Dear MA/EDS Student,

Welcome to the University of Arizona graduate programs in the department of Teaching, Learning and Sociocultural Studies (TLS). We are excited to have you join our program. This handbook provides a summary of our Teaching and Teacher Education (TTE) and Language Reading and Culture (LRC) master’s degree programs. It is important that you read this handbook now and keep it to refer at least once each semester and when you see your advisor as you progress through the program. You need to work closely with your advisor who can elaborate on the information included in this packet. Reading this handbook and regularly talking with your advisor will help to ensure that you are making good progress toward your degree.

All graduate degrees at the University of Arizona are administered by the Graduate College in collaboration with the major program. Thus, the degree you receive will be from the Graduate College of The University of Arizona. The Graduate College provides a wide range of services, financial as well as academic. Please visit the Graduate College website for more information on their role: https://grad.arizona.edu/general/roles-and-responsibilities. The TLS faculty are responsible for working with you to develop the graduate program of courses and experiences best suited to your goals. The TLS Graduate Coordinator, Andrea Lauritzen, helps to guide you and your advisor through the rules and guidelines that need to be considered as you complete your program. Andrea can be reached by phone (621-1311) or email (andreal@arizona.edu), or you can find her in Education room 512.

This handbook gives you a picture of those rules and guidelines. While not everything that you need to attend to is included here, we do present descriptions of major mileposts and requirements. Furthermore, links to forms that will be needed for completing the official paperwork are included.

We are happy that you have joined our program; we look forward to the contributions that you will make to our academic community. We hope that this handbook will be helpful in orienting you to your new program. Please do not hesitate to contact any of us if you have questions.

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Essential Information about the Department

The TLS Office

The TLS Office is located in the College of Education building, Room 512. Under normal operations, it is open between 8:00 a.m. and 5:00 p.m with at least one staff member present. We suggest that you introduce yourself to the TLS Graduate Coordinator, we will have several opportunities per semester to do so.

Address
TLS Office
Department of Teaching, Learning and Sociocultural Studies
College of Education
P.O. Box 210069
The University of Arizona
Tucson, AZ  85721-0069
520-621-1311

Contact Information

Department Head: Marcy Wood, mwood@arizona.edu,
Business Manager: Amorette Rivera, riveraa@arizona.edu
Graduate Coordinator: Andrea Lauritzen, andreal@arizona.edu
Curriculum Coordinator: Elizabeth Moraga, elizabethd@arizona.edu
Director of Graduate Studies, Sanlyn Buxner, buxner@arizona.edu
TLS Degree Counselor, Lupita Estrella, lestrell@arizona.edu

Physical Resources and Facilities

The Department of Teaching, Learning, and Sociocultural Studies has a main office on the 5th floor of the College of Education. Faculty have offices on the 5th, 7th, and 8th floor of the College of Education. Graduate students may request office space which is prioritized first by students who work in the department. Graduate courses are held in the College of Education. Students have access to a printer and copier in room 526.

Faculty

The TLS Department is made up of high quality and diverse faculty who are experts in a broad range of research interests and teaching backgrounds. You can see a list of faculty interests here, this is also a document that lets you know which faculty
members are taking on new students or who are willing to serve as advisors. You may also read about faculty on the TLS faculty webpages here.

TLS Colloquy

The annual TLS Colloquy, which usually takes place in the Spring, is a conference held by TLS Graduate students, for the presentation of papers by graduate students, with the support of TLS faculty and staff. The Colloquy offers graduate students the opportunity to gain guided experience in all aspects of making scholarly presentations at professional conferences: creating proposals for conference presentations, making the presentations, and receiving feedback and comments after the presentation. Graduate students who volunteer for the conference steering committee participate in selecting the theme for the upcoming conference, selecting, inviting, and hosting nationally important scholars from other universities, reviewing conference proposals, and organizing the conference schedule and work.

Important Links and Policies

It is TLS and university policy that the student holds final responsibility for being aware of and adhering to all TLS and Graduate College policies, requirements, formats, and deadlines as they pertain to progression towards and completion of their degree. It is your responsibility to familiarize yourself with general campus-wide requirements and information on transfer of graduate credit from other institutions, scholastic standards, forms that you need to submit to the Graduate College, and other important policies. Please review the following pages regarding important information about policies, supports, etc.

