

**KANSAS STATE**  
**UNIVERSITY**

College of Education

Master of Science in  
**Special  
Education**  
including Endorsement Information

August 2011

**Graduate Studies**



# Master of Science in Special Education

Kansas State University  
College of Education

*Preparing Educators to be Knowledgeable, Ethical, Caring Decision Makers*

## MISSION STATEMENT

The mission of the Department of Special Education, Counseling, and Student Affairs is:

- To prepare knowledgeable, ethical, caring decision makers for students with special educational needs in the context of diverse and inclusive social groups, communities, families, and students.
- To prepare specialists to serve students and families with specific educational needs through:
  - a) assessment and intervention
  - b) leadership and collaboration
  - c) clinical application, research, and practice

## ADMISSION REQUIREMENTS

Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the faculty in the graduate program. Applicants seeking admission to this master's degree program must submit the information noted below. *All materials must be received before review will begin.*

Complete the Graduate School Application online and pay the application fee. All other materials must be sent either as an electronic file or as a hard copy to:

Office of Graduate Studies  
College of Education  
18 Bluemont Hall  
1100 Mid-Campus Drive  
Kansas State University  
Manhattan, KS 66506-5301  
785-532-5595  
[ddeam@ksu.edu](mailto:ddeam@ksu.edu)

To be eligible for this program, applicants must have:

1. Relevant prior education equivalent to Kansas State University programs for certification to teach in elementary or secondary schools (shown on the transcript).
2. An undergraduate grade point average of 3.0 in the last two years (shown on the transcript).

3. PPST scores at or higher than the KSU minimum (reading 173, writing 172, math 174).
4. Successful teaching and/or other relevant experience (e.g., student teaching, professional teaching) (include this information in the Statement of Goals and Professional Experiences when describing previous teaching).

**A. A Completed Graduate School Application.** The application may be completed online by going to [www.k-state.edu/grad/gsprospective/apply/index.htm](http://www.k-state.edu/grad/gsprospective/apply/index.htm). It is highly recommended that the application for admission be submitted online.

**Application Deadlines.** The College of Education accepts applications throughout the year. However, the deadlines noted below have been established for admission to start in a particular semester. Failure to meet the deadline for a particular semester could delay admission into the program. *The Graduate School application and all additional documentation must be received by the following deadline dates for admission in a particular semester.*

Domestic Students	Fall Semester	—	March 1
	Spring Semester	—	October 1
	Summer Semester	—	February 1
International Students	Fall Semester	—	February 1
	Spring Semester	—	August 1
	Summer Semester	—	December 1

**B. Graduate School Application Fee.**

*Domestic Students*—A \$40 application fee is required for all domestic students; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please make a check payable to the KSU Graduate School and include it with your application.

*International Students*—A \$55 application fee is required; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please pay with an international cashier's check or money order (in U.S. funds) payable to the KSU Graduate School and include it with your application. Cash or personal checks cannot be accepted from international students.

**C. OFFICIAL transcripts.**

*Paper Transcripts*—Send TWO official transcripts from the institution awarding the bachelor's degree and TWO official transcripts from all the institutions attended since completion of the bachelor's degree. If you have credits from K-State, we will obtain a copy of your K-State transcript at no cost to you. *Copies of transcripts that are stamped "issued to student" will not be accepted.*

*Digital Transcripts*—Send any digital transcripts to the following email address: [ddeam@ksu.edu](mailto:ddeam@ksu.edu). Some institutions are now sending transcripts in a digital format (e.g., a PDF). The digital transcript must be sent directly from the college or university you attended to the email address indicated above.

For consideration for regular admission, applicants must have a 3.0 grade point average (GPA) in their junior and senior years of the bachelor's program. Those with GPA's between 2.65 and 2.99 may be considered for probationary admission if it can be demonstrated that there is potential for success in the graduate program. This potential is demonstrated, in part, on the basis of results from the Graduate Record Exam (GRE) or the Miller Analogies Test (MAT).

- D. Statement of Goals and Professional Experience.** Submit a 1-2 page statement that includes the following information:
- Career and professional goals and aspirations, and how being accepted to the program will benefit the goals and aspirations
  - A description of your work experience within education or a related field (e.g., past and present employment)
  - Future professional plans (i.e., Upon completion of the degree, do you plan to stay in your current position? If not, what type of position would you like to seek?)
  - If you have a request for a certain advisor, indicate that preference in the statement.

