

**INSTEP Handbook**

**M.A.**

**Professional Certification**

**Program in English Education**

**Teachers College, Columbia University**

**Summer 2013**

English Education Program  
Teachers College, Columbia University  
525 West 120th Street, Box 183  
New York, NY 10027 (212) 678-3070

## **About the Handbook**

This handbook has been written specifically for students preparing for the INSTEP Master of Arts degree in English Education at Teachers College. The handbook provides an overview of the Masters program and guides students through each phase of completing the program. It sets out degree requirements for the established timeline for the completion of courses and the Master's Project.

Although the schedule is largely set by the staff, students are urged to read the handbook carefully and apprise themselves in advance of all requirements, documentation, and procedures that accompany the INSTEP Master of Arts program. This is particularly important in consideration of any online courses that are selected and taken by students during the semesters between summers.

This handbook also refers readers to the general procedures of Teachers College and, more specifically, to the requirements and expectations of the English Education Program. Students should also read very carefully the materials accompanying their application sent from the Admissions Office; they should also be familiar with the information contained in the annual Teachers College Catalog.

If students are unclear about expectations and procedures, they should contact Nicole Callahan, INSTEP Coordinator, as soon as possible to avoid any possible missteps in fulfilling requirements for the program. While the advisor is available to help with the many intricacies of program planning, students are reminded that the final responsibility for meeting deadlines and completing documentation is their own.

## **About Teachers College**

Teachers College is the world's largest, most comprehensive graduate school of education. Through its programs, faculty, and students the College is concerned with teaching, learning, and the promotion of mental and physical well-being across the life-span of a teacher. The College prepares men and women for careers of professional service in schools, colleges, universities, museums, clinics, business organizations, community agencies, government bureaus and research facilities. The College also provides opportunities for continuing professional development and training in all these fields.

## **The Department of Arts and Humanities**

The Program in English Education forms part of the Department of the Arts and Humanities. The Department consists of academic and professional specializations in philosophy, historical, cultural, critical, and social studies, language studies, and the arts. The Department promotes scholarly inquiry into the processes, purposes and practices of education within specialist domains and across interdisciplinary frameworks. While the separate programs of the Department maintain disciplinary integrity, they also represent modes of inquiry, discovery and creation, which share a concern with the production and interpretation of societies and cultures. The Department is committed to an understanding of culture as a broad and diverse process, a constitutive human activity involving the various modes of representation and ways of thinking within which meaning is constructed and historically transmitted.

## **About the Program in English Education**

**Degrees Offered:****TEACHING OF ENGLISH**

Master of Arts (M.A.)  
Master of Education (Ed.M.)  
Doctor of Education (Ed.D.)  
Doctor of Education in the College  
Teaching of English (Ed.D.C.T.)

**TEACHING OF ENGLISH LANGUAGE ARTS 7-12- INITIAL CERTIFICATION  
(ENGL-INIT)**

Master of Arts (M.A.)

**TEACHING OF ENGLISH-PROFESSIONAL CERTIFICATION (ENGL-PROF)**

Master of Arts (M.A.)

**TEACHING OF ENGLISH ADOLESCENCE EDUCATION- TRANSITIONAL B  
(ENGL-TRAN)**

Master of Arts (M.A.)

**ENGLISH EDUCATION (ENGD)**

Doctor of Philosophy (Ph.D.)

**Master of Arts in English Education****34 Point Program Description - Professional Certificate**

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**English Education Program Coordinator:**  
**Professor Sheridan Blau**  
[Blau@exchange.tc.columbia.edu](mailto:Blau@exchange.tc.columbia.edu)

An English teacher creates contexts for reading, writing, listening, speaking and representing. Classrooms are transitory environments and demand teachers who are aware of themselves as learners, capable of adapting to change, skilled at negotiating, and respectful of diversity. Our program is student-centered and committed to the personal and professional development of teachers as they pursue their academic and research lives. We recognize and value the variety of needs and experiences of a diverse student body, and we strive to provide our students with individualized programs.

Our program encourages students to seek a balance between breadth and specialization by offering a variety of both methods and content courses. Methods courses focus on the design and implementation of curriculum as well as diverse strategies and methods for the teaching of literature, writing, and language. Content courses include literature and writing courses that model the various practices that can be useful in teaching secondary students in English classrooms.

