Master of Science

Special Education

including Endorsement Information
Master of Science in Special Education
Kansas State University
College of Education

Preparing Educators to be Knowledgeable, Ethical, Caring Decision Makers
for a Diverse and Changing World

MISSION STATEMENT
The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision makers for a diverse and changing world through excellence in the:

• delivery of exemplary instruction to students at the undergraduate and graduate levels;
• production, interpretation, and dissemination of sound and useful research and scholarship;
• leadership, collaboration, and service within the profession; and
• promotion, understanding, and celebration of diversity.

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. Before starting the online application, gather all information and documents for all of the following admission requirements so that they can be entered into the application. All materials must be received before review will begin.

A. A Completed Online Graduate School Application.
Go to the Graduate School home page http://www.k-state.edu/grad/ and click on “Apply Now.” Follow the prompts for completing the process.

Application Deadlines.
The Graduate School application and all additional documentation must be received by the following deadline dates for admission in a particular semester.

<table>
<thead>
<tr>
<th>Domestic Students</th>
<th>Fall Semester — March 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring Semester — October 1</td>
</tr>
<tr>
<td></td>
<td>Summer Semester — February 1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>International Students</th>
<th>Fall Semester — January 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring Semester — August 1</td>
</tr>
<tr>
<td></td>
<td>Summer Semester — December 1</td>
</tr>
</tbody>
</table>

B. Graduate School Application Fee.
Domestic Students — A $50 application fee is required for all domestic students; your application will not be processed without this fee. The fee can be paid by credit card when completing the online application.
International Students—A $75 application fee is required; your application will not be processed without this fee. The fee can be paid by credit card when completing the online application.

C. **OFFICIAL transcripts.**
You must upload into the online application a scanned copy (PDF preferred) of the official transcript(s) from each college or university where you received your bachelor's degree(s) and completed any post baccalaureate coursework or degrees. Transcripts become part of your records at Kansas State University and cannot be returned. Please be aware that printouts from university student portals are not considered a copy of your official transcript.

If you are admitted, you will be required to submit an official transcript for GPA and degree conferral verification from the institution(s) where you received your degree(s) and completed any post-baccalaureate credits.

Students whose transcripts are not in English must furnish a translation by an appropriate authority. Failure to list any colleges or universities attended may result in dismissal from the university.

D. **Statement of Goals and Professional Experience.**
You must upload into the online application 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 your goals and aspirations
- A description of your work experience within education or a related field (e.g., past and present employment)
- Future professional plans (e.g., 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.

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. Enter the names and email addresses of the recommenders into the appropriate area in the online application.

F. **English Language Proficiency.**
To demonstrate competence in the English language, an official report of scores on the Test of English as a Foreign Language (TOEFL), International English Language Testing System - academic exam (IELTS) or Pearson Test of English (PTE) must be sent to Kansas State University for all applicants whose primary language is not English. Enter your scores in the online application and upload the report of your scores.

Learn more about English proficiency requirements at: http://www.k-state.edu/grad/admissions/application-process/international/

**INTERNATIONAL APPLICANTS**
International applicants must meet the same academic standards for admission as those required of domestic students. When applying for admission, international applicants must provide an **Affidavit**
of Financial Support and documentation of English language proficiency. Detailed information about these issues is provided at the following website:  
http://www.k-state.edu/grad/admissions/application-process/international

THE REVIEW PROCESS

These are the steps in the application and review process:

• First, the applicant completes the online graduate application. This includes paying the application fee and uploading all additional documentation that is required.
• Second, once the online application has been completed and all needed additional documentation has been provided, the graduate program to which the student is applying will review the application and make an admission recommendation to the Graduate School.
• Third, the Graduate School reviews the application and the recommendation from the department. The Graduate School then sends an official decision letter to the applicant.

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

Nondegree 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 nondegree student (sometimes referred to as special students). No more than nine credit hours earned as a special student may be applied toward an advanced degree. However, successful completion of any hours taken as a nondegree seeking student does not guarantee admission into the program. Nondegree students are not eligible for financial assistance. A faculty advisor is not assigned to nondegree students.

Financial Aid. Questions about financial assistance should be directed to the Office of Student Financial Assistance, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, finaid@k-state.edu. For information regarding financial aid, you may go to www.k-state.edu/sfa.

Graduate Assistantships. A limited number of graduate assistantships are available in the College of Education. Go to www.coe.ksu.edu/grad/assist.html for detailed information and application procedures. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

Graduate Handbook. Once admitted, students should become familiar with the Graduate Handbook at http://www.k-state.edu/grad/graduate-handbook/. 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.

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).
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 Academics, and in that new window click on “General.” That opens a window that lists the “Special Enrollment Request Form.” That website is www.k-state.edu/grad/academics/forms.