Send your Statement of Goals as an electronic file to [ddeam@ksu.edu](mailto:ddeam@ksu.edu) or as a hard copy to address for the Office of Graduate Studies provided above.

- E. Letters of Recommendation.** *Three letters* of recommendation are needed from college or university educators and/or colleagues or supervisors who are qualified to address your professional skills and your potential for success in the graduate program. People who write letters of recommendation should send them as an electronic file to [ddeam@ksu.edu](mailto:ddeam@ksu.edu) or as a hard copy to the address for the Office of Graduate Studies provide above.

- F. TOEFL.** Applicants whose native language is not English must submit a current TOEFL score (Test of English as a Foreign Language). The TOEFL is offered several times a year throughout the world by the Educational Testing Service ([www.ets.org/toefl](http://www.ets.org/toefl)). The TOEFL school code for Kansas State University is **6334**. International applicants are advised to take the TOEFL as early as possible to avoid delays in the processing of their applications for admission. An applicant who has received a degree in the last two years from a United States college or university is exempt from this requirement.

There are three types of TOEFL scores: paper-based TOEFL, computer-based TOEFL, and TOEFL IBT (internet-based TOEFL taken in real time). TOEFL scores are valid for two years from the initial test date. A score of at least **550** (paper-based test), **213** (computer-based test), or **79** (IBT-internet-based test) on the TOEFL is required to be

considered for admission to the Graduate School.

- *For Regular Admission*—Applicants with scores of 600 (paper-based), 250 (computer-based), or 100 (IBT-internet based) or above may be considered for regular admission.
- *For Possible Provisional Admission*—Applicants with scores between 550/213/79 and 599/249/99 may be admitted provisionally and must at the time of their enrollment demonstrate proficiency in reading and writing English and in understanding spoken American English to the satisfaction of the Graduate School. Those who do not meet the minimum proficiency standard will be required to complete specified courses offered by the English Language Program (ELP) at Kansas State University. For additional information about the English Language Program, go to [www.ksu.edu/elp](http://www.ksu.edu/elp).

For additional information about admission requirements for international students, go to Chapter 1 of the Graduate Handbook at [www.k-state.edu/grad/gscurrent/handbook/chap1.htm](http://www.k-state.edu/grad/gscurrent/handbook/chap1.htm) and to the International Students section of the Graduate Viewbook at [www.k-state.edu/grad/gsprospective/viewbook/intrnl.htm](http://www.k-state.edu/grad/gsprospective/viewbook/intrnl.htm)

## ADDITIONAL INFORMATION

**Faculty Contact in the Program.** For more information, contact:

Dr. Warren J. White  
Kansas State University  
Department of Special Education, Counseling, and Student Affairs  
312 Bluemont Hall  
Manhattan, KS 66506-5312  
785-532-6349 or 532-5541  
[wwhite@ksu.edu](mailto:wwhite@ksu.edu)

**Non-Degree Status.** In some cases, a student may wish to take a course(s) prior to being admitted in a degree program. In these cases, a person must be admitted as a non-degree student. Students may take *up to nine graduate credit hours* as a non-degree student in the Graduate School prior to being admitted into a graduate degree program. However, *successful completion of any hours taken as a non-degree seeking student does not guarantee admission into the program*. It is to the student's advantage to apply for admission into the degree program as soon as possible after deciding to pursue a degree. A faculty advisor is not assigned to non-degree students. Non-degree students are not eligible for financial assistance.

**Graduate Handbook.** Once admitted, students should become familiar with the Graduate Handbook at [www.ksu.edu/grad/gscurrent/handbook/index.htm](http://www.ksu.edu/grad/gscurrent/handbook/index.htm). This handbook includes policies and procedures about advising, the program of study, enrollment, transfer credits, the final oral/written exam, required approval forms, and other aspects of the graduate program.