- Graduate College (from here students may access Graduate College policies, contacts, information about resources, deadlines, and other useful information): http://grad.arizona.edu/
- Resources for parents, for professional development, and for health and wellness http://grad.arizona.edu/new-and-current-students
- General catalog http://catalog.arizona.edu/
- Academic integrity http://deanofstudents.arizona.edu/codeofacademicintegrity
- Responsible Conduct of Research: http://www.orcr.arizona.edu/
- Graduate College Dates and Deadlines for Degrees https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines
Department Governance
The graduate programs in the Department of Teaching, Learning, and Sociocultural are administered by an Executive Graduate Committee made up of department faculty. The Executive Graduate Committee is chaired by the Director of Graduate Studies and includes four additional faculty members and the Graduate Coordinator. Two graduate students are appointed to this committee each year. Please reach out to the Director of Graduate Studies if you are interested in serving on this committee. Representatives will rotate each year. The Executive Graduate Committee formulates policies and procedures for the operation of the graduate program in such areas as admissions, curricula, and completion of degree program requirements.

Student Appeals
Students have the right to appeal a decision of unsatisfactory progress, the outcome of qualifying and comprehensive exams, exceptions to department policies and procedures, or formally appeal department decisions by submitting a formal letter to the TLS Director of Graduate Studies. The letter must be dated and signed by the student and include all relevant information related to the appeal. A formal response will be given within 15 business days. If the student is unhappy with the outcome, they may appeal to the Department Chair by submitting a formal letter along with the decision letter provided by the Director of Graduate Studies.

Student Responsibilities and Professional Conduct
Professional conduct not only involves a commitment to follow the letter of an assistantship contract’s requirements, but also implies that proper respect be given to the spirit behind these requirements. Award of a TA or RA is a privilege, not a right. Irresponsible actions exhibited while serving in the department and the University not only damage the student’s own reputation but ultimately damage the trust of students and other partners. TA and RA positions are exciting opportunities for graduate students to develop professional skills that will carry through the rest of their careers. Students will adhere to the professional behavior as outlined in the University of Arizona Code of Ethical Conduct https://policy.arizona.edu/ethics-and-conduct.

Satisfactory Academic Progress Guidelines
In addition to meeting Graduate College rules for Satisfactory Academic Progress, students must adhere to the Teaching and Teacher Education (TLS) Program Satisfactory Academic Progress policies as outlined below.
Criteria for Satisfactory Academic Progress

Program course requirements:

a. Students must successfully complete core courses in TLS program as outlined in the TLS Program Handbook.

b. Students must complete the minimum number of credits as outlined in TLS Program Handbook.

c. All courses must be completed with a minimum cumulative GPA of 3.0.

d. Per graduate college policy, all coursework must be completed within six years of starting in a MA or EDS program.

TLS Faculty review of student progress

Students must meet with their major advisors at least annually to discuss progress and these meetings should be done before the end of each spring semester. MA or EDS students identified as failing to meet program guidelines for satisfactory progress will receive written notification from the TLS Executive Graduate Committee with a clear statement of what the student must do and a date by which such action must be completed. Within a week of notification, the advisor and student will meet to discuss how the student will remediate and make a plan with timelines and specific actions to remediate. Students who fail to remediate successfully by the specified deadlines will be dismissed from the program. The Graduate College will receive copies of all letters of unsatisfactory progress.

Continuous Enrollment Policy for MA and EDS Programs

http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment

Travel for the University

The Department offers support, as possible, for attending in town and out-of-town professional conferences. In addition, graduate students may need to travel for their employment at the University of Arizona. This may include in-town or in-state driving to teach a course, attend a training, or collect data. It may also include out of town travel by car or plane. In all cases, an approved Travel Authorization Form is required to be on file.
Department Funding and Reimbursement

Funding and Other Support for Graduate Students

http://grad.arizona.edu/new-and-current-students

The TLS Department has limited funding opportunities for graduate students. The Department offers paid teaching and research assistantships, as well as the opportunities to supervise student teachers, on a need-based and competitive basis. Graduate Tuition Scholarship and Fellowships are offered through the Department on a competitive and need-based basis, as well. Students are prioritized for aid based on progress in their degree program.

