financial Aid Office is to provide assistance through Grants, Scholarships, Loans, and College Work-Study to students who, without such aid, would be unable to attend college. For additional information, please contact the Financial Aid Office at: Financial Aid Office, Texas A&M University — Kingsville, 700 University Blvd. MSC 115, Kingsville, TX 78363. Tel.: 361 593 2808. Since the department and faculty are not qualified to address financial aid matters, and to avoid confusion, students receiving financial aid should direct all questions and concerns to that office.

A. The College of Graduate Studies Scholarship Opportunities

Contingent upon funding, Graduate Research Assistant (RA) or Teaching Assistant (TA) positions may be available. Additional information and application forms are available online and at the department office and Office of Graduate Studies. Although not exhaustive, the graduate scholarships available are listed below:

- B.C. and Addie Brookshire Kleberg County Scholarship
- New Graduate Student Scholarship
- TAMUK Presidential Graduate Fellowship
- Summer Graduate Scholarship (For current graduate students).
- TAMUK Graduate Scholarships

DEPARTMENT REQUIREMENTS

Load

The department recommends a maximum course load of six or nine hours in the Spring and Fall semesters. Three semester hours per summer session constitute full-time enrollment in the doctoral program.

Residency

Residency may be established through 12 consecutive months of either part-time or full-time enrollment in the doctoral program.

Timeline

All requirements for the doctorate must be complete within ten years of the date on which the applicant was accepted into the doctoral program. If the program is not completed within the ten-year period, the student will be required to re-take courses that are over seven years old. In addition, Texas residents will be charged out-of-state tuition rates when the total number of hours taken in the doctoral program exceeds 99.

Field Experiences

All candidates are encouraged to participate actively in bilingual education field experiences in neighboring school districts. Field experience may be part of the course requirements where such an activity is appropriate, and according to the professor.

Credits

Students are expected to complete sixty-three semester hours of coursework, including 6 hours of advanced topics, and at least 6 hours of dissertation. Upon approval by the department and the Office of Graduate Studies, academic credit for relevant courses may be transferred from other accredited doctorate awarding institutions. Texas A&M University-Kingsville may accept a maximum of 18 doctoral semester hours of the total number of hours required, excluding the dissertation, as transfer credit. Only grades of A or B may be transferred for graduate credit. Only doctoral courses that have not been counted toward an earlier doctoral degree may be considered for transfer credit. No credit earned by extension or correspondence will be transferred. For further information refer to the Graduate Catalog.

Credits for doctorate courses in our Department will be granted under the following conditions:

Official evidence of a grade of “B” or higher on an equivalent doctoral course from an accredited university, accompanied by official transcripts and course syllabi is presented.

Credit requests are made in the first long semester (Fall/Spring) of the student’s attendance at the Department of Teacher and Bilingual Education at Texas A&M University-Kingsville.

COURSE OFFERING IN THE DOCTORAL PROGRAM

Foundation Component
EDBL 6301 Foundations of Bilingual Education I

EDBL 6302 Foundations of Bilingual Education II
Classroom Component
EDBL 6311 Management Systems for Instruction
EDBL 6312 Clinical Supervision of Instruction
EDBL 6313 Evaluation of Instruction
Linguistics Component
EDBL 6321 Linguistics and Education I
EDBL 6322 Linguistics and Education II
Methodology Component
EDBL 6331 Teaching English as a Second Language
EDBL 6332 Teaching Spanish Language Skills
EDBL 6333 Teaching English Reading
EDBL 6334 Teaching Subject Matter in Spanish
Cultural Component
HIST 6311 History of the Mexican-American or EDBL 6391/92
SOCI 6301 Sociology of the Mexican-American or EDBL 6391/92
EDBL 6310 Literature of the Mexican-American
Research Component
EDBL 6371 Research in Bilingual Education
EDBL 6372 Research in Design in Bilingual Education
EDBL 6373 Techniques of Research, Publication & Grant Development
EDBL 6398 Dissertation in Progress
EDBL 6399 Dissertation

Texas A&M University-Kingsville
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Advanced Topics Component*
EDBL 6391 Advanced Topics in Bilingual Education I
EDBL 6392 Advanced Topics in Bilingual Education II