**Virtual Orientation for New Graduate Students.** The Graduate School recommends that all new graduate students complete the virtual orientation prior to coming to campus. The website for this orientation is [www.ksu.edu/grad/gsprospective/orientation/about.htm](http://www.ksu.edu/grad/gsprospective/orientation/about.htm). There is valuable information concerning housing options, orientation dates, registration and enrollment procedures, and many other aspects of the campus. By completing the virtual orientation, you should become familiar with what to expect when you arrive on campus.

**Advisor and Program of Study.** Once admitted to the program, an advisor is assigned. The advisor assists the student in developing the program of courses the student will take to earn the master's degree. A program of study listing the courses the student intends to take is submitted to the Graduate School before completion of nine hours (part-time students) or during the second semester (full-time students).

**Graduate Assistantships.** A limited number of graduate assistantships are available in the College of Education. Go to [www.coe.ksu.edu/grad/assistantships.htm](http://www.coe.ksu.edu/grad/assistantships.htm) for detailed information and application procedures. Assistantships are commonly available for the academic year (fall and spring semesters). To apply for a graduate assistantship, a letter of application and a resume should be submitted by April 1 to each department for which the applicant would like to be considered. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

**Financial Aid.** Questions about financial assistance should be directed to the Student Financial Assistance Office, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, [ksusfa@ksu.edu](mailto:ksusfa@ksu.edu). For information regarding financial aid, you may go to [www.ksu.edu/sfa](http://www.ksu.edu/sfa).

## Programs in Special Education

Kansas State University prepares special education teachers at the graduate level in a cross categorical program with two areas of specialization: *adaptive special education* and *functional special education*.

### KANSAS ENDORSEMENTS IN SPECIAL EDUCATION

Each area of specialization (adaptive or functional) has a separate course sequence designed by the College of Education. These areas have been approved by the Kansas State Department of Education (KSDE) and the National Council for the Accreditation of Teacher Education (NCATE). The special education endorsement can be granted to a person who holds a valid Kansas teaching license.

A special education endorsement can be met without completion of the master's degree. However, most students choose to complete the master's degree while working toward full endorsement. Completing the master's degree is recommended by the special education faculty. Students who intend to complete a master's degree should apply for admission to the master's program before completing nine hours of graduate coursework.

#### Two types of endorsements:

Students pursuing a master's degree in special education are required to complete requirements for full endorsement in adaptive education. However, when feasible, it is advisable to plan master's programs that also lead to functional special education endorsement. A minimum of 30 hours of academic credit comprising an appropriate program of study must be approved early in the student's master's degree program by the student's supervisory committee and the Graduate School. The minimum requirements presented on the following pages are helpful guidelines but *students must consult their assigned advisors to plan an appropriate program of study*.

**1. Full Endorsement.** Full endorsement is granted to the applicant by the State Department of Education upon completion of the required sequence of courses and submission of a qualifying score on the Praxis exam for the endorsement field.

**2. Provisional Endorsement.**

- Provisional endorsement is possible in the adaptive area.
- Provisional endorsement is for a two-year period and may be renewed for an additional two-year period. At the time of renewal, the candidate must have completed 50% of the courses remaining for full endorsement. The entire sequence of courses for the full endorsement must be completed within four years.
- For provisional endorsement, a candidate must complete the following courses and practicum:
  - EDSP 710 Education of Exceptional Individuals (3 credits)
  - EDSP 742 Intervention: Emotional and Behavior Disorders (3 credits)
  - EDSP 743 Intervention: Academic Disabilities (3 credits)
  - EDSP 785 Practicum in Adaptive Special Education (3 credits)

## **The Requirements for Obtaining Provisional Endorsement When in the Bachelor's Program**

Students in the elementary or secondary teacher education programs may select designated courses to fulfill the requirements for provisional endorsement in adaptive special education while completing the undergraduate degree. The programs are the Quick Start Program (for elementary education majors) and the Step Ahead Program (for secondary education majors).

Individuals completing one of these early start programs will be eligible for provisional endorsement in adaptive special education after accepting a special education teaching position. The provisional endorsement allows the candidate to work as a special education teacher while taking the remaining courses and practicum for the full special education endorsement.

It is very important to talk with your advisor about your interest in provisional endorsement due to the complexity of the programs and additional considerations about enrollment, the practicum, and other related issues.