**The INSTEP MA in English Education** is a summer version of the 34 Pt. Program.

**Teaching of English/English Education Program**  
**327 Horace Mann Box #183**  
**Teachers College**  
**525 W. 120th Street**  
**New York, NY 10027 (212) 678-3070**  
**Margaret Scanlon, Program Secretary (scanlon@tc.edu)**

**INSTEP Program in English Education**  
**Updated Summer 2013**

**Coordinator of INSTEP in English Education**

Nicole Callahan

[Nac2003@columbia.edu](mailto:Nac2003@columbia.edu)

Visit the English INSTEP Program online: <http://www.tc.edu/INSTEP>

**INSTEP Faculty 2013:**

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## **ENGLISH EDUCATION INSTEP PROGRAM**

The 34-point INSTEP Program in the Teaching of English is an Intensive Summer MA Program over three consecutive summers in New York City. Cohorts come together as a select group of experienced English educators from around the country and around the world to take advantage of Teachers College, Columbia University's highly regarded English Education program. We also draw on the full range of cultural resources in New York City in the interest of furthering your own professional, intellectual, and aesthetic development. This program stresses teacher inquiry, the integration of the language arts with the performing and fine arts, and a focus on intellectual processes in reading, writing, and literary study. INSTEP courses are taught by members of Teachers College faculty in English Education: Sheridan Blau, Nicole Callahan (Program Coordinator). Eve Eure, Janet Miller, Ruth Vinz, and Pat Zumhagen.

### **Program Features:**

- Intensive seminars in English studies & language arts pedagogy
- Intensive workshops in Reading, Writing, and Literary Study
- Workshops at Lincoln Center, integrating Literature, Art, Music, Dance
- Workshops at Metropolitan Museum of Art, integrating Literature and Art
- Workshops at various other Cultural Arts Programs across the city.
- Workshops integrating programs in Department of Arts and Humanities

The INSTEP Program in English Education can be completed by in-service teachers in three summers. Students accepted to the program form a cohort group that remains together throughout each summer, taking classes offered only to INSTEP students. Classes offered to INSTEP students are intensive courses that meet in July for a total of three consecutive weeks per summer. The professional Seminar is offered on-line to INSTEP students during their first spring semester together. Students also have the option of enrolling in online or weekend courses during fall and spring semesters to complete the three additional out-of-program credit requirements. A master's project is a final requirement of the program.

This M.A. program meets N.Y. State and national teacher preparation standards.

## **INFORMATION: FROM ADMISSION TO GRADUATION**

### **Admission to the English INSTEP Program**

If you have any questions regarding these admissions procedures, please contact Simone Varadian in the Office of Admissions, at (212) 678-3710 or email: sev2118@tc.columbia.edu. Students seeking admission to the Program in English Education must complete application forms supplied by the Admissions office. The Teachers College general application form, transcripts, personal statement, and letters of reference, must be submitted to the Teachers College Admissions Office for preliminary review. Following this procedure, all general application materials are forwarded from the Admissions Office to the Program and reviewed by the INSTEP Program Coordinator and Review Committee.

Results of the review procedure at the Program level are sent in writing to the Admissions Office, which then informs candidates directly, by mail.

All applicants for admission to the Program in English Education receive consideration without regard to race, color, sexual orientation, creed or religion, gender, national origin, age or handicap. Once they have familiarized themselves with all necessary procedures, it is the responsibility of all candidates to insure that their application package is complete. No action can be taken by the college or the program until the application is complete. Additional information for admitted students is available on the admissions Web site at: <http://www.tc.edu/admissions/admitted.htm>

### **Financial Aid and Assistantships**

Students enrolled in the INSTEP program are given generous scholarship support. This support includes four points of tuition for the first summer of study, followed by two points of tuition during the second summer. Additional merit-based scholarships may also be available. Teachers College makes available financial help to students in need and who meet the various criteria established for the awarding of aid. Students wishing to apply for loans, scholarships, incentive awards, work study, etc., should make contact directly, and as early as possible in the academic year, with the Student Aid Office which administers all New York City, Federal Government and Teachers College aid programs. The contact in that office is Jannatul Ferdous.

It is the expressed goal of the Student Aid Office and, within their allocated means, the Program in English Education, to ensure that no student is denied the opportunity to attend Teachers College due to financial hardship. Thus, students are urged to apply for aid, scholarships and assistantships as early in the academic year as possible. Most types of aid require application to the Student Aid Office and the FAFSA by February 1 or as soon as possible preceding the semester of enrollment. Students requesting aid are urged to make note of deadline dates since they are strictly enforced. The Office of English Education and major advisors will give help as needed in the completion of the appropriate forms.

