

# A Guide to Completing the Application for the University of Hawai'i at Hilo Master of Education

## Application Process

### M.Ed. Application Checklist

- UH Hilo Graduate application form
- \$50 Application fee
- Personal statement
- Evidence of eligibility to teach
- Three professional letters of recommendation
- Official transcripts from all colleges or universities (must be received in an envelope sealed by the institution)
- Resume
- Baccalaureate degree transcripts from international institutions must be submitted to an independent [transcript evaluation service](#)

#### For International Applicants:

- Official TOEFL or IELTS score report, if required
- [International Graduate Student Supplemental Information Form](#)

(Submit all documents directly to the Admission Office)

### Priority deadlines

**Spring Semester: October 15**

**International applicants: Oct 1 (Spring)**

*Before submitting your application, please check to see if a new cohort will begin the semester in which you plan to begin your studies.*

## Program Purpose and Goals

The primary purpose of the M.Ed. program is to foster professional growth and renewal of educators who currently teach in public and private schools. While the teaching force on the Big Island is a natural target population, the M.Ed. is designed for licensed teachers throughout the state and in select areas and countries of the Pacific Rim. The program promotes teacher leaders who will engage in school renewal and reform through curriculum development, school decision-making, and community outreach.

#### The Program objectives are to:

- Foster knowledge of current trends and issues in education including school change initiatives and reform movements, infuse technology throughout schools, and attend to the needs of diverse student populations;
- Provide participants with experiences in critical and reflective analysis which enable them to integrate and apply a variety of research-based methods, materials, and processes in their classrooms;
- Promote action research practice which will enable participants to contribute to the positive intellectual climate of their schools and assume instructional leadership roles.

#### Graduates of the program will be able to:

1. Analyze and apply current trends and issues in education including school change initiatives, reform movements, infusion of technology throughout schools, and methods of addressing the needs of diverse student populations;
2. Engage in critical and reflective analysis enabling them to integrate and apply a variety of research-based method, materials, and processes in their classrooms;
3. Conduct and report action research which will enable them to contribute to the positive intellectual climate of their schools and to assume instructional leadership roles.

Applications will be reviewed beginning October 15 for cohorts beginning in Spring semesters. Applications will be accepted on a space available basis until December 1. Incomplete application packets will not be reviewed.

The UH Hilo Admissions Office receives applications and supporting documents and maintains the applications through final notification. If you do not hear from us within 30 days of submitting your application, please contact the Admissions Office at 808-974-7414.

Applications that meet the requirements will be forwarded to the Education Department Admissions Committee where they are subject to a comprehensive review. Admission decisions made by the committee will be forwarded to the Admissions Office which sends the final notification to the applicant.

**Admission Status:** The applicant's admission status is valid only for the semester to which the applicant is accepted. Applications from students who do not register or who withdraw from the University are voided but retained for a period of one (1) year. Students may reapply for admission to the next cohort by notifying the Admissions Office and submitting a \$50 application fee.

#### Criteria for Admission:

An applicant must:

- 1) have earned a baccalaureate from an accredited institution or from a nationally recognized foreign institution.
- 2) present evidence of eligibility for an Initial Basic License to teach.
- 3) ensure that three letters of recommendation are submitted from references who have observed or supervised the applicant's performance and are able to comment on the quality of the applicant's teaching experience, ability to pursue graduate study, and general character.
- 4) have a grade point average of 3.0 (4.0-A scale) or the equivalent in the last four semesters of approximately 60 semester credits of undergraduate and/or in all post-baccalaureate work.

Applicants who do not hold a license to teach should meet with an Education Department Advisor (808-974-7582 for appointment) prior to submitting documentation. Applicants must submit evidence of their eligibility through documentation:

- 1) Development of knowledge, skills, and disposition described in the Hawaii Teacher Standards Board's Teacher Performance Standards,
- 2) Teaching experience,
- 3) Ability to participate in the study of education at the level required in a graduate program.

The UH Hilo Education M.Ed. Admissions Committee will evaluate evidence submitted as one of the components in the M.Ed. application.

*The UH-Hilo M.Ed. program does not lead to licensure in the State of Hawai'i*

**Transfer of Credits:** Requests for transfer of credits must be made during the first semester in which the student is enrolled in the program. Only credit hours with a grade of B or better from accredited universities are transferable. Not more than 6 credits hours may be transferred and are subject to department approval. Transfer credit hours must have been completed within five years preceding the date upon which the advanced degree is to be conferred by UH Hilo. Transfer of credits to meet the Seminar in Teaching or Research Proposal is not permitted.

## Frequently Asked Questions

Time: 2 years or 6 semesters  
 (Spring, Summer, Fall, Spring, Summer, Fall)  
 Tuition, 2012-2013 academic year:  
 \$366\* per credit hr, resident  
 \$841\* per credit hr, non-resident  
 Total Credits: 30 credits, 14 classes  
 \*Proposed tuition

1. **What are the entrance requirements?**  
 Evidence of eligibility for Teaching License, 3.0 GPA, Recommendations, personal statement, resume.
2. **Do I have to take the GRE?**  
 No, there is no entrance exam.
3. **Will the M.Ed. help me earn a teaching license?**  
 No, the M.Ed. is not a licensure preparation program.
4. **Can I transfer credits?**  
 Yes, up to 6 graduate credits may transfer, subject to approval by the department.
5. **When will the program start?**  
 Start dates will be announced on the Education page of the UH Hilo web site ([www.uhh.hawaii.edu](http://www.uhh.hawaii.edu)).
6. **Is financial aid available?**  
 Contact the UHH Financial Aid Office for information (808-974-7323)
7. **When are classes offered?**  
 At times convenient for practicing teachers (weekends, evenings, and summers)
8. **How many classes do I take?**  
 4-7 credits per semester.
9. **How many people will be in my cohort?**  
 Up to 25 students per cohort.
10. **Do I need a computer?**  
 Yes, or at least daily access to one.

Course	Cr	Title
ED 600	3	Ethnic Groups in Hawaii
ED 602	3	Technology in Education
ED 608A	1	Research in Education I
ED 608B	1	Research in Education II
ED 608C	1	Research in Education III
ED 610	3	Foundations of Education
ED 611	3	Advanced Educational Psych.
ED 616A	1	Assessment and Evaluation I
ED 616B	1	Assessment and Evaluation II
ED 616C	1	Assessment and Evaluation III
ED 620	3	Individual Differences
ED 622	3	School Curriculum
ED 625	3	Seminar in Teaching
ED 6xx	3	Elective (600 level)

The M.Ed. program is intended for working teachers. M.Ed. students will conduct Action Research during the program and are expected to use their classrooms for research. M.Ed. applicants who are not currently teaching should contact the Education Department to see if they will qualify to enter the program.

Please direct inquiries to:

UH Hilo Education Advisor  
 (808) 974-7748  
[travisn@hawaii.edu](mailto:travisn@hawaii.edu)

Or: UH Hilo Education Department  
 (808) 974-7582

Or: UH Hilo Admissions Office  
 200 W. Kāwili Street  
 Hilo, Hawai'i 96720-4091  
 (808) 974-7414  
 (800) 897-4456  
[amyj@hawaii.edu](mailto:amyj@hawaii.edu)