The EDSP 785 Practicum must be taken for graduate credit for both the Quick Start and the Step Ahead programs. Before enrolling in the EDSP 785 Practicum, students must fill out a special form required by the Graduate School called the "Special Enrollment Access Request" Form. To find that online form, go to the Graduate School home page and click on Student Guidelines and Forms. That opens a window that lists the "Special Enrollment Request Form." That website is [www.k-state.edu/grad/forms/sec/career.htm](http://www.k-state.edu/grad/forms/sec/career.htm).

### ***The Quick Start Program*** (for elementary education majors)

Required Courses:

- EDSP 710 Education of Exceptional Individuals
- EDSP 723 Characteristics of Cognitive Disorders
- EDSP 728 Characteristics of Emotional and Behavioral Disorders
- EDSP 742 Interventions: Emotional and Behavioral Disorders
- EDSP 743 Interventions: Academic Disabilities

Practicum taken During the Professional Semester:

- EDSP 785 Practicum in Adaptive Special Education (take for graduate credit; completed during the professional semester)

### ***The Step Ahead Program*** (for secondary education majors)

Required Courses:

- EDSP 710 Education of Exceptional Individuals
- EDSP 742 Interventions: Emotional and Behavioral Disorders
- EDSP 743 Interventions: Academic Disabilities
- EDSP 745 The Consulting Process in Special Education
- EDSP 785 Practicum in Adaptive Special Education (take for graduate credit; completed during the professional semester)

Upon completion of the bachelor's degree, students who want to take additional courses for the full endorsement or to seek the master's degree in special education must submit an online application with the Graduate School (and meet the requirements) to become a graduate student.

### **PREREQUISITES AT KANSAS STATE UNIVERSITY**

Several of the classes required for an endorsement have a prerequisite. Some classes can be taken concurrently with the prerequisite as noted below.

1. **For EDSP 710**—EDSP 323 or 324 is a prerequisite for EDSP 710. However, EDSP 323 or 324 may be taken concurrently with EDSP 710.
2. **For EDSP 742 and 743**—EDSP 710 is the prerequisite for EDSP 742 and 743.
3. **For EDSP 785**—EDSP 710, EDSP 742, and EDSP 743 are prerequisites for the EDSP 785 practicum. However, EDSP 742 or 743 may be taken concurrently with the practicum.

### **PRACTICUM PROCEDURES AT KANSAS STATE UNIVERSITY**

1. Unless you are completing your practicum as part of the QuickStart or StepAhead programs, you must be admitted to the Master's Program in Special Education **prior to** the semester you request your first practicum.
2. You must contact the professor in charge of practicum during the semester **prior to** the semester you are requesting the practicum.
3. It is expected that your first practicum will not take place in your own classroom. However, in the case of a person working on a "waiver," this requirement may be waived if all of the following conditions are met.
  - A. The person requesting the practicum is currently employed full-time as a special education teacher under a waiver from KSDE.
  - B. The person requesting such a practicum must have completed EDSP 710 and received a grade of B or better.
  - C. The person requesting such a practicum must be enrolled concurrently in EDSP 785 and either EDSP 742 or EDSP 743.
  - D. The person granted permission to complete the first practicum in their own class must also agree to:
    - Secure an onsite "cooperating" teacher who is fully endorsed in adaptive special education.
    - Produce artifacts for the portfolio as assigned by the supervising professor.
    - Schedule at least one onsite visit by the supervising professor during the practicum.
4. You must complete EDSP 830 before enrolling in a second practicum. (EDCEP 715 is a prerequisite for EDSP 830)
5. If you are completing a second practicum in your classroom, you will need to complete some experiences in programs outside of your own. These will be determined on an individual basis.
6. You will be required to maintain a comprehensive portfolio that provides evidence of your competence in meeting the requirements of both practica.

## **OBTAINING AN ENDORSEMENT RECOMMENDATION FROM KANSAS STATE**

Students need to be familiar with the following endorsement policies at Kansas State University and the procedures for applying for an endorsement.