*EDBL 6391 and EDBL 6392 can be repeated and used as substitute when the topic is different

***For professionals working full-time, it is not recommended to take more than 6 hours or two courses per semester.*

Texas A&M University-Kingsville
College of Education and Human Performance
Department of Teacher and Bilingual Education
Ed.D. in Bilingual Education
Initial Degree Plan

Name: _____

K# _____

DOCTOR OF EDUCATION IN BILINGUAL EDUCATION HANDBOOK

Address: _____

Home Phone: _____

City: _____

Work Phone: _____

Course No.	Title	Hr.	Grade	Semester	Professor
EDBL 6301	Foundations of Bilingual Education I	3			
EDBL 6302	Foundations of Bilingual Education II	3			
EDBL 6311	Management Systems for Instruction	3			
EDBL 6312	Clinical Supervision of Instruction	3			
EDBL 6313	Evaluation of Instruction	3			
EDBL 6321	Linguistics and Education I	3			
EDBL 6322	Linguistics and Education II	3			
EDBL 6331	Teaching English as a Second Language	3			
EDBL 6332	Teaching Spanish Language Skills	3			
EDBL 6333	Teaching English Reading	3			
EDBL 6334	Teaching Subject Matter in Spanish	3			
HIST 6311 EDBL 6393	History of the Mexican-American or Advanced Problems Bilingual Ed. II: TOPIC -	3			
SOCI 6301 EDBL 6391	Sociology of the Mexican-American or Advanced Problems Bilingual Ed I: TOPIC -	3			
EDBL 6310	Literature of the Mexican-American	3			
EDBL 6371	Research in Bilingual Education	3			
EDBL 6372	Research Design in Bilingual Education	3			
EDBL 6373	Techniques of Research, Publication and Grant Development	3			
EDBL 6398	Dissertation in Progress	3			
EDBL 6399	Dissertation	3			
EDBL 6391	Advanced Problems in Bilingual Education I	3			
EDBL 6393	Advanced Problems in Bilingual Education II	3			

Program Coordinator_____
Date_____
Student Signature

COMPREHENSIVE EXAMINATION AND DISSERTATION

The comprehensive exams are administered once during the fall and once during the spring semesters. Only students who have completed all coursework are allowed to take the comprehensives.

The exams are graded by a committee of at least two program professors. Students successfully passing the written portion of the exam are then allowed to take the oral comprehensive. This consists of at least a one-hour meeting between the student and the faculty that graded the written comprehensives. At this meeting, the students may be asked additional questions related to the exam or expand upon a response provided on the written exams. The student is admitted to candidacy following successful completion of both written and oral exams.

The results of the written comprehensives are reported in writing to the students and the College of Graduate Studies, and results are placed in each student's file in the department. Students receive a pass or a fail, and they are allowed to retake and pass the exam prior to the student's continuing in the program. Only one re-take is allowed.

Once the student has been admitted to candidacy, he/she can officially start working on the dissertation proposal. In consultation with the department faculty, the student explores different research possibilities. A dissertation chair and committee are named in consultation with the student. The dissertation chair guides the student in the development of the dissertation proposal. If the chair and committee members approve the draft of the proposal, a formal defense of the proposal is scheduled. If there are serious reservations, the chair meets with the student to revise the draft until the concerns are addressed. Results of the proposal defense are submitted to the graduate dean, along with a copy of the approved proposal.

After defending the proposal, the student is required to submit an application to the IRB for the study's approval, and once approved by the IRB, the student can begin its implementation.

When the student submits the final draft of the dissertation, the advisor distributes copies to all members for review and comment. If all members agree that the dissertation is ready for defense, a date is established for

the a formal defense. Notices are posted indicating the title of the dissertation, the student's name, the date and time of the defense, and the site.