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**—ESDP 710 is the prerequisite for EDSP 742 and 743.
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 have completed EDSP 742 and/or EDSP 743 prior to enrolling in EDSP 785. It is possible to 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. The portfolio will be presented to the faculty at the end of your program.
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. The following College of Education website has licensing information:

www.coe.ksu.edu/ssa/departments/csps/licensure/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 application instructions to add a provisional endorsement and for filling out Form 4:
   www.coe.ksu.edu/departments/csps/licensure/appinfo.html

**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
3. To register for the Praxis exam, go to: www.ets.org/praxis. To have your score sent to Kansas State University, enter code #6334 when registering for the Praxis.
4. Fill out Form 1 for the KSDE Added Endorsement and submit additional required materials (e.g., transcripts, KSDE application fee, Praxis scores, completed application form). Go to the following website for information and application instructions for adding an additional endorsement with an approved program and for filling out Form 1:
# 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Offering</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDSP 323</td>
<td>Exceptional Student in the Secondary School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDSP 324</td>
<td>Exceptional Child in the Regular Classroom</td>
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</tbody>
</table>

### B. Required Courses (42 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Offering</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCEP 715</td>
<td>Principles of Assessment</td>
<td></td>
<td>F, U</td>
</tr>
<tr>
<td>EDSP 710</td>
<td>Education of Exceptional Individuals (QuickStart Program requirement) (for elementary education majors)</td>
<td></td>
<td>F, S, U</td>
</tr>
<tr>
<td>EDSP 723</td>
<td>Characteristics of Cognitive Disorders</td>
<td></td>
<td>F, S</td>
</tr>
<tr>
<td>EDSP 728</td>
<td>Characteristics of Emotional and Behavioral Disorders</td>
<td></td>
<td>F, U</td>
</tr>
<tr>
<td>EDSP 742</td>
<td>Interventions: Emotional and Behavioral Disorders</td>
<td></td>
<td>F, S, U</td>
</tr>
<tr>
<td>EDSP 743</td>
<td>Interventions: Academic Disabilities</td>
<td></td>
<td>F, S</td>
</tr>
<tr>
<td>EDSP 745</td>
<td>The Consulting Process in Special Education</td>
<td></td>
<td>U</td>
</tr>
<tr>
<td>EDSP 777</td>
<td>Behavior Management</td>
<td></td>
<td>F, S</td>
</tr>
<tr>
<td>EDSP 778</td>
<td>Technology for Special Education</td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>EDSP 785</td>
<td>Practicum in Adaptive Special Education (StepAhead Program requirement) (for secondary education Majors)</td>
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<td>F, S</td>
</tr>
<tr>
<td></td>
<td>(Two 3-credit practica are required)</td>
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<td></td>
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<tr>
<td>EDSP 830</td>
<td>Assessment in Special Education (Preq: EDCEP 715)</td>
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<td>S</td>
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<tr>
<td>EDSP 848</td>
<td>Transitions in Special Education</td>
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<td>U</td>
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</table>

### C. Additional Course for Secondary Endorsement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Offering</th>
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<tbody>
<tr>
<td>EDSP 844</td>
<td>Special Education in Secondary Schools (2 credits)</td>
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<td>S-odd</td>
</tr>
<tr>
<td></td>
<td>(Offered in spring semesters of odd numbered years)</td>
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<tr>
<td></td>
<td>(Required for ALL secondary-level endorsements and elementary-level adding secondary certification.)</td>
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</table>

### Code for the Symbols
- * QuickStart Program requirement (for elementary education majors)
- ^ StepAhead Program requirement (for secondary education Majors)

## Functional Special Education Endorsement (Elementary or Secondary)

Complete all courses required for Adaptive Endorsement and:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Offering</th>
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</thead>
<tbody>
<tr>
<td>EDSP 841</td>
<td>Interventions: Functional Special Education</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>EDSP 849</td>
<td>Interventions: Autistic Spectrum Disorders</td>
<td></td>
<td>U</td>
</tr>
<tr>
<td>EDSP 885</td>
<td>Practicum: Functional Special Education</td>
<td></td>
<td>F, S</td>
</tr>
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## 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Offering</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDSP 889</td>
<td>Advanced Practicum: Autism Spectrum Disorders</td>
<td></td>
<td>F, S, U</td>
</tr>
</tbody>
</table>

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.*

July 2014
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 (offered in spring semester of even numbered years), 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:

  [http://www.coe.ksu.edu/academics/graduate/spedms/spedcheck.html](http://www.coe.ksu.edu/academics/graduate/spedms/spedcheck.html)

**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 “Master’s Portfolio and Program Completion Guidebook.” Go to this website:

  [http://www.coe.ksu.edu/academics/graduate/spedms/spedportfolio.html](http://www.coe.ksu.edu/academics/graduate/spedms/spedportfolio.html)

**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
Department Contacts

Department Office
369 Bluemont Hall
785-532-5541
Cassy Llewelyn, Senior Administrative Assistant

Department Chair
Dr. Ken Hughey
532-6445
khughey@ksu.edu

Department Faculty
Ms. Susan Dillinger
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sdillin1@ksu.edu

Dr. Marilyn Kaff
532-5901
mkaff@ksu.edu

Dr. Ann Knackendoffel
532-5818
knack@ksu.edu

Dr. Mickey Losinski
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mlosins@ksu.edu

Dr. Jim Teagarden
532-5923
mrt@ksu.edu

Dr. Warren White
532-6349
wwhite@ksu.edu