### **Student Housing**

On-campus housing is available for INSTEP students through the Office of Residential Services at Teachers College. Students are encouraged to apply as early as possible for housing. For more information on housing options please visit the Office of Residential Service's Web site at: [www.tc.columbia.edu/housing](http://www.tc.columbia.edu/housing), or call them at (212) 678-3235.

## **INSTEP Student Information, Registration and Responsibilities**

Since the INSTEP MA Program is a three-year program, where students meet for three weeks each summer for three consecutive summers (and enroll in two semester online courses), there are three cohorts of students comprising the INSTEP student population.

### **1<sup>st</sup> Year Students**

After tuition deposit has been received by Teachers College there are a number of things that need to happen in order for first year students to be prepared to begin classes.

1. Registration – With the help of the INSTEP coordinator and the Program Administrator, first year students register themselves once the English Ed program has received names and T-numbers, and students have been cleared to register for their first-year courses. Students will be contacted with information regarding what courses to register for, as well as times and locations.
2. Financial Aid – First year students will receive a bill from Teachers College in the mail. This bill should reflect the costs of the courses you have been registered for in addition to any college fees. The four scholarship points you receive should also be reflected in the bill. The scholarship points may not be applied until July 1. If you do not see them reflected on your bill at that time please contact the Office of Financial Aid.
3. Class Web/email – after your tuition deposit has been received, you should be able to activate your Columbia University email account and access My TC. Instructions on how to do this are available online at <http://www.tc.edu/users/mytc.htm>. Any books or materials students may need for classes will be distributed by course professors.

### **2<sup>nd</sup> Year Students**

Second year students are responsible for their own registration. At the conclusion of the first year, or during the following academic year, INSTEP students will receive a list of courses from the Program Advisor for the second summer. INSTEP courses are reserved for INSTEP students. INSTEP students may register for them as soon as registration for summer courses becomes available. Please check the college Web site for details on registration dates. And, contact the INSTEP Coordinator to plan your remaining credits and receive any graduation requirement information to prepare for your final year of study. Scholarship points will be allocated for you by the English Ed. program. In particular second year students must register for the Seminar for In-service Students during the fall semester of the academic year between the first and second summer. Second year students may also register for the third foundations course either during the semester between the first and second summer or the semester between the second and third summer.

### **3<sup>rd</sup> Year Students**

Third year students are responsible for their own registration. At this point third year students should have a clear understanding of the graduation requirements and the remaining courses left to take. Third Year Students complete the Master's Project as a requirement for graduation.



## Schedule

### 2013 Class Schedule by Cohort

#### First years

- |   |              |
|---|--------------|
| 1. A&H 4199 English and the Language of Art | 3 foundation |
| 2. A&HE 4058 Teaching of Reading            | 3            |
| 3. A&HE 4151 Teaching of Writing            | 3            |

#### Second Years

- |  |              |
|--|--------------|
| 1. A&HE 4053 Cultural Perspectives in Lit        | 3            |
| 2. A&H 5199 Intro to Qual. Research in Classroom | 3 foundation |
| 3. A&HE 4057 English Methods                     | 3            |

#### Third Years

- |   |   |
|---|---|
| 1. A&HE 5518 Teaching of English in Diverse Cultural Contexts | 3 |
| 2. A&HE 4550 Teaching of Poetry                               | 3 |
| 3. A&HE 4156 Writing Non Fiction                              | 3 |
| 4. A&HE 5590 MA Seminar                                       |   |

#### Additional Semester Courses:

**1. Seminar for In-Service Teachers** (A&HE 4556. 3 points) is designed to support In-service Teachers through readings, writings, and class discussions. Students will continue to develop their professional identity, confidence, and resources as a supportive community of professional colleagues. This course is offered only in Spring Term and is set up as an online course for INSTEP students during the fall between the first and second summers.

**2. One last Foundation Course**— Foundation courses are intended to broaden students' knowledge about the history of education, philosophies of education, and educational issues and practices beyond their particular area of concentration. All students must take at least three Foundations courses outside of the English Education Program. For INSTEP students, the first two Foundations courses are covered during the first and second summers by the courses taken in conjunction with Lincoln Center (A&H 4199): English and the Language of Art and the Qualitative Research course taken to prepare students for the MA Thesis (A&H 5199 Intro to Qual. Research in Classroom). A third 3-point class outside of the English Education Program must be taken: most students choose to do this online between second and third summers.