### **Endorsement Policies at Kansas State University**

- At least half of the credits required for special education endorsement must be earned at Kansas State University, including at least one major area course and one practicum, before the College of Education may recommend the candidate for special education endorsement.
- Teachers are endorsed in special education at the level in which they hold their regular teaching license. Individuals who hold K-12 licenses in content areas such as music, art, or physical education will need to make up deficiencies in elementary education if they wish to be endorsed in K-12 special education.
- Teachers fully licensed at the elementary level in special education may add secondary-level licensure by completing the secondary level sequence, including a practicum at that level. Secondary-level teachers must make up deficiencies in elementary education before taking special education courses to add that level.
- Teachers are responsible for initiating their own endorsement.
- Provisional endorsement is not granted until the applicant is employed in a special education position.
- If at all possible, candidates should apply for endorsement renewal at the end of the spring semester. However, if coursework is not completed by then, the application may be made near the end of the summer session.
- To be recommended for endorsement, the student must have a 3.0 GPA overall in graduate work and must not receive a grade lower than a B in the 12 hours of core courses and practicum (EDSP 710, EDSP 742, EDSP 743, and EDSP 785). The program is subject to change depending on actions taken by the Kansas State Department of Education.

### **Application Procedures for the Endorsements**

Upon completion of the courses and practicum, students must complete the steps outlined below when seeking provisional or full endorsement with the Kansas State Department of Education (KSDE).

Students with questions about this process should contact the College of Education licensure officer—Di Murphy in 013 Bluemont Hall, (785) 532-5524, [dim@ksu.edu](mailto:dim@ksu.edu). The following College of Education website has licensing information:  
[www.coe.ksu.edu/ss/licensing/index.htm](http://www.coe.ksu.edu/ss/licensing/index.htm)

### ***Seeking Provisional Endorsement***

1. Complete K-State's course and practicum requirements for provisional endorsement.
2. Get hired as a special education teacher.
3. Fill out Form 4 for the KSDE Provisional Endorsement and submit additional required materials (e.g., transcripts, KSDE application fee, completed application form). Go to the

following website for directions for filling out Form 4:  
[www.coe.ksu.edu/ss/download/license/ProvisionalLicense.pdf](http://www.coe.ksu.edu/ss/download/license/ProvisionalLicense.pdf)

### ***Seeking Full Endorsement***

1. Complete K-State's course and practicum requirements for full endorsement.
2. Take the Praxis exam for the endorsement:
  - For Adaptive Special Education (155 is the qualifying score)  
Test code 5543 for the computer version  
Test code 0543 for the paper version
  - For Functional Special Education (155 is the qualifying score)  
Test code 5545 for the computer version  
Test code 0545 for the paper version

The Kansas State University institution code is **6334** for sending the scores. To register for the Praxis, go to [www.ets.org/praxis](http://www.ets.org/praxis).

3. Fill out Form 1 for the KSDE Provisional Endorsement and submit additional required materials (e.g., transcripts, KSDE application fee, Praxis scores, completed application form). Go to the following website for directions for filling out Form 1:  
[www.coe.ksu.edu/ss/download/license/AddedEndorsement.pdf](http://www.coe.ksu.edu/ss/download/license/AddedEndorsement.pdf)

## Requirements for the Program Areas in Special Education

### Adaptive Special Education Endorsement (Elementary or Secondary)

A. Prerequisites

Eligible for a teaching license in elementary or secondary education, and one of the following courses:

^	EDSP	323	Exceptional Student in the Secondary School	
*	EDSP	324	Exceptional Child in the Regular Classroom	

B. Required Courses (42 hours)

	EDCEP	715	Principles of Assessment	(F, U)
*^	EDSP	710	Education of Exceptional Individuals	(F, S, U)
*	EDSP	723	Characteristics of Cognitive Disorders	(F, S)
*	EDSP	728	Characteristics of Emotional and Behavioral Disorders	(F, U)
*^	EDSP	742	Interventions: Emotional and Behavioral Disorders	(F, S, U)
*^	EDSP	743	Interventions: Academic Disabilities	(F, S, U)
^	EDSP	745	The Consulting Process in Special Education	(U)
	EDSP	777	Behavior Management	(F, S)
	EDSP	778	Technology for Special Education	(F)
*^#	EDSP	785	Practicum in Adaptive Special Education (Two 3-credit practica are required)	(F, S)
#	EDSP	830	Assessment in Special Education (Preq: EDCEP 715)	(F)
#	EDSP	848	Transitions in Special Education	(U)
#	EDSP	886	Seminar: Special Education (Alternating spring semesters in even numbered years)	(S)

C. Electives

#	EDSP	844	Special Education in Secondary Schools (2 credits)	(S-odd)
			(Offered in spring semesters of odd numbered years)	
			(Required for ALL secondary-level endorsements and elementary-level adding secondary certification.)	