To be considered for both need based and merit based awards, all students must submit financial aid applications to the college and the department each spring to be considered in the regular financial aid allocation process for the following year. There is a separate application for the TLS Department and College of Education scholarships and students must apply to both to be considered for both. The TLS application is a form that is sent out by the Director of Graduate Studies in February. The College of Education application can be accessed on Scholarship Universe and the deadline is at the beginning of March each year. Information about both is sent in early spring over graduate listservs.

Since funding through the department is limited, students are also encouraged to seek additional teaching and research opportunities both on and off campus and apply for additional scholarships elsewhere. Should unforeseen emergencies arise, students should also let their advisors know, and can make inquiries about possible additional funding through the department, though such additional, off-cycle support is very limited and not always available. There is also an emergency fund offered by the graduate college https://grad.arizona.edu/funding/opportunities/graduate-college-emergency-financial-hardship-funds.

Each Spring, students are invited to apply for a limited number of TA positions in TLS. Additionally, research positions will be posted on the TLS graduate student listserv as they become available. Students who are interested in each non-teaching position need to apply to the contact person for each position posted.

Non-TLS positions are often posted on https://arizona.joinhandshake.com/login, requires login.
General Information about MA and EDS Programs

The Department of Teaching, Learning, and Sociocultural Studies offers the following Master’s degrees:

- Teaching and Teacher Education MA
- Teaching and Teacher Education - Early Childhood Education MA
- Teaching and Teacher Education - Teachers in Industry MA
- Language, Reading and Culture MA
- Language, Reading and Culture - Early Childhood Education MA

In addition, the Department of Teaching, Learning, and Sociocultural Studies offers an EDS in Language, Reading, and Culture.

Possible Career Outcomes for MA and EDS Graduates

Master’s Graduates of the Department of Teaching, Learning, and Sociocultural Studies have many career possibilities including faculty members in Colleges of Education or in the learning sciences. Students are also qualified to work in education research and evaluation, for school districts, or in industry.

Advising

All students are assigned an initial advisor upon acceptance into a graduate program. Please reach out to your advisor before you begin in the program to discuss coursework and other expectations. Please remember that everyone gets busy, if you do not get a response, it is important to email again. If you have trouble getting ahold of your advisor, please reach out to the Director of Graduate Studies to help connect to your advisor. Many faculty are not paid to work over the summer and may be slower to respond if you email over the summer.

The mentoring relationship between a student and an advisor is based on mutual agreement. You may keep the advisor originally assigned to you, or you may find another faculty member in the department to be your advisor. You have the right to
select your advisor, and also your committee members. Your advisor will be helpful in discussing the make-up of your committee and your choice of a minor.

It is possible that you may want or need to change advisors during the course of your program. Students may change advisors at any time during their degree program. To officially change your advisor, you need to both alert your old advisor and confirm with your new advisor. Complete a Change of Advisor form (signed by present advisor and new advisor nothing they approve the change) and email to the graduate coordinator. You will receive a confirmation when your advisor is changed. Additionally, if you have completed your Plan of Study in Grad Path, you will need to submit a new one with your new advisor.

Students need to meet with their advisor at least once per semester and go over progress on Individual Development Plan once a year. It is the responsibility of the student to maintain frequent contact with their advisor. Moreover, students are strongly advised to cultivate relationships with one or more faculty members who can serve as additional mentors.

**A Timeline for Imagining Program Length and Time to Completion**

The length of time necessary to complete the MA or EDS Degree may vary considerably depending upon many variables, including whether the student is transferring credits from a previous program elsewhere, whether a student takes classes full time or part time, the type of final project, a student’s own comfortable working pace, and extenuating circumstances and life events.

The following timeline may be helpful, however, for imagining a typical timeline for a student who is able to take classes full time.