## GENERAL INFORMATION: EMAIL/CLASS WEB

### Email Accounts and Web Pages

You have TWO email accounts through Columbia (one called Cubmail, and a TC Gmail), and you need to activate and check BOTH. You can set up forwarding with them, so that one forwards to the other, or so that they both forward to a third (like your personal gmail). All students need to activate the free Columbia University Network ID (UNI) and accompanying email accounts to receive official College notices, and for access to your courses via MyTCPortal and ClassWeb as well as access to library resources such as bibliographic searching and other University assets. Several days after you have paid your tuition deposit, you will be able to activate your UNI.

To find out what your UNI is and to start using your email account you need to ACTIVATE your new account and choose a password between 6 and 8 characters. Select MyTC & Email from the TC homepage then “MyTC & ClassWeb” from the dropdown list. On the login screen, click on the “help” link, then click on “Need a UNI or a Password to Login?” Click on “Activate new account,” accept the policies, and type the information requested in the field boxes, leaving the PIN field BLANK.

Columbia email accounts are free of charge. CUNIX email can be accessed through the web client CubMAIL on the Columbia University website or by using supported programs. Information on configuring these programs is available from the Columbia homepage by selecting “E-mail and Computing” then “E-mail Info”, and at the top of the resulting page, select “PC Mail”. Students may also elect to redirect (auto-forward) email sent to their University email address to some other (e.g. hotmail or yahoo) email address. This can be done from the Columbia University homepage by selecting “E-mail and Computing” then “Manage UNI/Email ID” and choosing “Mail Forwarding”.

Please activate your Gmail account through your “MyTC Portal” (see below for access directions) and set up forwarding as you see fit. Please note: this applies to all students, whether or not you already have a personal account with Gmail.

Our primary means of communication is email. Please be sure to edit your email profile through the TC class web as well as keep the **Registrar’s Office** informed of any changes to your contact information. Students should check their email accounts as information is frequently disseminated there, so please be sure the English Education Office has your current working email address.

Your instructors may also take advantage of the university Moodle platform (which is accessible through your “MyTC Portal” under the “Courses” tab.

### MyTC Portal

MyTC Portal acts as the “door” to a set of resources that will be important for you at Teachers College. The portal comes with a variety of “information channels” such as links to courses, research groups, college and course announcements, news, personal profile and downloadable site licensed software. To access MyTC Portal, select “MyTC & Email” from the TC homepage, then “MyTC &ClassWeb” from the dropdown list. MyTC Portal requires a University Network ID or UNI and a password. This

password can only be obtained by activating your CUNIX account (see Email Accounts above.)

## **GRADING POLICIES**

### **Pass/Fail vs. Letter Grades**

All courses within the English Education Program are to be taken for a letter grade, with the exception of the Masters Seminar which is graded Pass/Fail. Foundation courses, taken outside of the English Education Program, may be taken for either a letter grade or P/F, depending on the policy of individual instructors.

### **Incompletes**

The English Education Program does not give Incompletes except in extreme situations. Any request for an Incomplete must be submitted in writing and the reasons for requesting such a grade must be detailed. The decision to grant an Incomplete is solely at the discretion of the instructor.

### **Attendance**

Students are expected to follow attendance policies as stated on course syllabi. Completing course work without attending classes is not sufficient to receive a passing grade.

## **RESOURCES FOR COLUMBIA TEACHERS COLLEGE STUDENTS**

### **Instructional Resources**

**The Gottesman Libraries at Teachers College** contain the world's largest and richest collection of materials on the educating professions. The contemporary collections are continuously enhanced by an active acquisition program jointly planned by departmental librarians, faculty, and students. Traditional print and non-print publications are supplemented by a rapidly growing number of visual and electronic formats. Many of the historical and archival collections are unavailable elsewhere and represent in balance, breadth, and depth an archive of American intellectual and social history. Elements of these collections are being made more accessible through ongoing digitization projects. There are currently 430,432 printed volumes and 237,935 items in the substantial non-print collections.

### **Coordinated Collection Development**

The library of Teachers College has long served as the education library for the entire Columbia University community. Today, the Gottesman Libraries cooperate with Columbia University Libraries in developing and providing reciprocal access to research resources. Faculty, students, and staff at Teachers College may use or borrow materials held in Columbia University Libraries, while patrons from Columbia may use or borrow materials held in Gottesman. Cooperation includes joint access to printed and audiovisual materials, as well as to a vast array of electronic information sources, including all bibliographic databases, full text journals, document delivery options, and other resources available through Columbia Library Web. Such reciprocal arrangements allow the Gottesman Libraries to concentrate collecting efforts in subjects represented in the educational programs of Teachers College and to avoid the duplication of collections in other areas.