*Code for the Symbols*

\* QuickStart Program requirement (for elementary education majors)

^ StepAhead Program requirement (for secondary education Majors)

# Master's Program requirement

### Functional Special Education Endorsement (Elementary or Secondary)

Complete all courses required for Adaptive Endorsement and:

EDSP	841	Interventions: Functional Special Education	(S)
EDSP	849	Interventions: Autistic Spectrum Disorders	(U)
EDSP	885	Practicum: Functional Special Education	(F, S)

## **Graduate Certificate in Teaching Students with Autism Spectrum Disorders**

The official title of this certificate used by the Graduate School is “Teaching Students with Autism Spectrum Disorders.”

Complete all requirements for Functional Endorsement and:

EDSP 889 Advanced Practicum: Autism Spectrum Disorders (F, S, U)

If students want this graduate certificate recorded on their K-State transcript upon completion of the program requirements, they must first submit electronically a Graduate School application for the graduate certificate for Teaching Students with Autism Spectrum Disorders. *This Graduate School application for the certificate is **in addition** to the Graduate School application for admission into the master’s degree.*

To obtain the graduate certificate, student must complete the specific required certificate courses and also must have a master’s degree in special education.

### **Master's Degree in Special Education**

Students interested in a master’s degree may apply graduate-level courses taken for special education endorsements to the Masters in Special Education. Students seeking the master's degree must complete at least 30 hours of graduate-level course work and successfully defend their teaching portfolio. Committee members will recommend additional course work based on individual student need. This course work will include but not be limited to:

EDSP 886 Seminar: Special Education, or  
EDCEP 816 Research Methods in Education

*Program Checklist.* There are a number of crucial milestones in the master’s degree program. Go to the following website to access the program checklist which provides a guide for student actions throughout the program:

[www.coe.ksu.edu/departments/secsa/download/KSUSpedPortfolioGuide.pdf](http://www.coe.ksu.edu/departments/secsa/download/KSUSpedPortfolioGuide.pdf)

*Special Education Master’s Portfolio.* In lieu of a written Master’s exam, each Master’s student in special education will complete a portfolio consisting of 21 professional tasks. The portfolio is a substantive product, which also serves as a benchmark in the program. It contains products that a student has developed by fulfilling the requirements of the program. The products that make up the portfolio represent a sample of planning, classroom environment, instruction, and professional responsibilities that are required of personnel in special education. Portfolio tasks were developed as a means to integrate course and professional requirements into relevant and valid outcomes or products.

The portfolio is both an index of program progress and an indicator of a student’s readiness to work as a professional special educator. Students should work with their advisor from the early stages of their program to begin the collection of products for their portfolio. During the final semester of their program, students will present their portfolio to a committee of special education faculty.

To access the “Special Education Master’s Portfolio and Program Completion Guidebook.” Go to this website: [www.coe.ksu.edu/departments/secsa/download/KSUSpedPortfolioGuide.pdf](http://www.coe.ksu.edu/departments/secsa/download/KSUSpedPortfolioGuide.pdf).

**Administrative Option in Special Education Program.** Information concerning Administrative Options may be obtained from:

Dr. Warren J. White  
Kansas State University  
Department of Special Education, Counseling, and Student Affairs  
312 Bluemont Hall  
Manhattan, KS 66506-5312  
785-532-6349 or 532-5541  
[wwhite@ksu.edu](mailto:wwhite@ksu.edu)

## Department Contacts

### Department Office

369 Bluemont Hall

785-532-5541

Cassy Llewelyn, Senior Administrative Assistant

### Department Chair

Dr. Ken Hughey

532-6445

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### Department Faculty

Ms. Susan Dillinger

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Dr. Jim Teagarden

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Dr. Warren White

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wwhite@ksu.edu