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<th>Semester in Program (does not include summer)</th>
<th>Progress</th>
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<td>1</td>
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<td>5</td>
<td>Completion 6-9 units</td>
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Draft Your Plan of Study

In consultation with your advisor, make an initial draft of your plan of study. You can find the plan of study sheets here to plan out your courses. There are credit requirements and limits to transfer credits you should keep in mind while drafting your plan of study. Students who wish to transfer credit must submit a Transfer Credit Form on Grad Path before the end of their first year of study. The minimum grade for transferred credits must be an A or B or the equivalent at the institution where the course was taken. Please note, however, that transfer credits must be approved by the student’s advisor, and the major department, as well as the Graduate College. As part of this process, students may be asked to describe or provide documentation of topics covered and/or work completed in previous classes taken elsewhere.

For more information on Graduate College degree requirements please go to http://grad.arizona.edu/gsas/degree-requirements/masters-degrees

To see the TTE and LRC advising sheets, which explains requirements, please go to:

https://www.coe.arizona.edu/tls/studentforms

Credit Requirements

A minimum of 33 units of coursework in the area of the major subject is required for the TTE MA. A minimum of 32 units of coursework in the area of the major subject is required for the LRC MA. To meet the minimum Graduate College residence requirement, you must complete a minimum of 30 units of graduate credit in residence at The University of Arizona.

As described above, the exact number of courses that you will need for your individual plan of study will be determined by your advisor and committee members.

HOODING AND GRADUATION

We hope that you and your family and friends will be able to celebrate your accomplishments in two ceremonies.

The College of Education Convocation takes place 2 days prior to the larger University Commencement. It is a smaller ceremony in which the graduating student's advisor or another faculty mentor places the ceremonial hood on the student's shoulders. Family and friends are invited to this ceremony. The University of Arizona Graduation is a larger ceremony in which all graduating undergraduates and graduates are recognized. Families and friends are also invited to this ceremony. The College Convocation is held in fall and spring semesters. The University Commencement is only held in the spring semester.

Important Additional Materials
We ask that you read and research these additional materials:

The Graduate College New and Current Students
Available online at http://grad.arizona.edu/current-students

Forms Online
Available online at https://grad.arizona.edu/gcforms/academic-services-forms

GradPath: http://grad.arizona.edu/gradpath

Manuals for Theses & Dissertations

Satisfactory Academic Progress Guidelines
Teaching and Teacher Education Program

Graduate Students
In addition to meeting Graduate College rules for Satisfactory Academic Progress (http://grad.arizona.edu/academics/policies/academic-policies/satisfactory-academic-progress), students must adhere to the Teaching and Teacher Education Program Satisfactory Academic Progress policies as outlined below.

Criteria for Satisfactory Academic Progress
1. Program course requirements
   a. Students must successfully complete core courses in TTE program as outlined on the TTE PhD/EdD/EdS/MA advising sheets.
   b. Students must complete the minimum number of TTE credits as outlined on the TTE advising sheets.
   c. All courses must be completed maintaining a minimum overall GPA of 3.0.
   d. All programs (master’s, specialists, and doctoral) must be completed within the time limits specified by the Graduate College.
   e. Courses may not be taken for Graduate Replacement Option (GRO).

2. Scholarly Attributes:
The student must demonstrate increasing and adequate proficiency in the scholarly skills, knowledge, and disposition appropriate for a graduate degree. While the exact definition of increasing and adequate proficiency will vary depending upon the student’s area of expertise and career goals, students must, at a minimum demonstrate:
   a. increasing sophistication in research skills with clear evidence of the likelihood of developing the necessary skills to succeed in a dissertation.
b. increasing sophistication in writing and presentation skills including knowledge of scholarly genres and clear evidence of the potential to successfully engage in scholarly conversations (e.g. conference proposals and presentations, manuscripts for publication);

c. if applicable, increasing proficiency in teaching skills including clear evidence of the potential to successfully manage all portions of a course as appropriate for the student’s area of expertise and career goals;

3. Professional Development:
The student must consistently demonstrate growth in professional engagement with faculty, staff, administrators, and other students (undergraduate and graduate). The student will adhere to the professional behavior as outlined in the University of Arizona Code of Ethical Conduct which will be sent to all graduate students each semester by the TLS Graduate Coordinator.