At the defense, the candidate is asked to provide a brief overview of the study, its findings, and its implications. The committee queries the student about any and all aspects of the study. When the committee is satisfied that the student has answered all questions, they dismiss the students from the room to deliberate and vote on acceptance or rejection of the dissertation. If accepted, the advisor works with the student to assure that the committee's recommendations are incorporated into the final draft that will be submitted digitally to the College of Graduate Studies. The results of the defense are communicated to the College of Graduate Studies in writing. It is the students' responsibility to submit the requisite documentation according to the deadline set by the Graduate College for that semester.

Comps and the dissertation are submitted to Turnitin to assure that they do not exceed the department's standard, which is set at 10% of lack of originality. A full Turnitin report is also submitted to the College of Graduate Studies.

SCHOLASTIC PROGRESS

A doctoral student must demonstrate a reasonable rate of scholastic progress. Students have ten years from the date of admission to complete the program, including the dissertation. If, in the opinion of the doctoral faculty and the chair, a less-than-satisfactory rate of progress is maintained, the student may be dismissed from the doctoral program, even if his or her grade record falls within guidelines. Students must earn a grade of at least a B in each of the following courses: EDBL 6301, 6302, 6321, and 6322. Students not meeting this

requirement will be required to re-take the course. Doctoral students are placed on scholastic probation if, at the end of either long semester or the second summer session, their GPA falls below 3.0.

At the time they begin to work on the dissertation proposal, students must be registered for EDBL 6398: Dissertation in Progress, and continue to register for EDBL 6398 through the semester in which the proposal is defended successfully. Subsequently, the student will register for EDBL 6399: Dissertation through the semester in which the dissertation is defended successfully. Under no circumstances can students register in the same semester for EDBL 6398 Dissertation in Progress and EDBL 6399 Dissertation, or defend the proposal and present their final dissertation defense in the same semester.

Cheating and Plagiarism

Simple cases of first-offense cheating or plagiarism by an individual student may be handled by the instructor after consulting the department chair. When the evidence is indisputable, the usual penalty is a grade of “F” on the particular assignment or for the entire course. The student will be confronted with the evidence in private and be advised of the penalty to be assessed. The evidence will be retained for at least one year. Students are encouraged to acquaint themselves with university policy regarding this matter, which can be found in the Student Handbook. For more serious cases, such as those involving repeated offenses, excessive plagiarism, conspiracy with other students, or the theft and sale of examination questions, the instructor will submit a report to the Department Chair and to the Dean of the College of Graduate Studies for appropriate administrative action. Expulsion from the university can result for such serious offenses.

Withdrawal

A student who finds it necessary to withdraw from the university during the semester must notify the Office of the Registrar and the Chair of the Department of Teacher and Bilingual Education. Failure to do this results in a grade of “F” in each course for which the student is registered.

Reinstatement

A doctoral student who is dismissed for any reason may request readmission through the College of Graduate Studies and the doctoral faculty. The request will be reviewed by the Department Chair, the Doctoral committee, the student's Advisor, and the College of Graduate Studies. The student will be informed of the outcome of the review within ten (10) working days of receipt of request for re-admission.

Admission to Candidacy

Admission to the doctoral program does not imply admission to candidacy. A student is admitted to candidacy following:

- Successful completion of all coursework. (See "Scholastic Progress" section)
- Successful performance on the written and oral comprehensive exam.
- Successful defense of the dissertation proposal.
- Application for candidacy must be completed prior to completion of the dissertation.
- It is the student's responsibility to be aware of all related deadlines.

ADDITIONAL INFORMATION

Apply for Graduate School

www.applytexas.org

Graduate Scholarship Information:

http://www.tamuk.edu/grad/scholarship_opportunities.html

Graduate Teaching Assistantship Information:

<http://www.tamuk.edu/grad/GTA/index.html>

Office of Graduate Studies:

<http://www.tamuk.edu/grad/index.html>

Testing Information

<http://www.tamuk.edu/grad/Testing/index.html>

Graduate Record Examination (GRE)

<http://www.ets.org/gre>
(Code #6822)

TOEFL

<http://www.ets.org/toefl>
(Code #6822)

International English Language Testing System (IELTS)

<http://www.ielts.org>

TAMUK - Academic Testing Center

<http://www.tamuk.edu/academictesting>

Location: Cousins Hall Room 103

Telephone: 361-593-3303