The Gottesman Libraries participate in an annual coordinated collection development program with the New York Metropolitan Reference and Research Library Agency. This program allows the Libraries to build selectively upon collecting strengths in education, psychology, and the health sciences and to share resources through interlibrary loan and/or on site reading privileges with participating members of METRO and the larger community of researchers and scholars, including member institutions of the Research Libraries Group. The Gottesman Libraries also participate in online offerings of New York State, providing access to relevant research tools.

### **Electronic Resources**

The Gottesman Libraries provide an institutional digital repository, named PocketKnowledge, that support the needs of academic offerings at the College. They comprise exemplary, and/or frequently consulted materials, including: publications by or about Teachers College faculty and students (book chapters, dissertations, journal articles, syllabi, and un-published papers); selective scholarly books; and web resources, including key journals, organizations, professional resources, research databases, and Teachers College collections and projects.

In close coordination with Columbia University Libraries, the Gottesman Libraries continue to develop collections of electronic resources in support of research and curriculum needs of Teachers College faculty, students, and staff. Full access to the most germane research resources in education,

psychology, and the health sciences is available directly from the Library's home page, as well as through the library catalog, EDUCAT. These resources include databases and a substantial number of full text journals.

Collaborative arrangements with Columbia embrace access to over 600 online subscription databases in almost every academic area, including catalogs, journal indices, books, full-text sources, statistical and data sites, and image files. Users can access most of these resources from both on and off campus with a valid university network identification number and password, making research more effective than ever.

The sharing of electronic resources reflects a history of reciprocal service. Many librarians at Teachers College serve as Electronic Resource Coordinators for titles available through Columbia's Library Web.

### **Curriculum Materials Collection**

The Gottesman Libraries maintain substantial collections representing the use of elementary and secondary school textbooks and other teaching materials in the development of education. Notable collections include American textbooks published before 1900; a collection of international education textbooks and documents, often proven unobtainable in their country of origin; the complete set of textbooks published by Ginn; and the David E. Smith Collection of writings on mathematics education. Textbooks from the 20th century represent a selective variety of publishing houses and a wide variety of subjects. Printed curriculum courses of study date primarily from the 20th century and reflect teaching practice in all disciplines across the country, with newer materials available online and older materials on microfilm. Non-print curriculum collections include audiovisual materials, three dimensional objects, printed games, children's artwork, exemplary software and multimedia, and numerous other resources used in teaching and learning.

### **Columbia and New York City**

Students at Teachers College also have access to the 25 libraries of Columbia University and its affiliates. Additionally, students may make use of The New York Public Library of Performing Arts, located at Lincoln Center.

### **Computing and Information Services (CIS)**

CIS provides a newly renovated Student Computing Support Center in 242 Horace Mann with 70 PCs and Macs, scanners and printers, three micro-computer-equipped classrooms (234 Horace Mann Laptop lab, 345 Macy Mac lab and 345 Macy PC lab), and the Instructional Media Lab (IML), located in 265 Macy, with video and sound recording and editing, DVD burning and other multimedia development resources. The CIS staff is available to assist you with routine tasks and problems; problems requiring special attention are addressed by appointment. You can find more information about these facilities by going to the TC homepage, rolling over "Computing and Technology" on the left side of the page.

**Workshops**

CIS holds a series of technology training workshops each semester. Information regarding schedules, fees and orientation materials is available by going to the TC homepage and selecting the “Support and Training” option from the “Computing and Technology” section. You can also obtain this information in 234 Horace Mann or the Student Computing Support Center in 242 Horace Mann.

**Internet Access**

Access to the Internet is available from ubiquitous wireless network coverage as well as public workstations, in labs, classrooms, the library, Everett Lounge, and kiosks around the College. Columbia University provides dial-up access from home (the modem access number is 212-854-3100), but we strongly recommend broadband (DSL or cable-modem) because students have reported dissatisfaction with slower access when using resources such as TC ClassWeb. Network software for home dial-up can be downloaded from MyTC Portal (see below). Click on the “Software and Tools” tab. On this page, you will also find other site-licensed software available to you without charge such as McAfee virus protection and the Endnote bibliographic database program. Users of the campus wireless network are asked to register their computers by filling out a web form found by navigating from the TC homepage to “Computing and Technology”, selecting “Email and Network access” and then “Wireless Networking” and “Register for Wireless Access”.