4. TTE Faculty review of student progress
Students must meet with their major advisors at least once a semester to discuss progress. TTE faculty as a whole meet to discuss and evaluate all TTE graduate students’ progress annually early in the spring semester. At the meeting, each faculty member provides a brief summary of his/her students’ progress including academic or other concerns. Graduate students who are identified as failing to meet program guidelines for satisfactory progress will receive written notification from the TTE Student Affairs Committee with a clear statement of what the student must do and a date by which such action must be completed. Within a week of notification, the advisor and student will meet to discuss how the student will remediate and make a plan with timelines and specific actions to remediate. Students who fail to remediate successfully by the specified deadlines will be dismissed from the program. The Graduate College will receive copies of all letters of unsatisfactory progress.

Design Your Major Focus Area

Students in LRC have considerable flexibility in designing their own major areas of focus in consultation with their advisors. To start thinking about your major area of focus, see examples of common focus areas and the types of courses that typically fit
within these focus areas at the following link: https://www.coe.arizona.edu/tls/lrc/focus

Draft Your Plan of Study

In consultation with your advisor, make an initial draft of your plan of study. There are credit requirements and limits to transfer credits you should keep in mind while drafting your plan of study. Students who wish to transfer credit must submit a Transfer Credit Form on Grad Path before the end of their first year of study. The minimum grade for transferred credits must be an A or B or the equivalent at the institution where the course was taken. Please note, however, that transfer credits must be approved by the student’s advisor, and the major department, as well as the Graduate College. As part of this process, students may be asked to describe or provide documentation of topics covered and/or work completed in previous classes taken elsewhere.

For more information on Graduate College degree requirements please go to http://grad.arizona.edu/gsas/degree-requirements/masters-degrees

To see the LRC advising sheet, which explains LRC requirements, please go to https://www.coe.arizona.edu/tls/studentforms

Credit Requirements

A minimum of 32 units of coursework in the area of the major subject. To meet the minimum Graduate College residence requirement, you must complete a minimum of 30 units of graduate credit in residence at The University of Arizona.

As described above, the exact number of courses that you will need for your individual plan of study will be determined by your advisor and committee members.

Continuous Enrollment Policy for MA programs

http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment

EXIT OPTIONS
Students should choose one exit option. See the LRC MA advising sheet for your list of options.

Forms Online
Available online at https://grad.arizona.edu/gcforms/academic-services-forms

GradPath
http://grad.arizona.edu/gradpath

Manuals for Theses & Dissertations

Satisfactory Academic Progress Guidelines
Language, Reading and Culture Program

**Graduate Students**
In addition to meeting Graduate College rules for Satisfactory Academic Progress (http://grad.arizona.edu/academics/policies/academic-policies/satisfactory-academic-progress), students must adhere to the Language, Reading and Culture Program Satisfactory Academic Progress policies as outlined below.

- c. All courses must be completed maintaining a minimum overall GPA of 3.0.

- d. All programs (master's, specialists, and doctoral) must be completed within the time limits specified by the Graduate College.

- e. Courses may not be taken for Graduate Replacement Option (GRO).

2. Scholarly Attributes:
The student must demonstrate increasing and adequate proficiency in the scholarly skills,
knowledge, and disposition appropriate for a graduate degree. While the exact definition of increasing and adequate proficiency will vary depending upon the student’s area of expertise and career goals, students must, at a minimum demonstrate:

a. increasing sophistication in research skills with clear evidence of the likelihood of developing the necessary skills to succeed in a dissertation.
b. increasing sophistication in writing and presentation skills including knowledge of scholarly genres and clear evidence of the potential to successfully engage in scholarly conversations (e.g. conference proposals and presentations, manuscripts for publication);
c. if applicable, increasing proficiency in teaching skills including clear evidence of the potential to successfully manage all portions of a course as appropriate for the student’s area of expertise and career goals;