

MedEd Program Handbook

2014 - 2015

Version 0115

Online Master of Education
for physicians and healthcare professionals
&
Online Certificate in Medical Education

This program handbook contains information specific to the online Master of Education degree for physicians and healthcare professionals and Online Certificate in Medical Education offered by the University of Cincinnati and Cincinnati Children's Hospital Medical Center and covers topics from application through graduation. It is a supplement to the University of Cincinnati (UC) Graduate Handbook, which contains general information related to all graduate programs. The UC Graduate Handbook can be accessed from www.grad.uc.edu.

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Program Website www.cincinnatichildrens.org/masters

UC Websites www.uc.edu (general)
www.grad.uc.edu (Graduate school)
www.cech.uc.edu (College of Education, Criminal Justice and Human Services)
www.onestop.uc.edu (OneStop Student Services)
canopy.uc.edu (Blackboard)

Abbreviations

UC	University of Cincinnati
CECH	College of Education, Criminal Justice and Human Services
C&I	Curriculum & Instruction

General Program Information

Cincinnati Children’s Hospital Medical Center (which comprises the faculty of the Department of Pediatrics at the University of Cincinnati College of Medicine), in partnership with the University of Cincinnati College of Education, Criminal Justice and Human Services (CECH), offers graduate-level accredited programs for physicians and other healthcare providers involved with or interested in medical teaching and learning or educational research.

Both the Master of Education in curriculum and instruction and the Certificate in Medical Education programs are designed to address your unique needs as a health care professional who wants to develop advanced teaching skills and gain knowledge that has a direct impact on your daily activities. This practical program will provide you with contemporary knowledge in educational theory, effective instructional techniques and educational research.

Master’s Program

The master’s program is a 30 credit-hour program focused on adult learning theories, practical curriculum and instruction design and evaluation, and educational research.

Degree Designation

The degree earned will be a **Master of Education (MEd) in Curriculum and Instruction**. The designation on the transcript will be:

```
***** UNIVERSITY OF CINCINNATI AWARD *****  
COL: EDUCATION, CRIMINAL JUSTICE, & HUMAN SERVICES  
DEG: MASTER OF EDUCATION  
DATE:  
PROGRAM: CURRICULUM AND INSTRUCTION  
*****
```

Program Objectives

1. Apply principles of pedagogy for effective teaching, including theories in teaching with technology, instructional design, instructional methods, and assessment methods in medical education.
2. Identify and discuss the major forces influencing practice of adult teaching and learning concepts in medical education at the global, national and local levels.
3. Apply and discuss the concepts, theories and practices associated with attitude formation and change, including persuasion strategies and cognitive dissonance as it relates to healthcare personnel and patients in a medical environment.
4. Develop, implement and evaluate medical education curricula.
5. Design and develop evidence-based e-portfolios that document critical reflection and professional skills and competencies in formal and non-formal educational settings with appropriate artifacts.
6. Design, evaluate, implement and present research or scholarly projects using appropriate qualitative and/or quantitative methodologies in oral, written and visual forms.

Curriculum

The curriculum includes four courses focused on teaching and learning pedagogy and four courses focused on research, with two culminating experiences and an e-portfolio in which you demonstrate your mastery of the prior coursework. Course descriptions can be found in the Coursework section of this handbook.

Teaching and learning

- CI7080 Curriculum Development & Evaluation in Medical Education
- CI7081 Attitude Formation and Change in Medical Education
- CI7082 Human & Adult Learning in Medical Education
- CI7083 Application of Instructional Design & Educational Technology in Medical Education

Research

- CI7001 Educational Research for Masters Students
- EDST7010 Statistical Data Analysis
- EDST8034 Measurement & Assessment
- EDST8051 Qualitative Research Methods

Culminating experiences:

- CI6075 Field Experience Practicum and e-portfolio
- CI7090 Master's Research Project

Certificate Program

The certificate program is a 12 credit-hour program focused on teaching and learning, including adult learning theories, curriculum development and evaluation, and instructional design and technology. If a student enrolls first in the Certificate program, all courses may later be applied to the Master's program.

Transcript Designation

Upon completion of the Certificate, your transcript will indicate that a Certificate in Medical Education was earned:

```
***** UNIVERSITY OF CINCINNATI AWARD *****  
COL: EDUCATION, CRIMINAL JUSTICE, & HUMAN SERVICES  
DEG: POST-BACCALAUREATE CERTIFICATE  
DATE:  
PROGRAM: MEDICAL EDUCATION (CURR & INSTRUCTION)  
*****
```

Program Objectives

1. Apply principles of pedagogy for effective teaching, including theories in teaching with technology, instructional design, instructional methods, and assessment methods in medical education.
2. Identify and discuss the major forces influencing practice of adult teaching and learning concepts in medical education at the global, national and local levels.
3. Apply and discuss the concepts, theories and practices associated with attitude formation and change, including persuasion strategies and cognitive dissonance as it relates to healthcare personnel and patients in a medical environment.
4. Develop, implement and evaluate medical education curricula.

Curriculum

The *recommended* curriculum is the four teaching and learning courses; however, students may substitute any of those four with research courses as appropriate to meet their professional and institutional needs. Course descriptions can be found in the Coursework section of this handbook.

Teaching and learning (recommended)

CI7080 Curriculum Development & Evaluation in Medical Education

CI7081 Attitude Formation and Change in Medical Education

CI7082 Human & Adult Learning in Medical Education

CI7083 Application of Instructional Design & Educational Technology in Medical Education

Alternate research courses

EDST7010 Statistical Data Analysis

EDST8034 Measurement & Assessment

EDST8051 Qualitative Research Methods

Application Information

Applications are accepted on a rolling basis for both the Master's and Certificate programs. You can apply for either or both programs.

Note regarding concurrent enrollment with the Master's program

You can be enrolled in both the Masters and Certificate program at the same time, but you must apply for both. If you are applying for the masters only but think you *might* want to get the certificate also, it is strongly advised that you complete a second application for the Certificate program at the same time.

All credit hours taken to complete the Certificate are applicable to the Master's, but you must apply and be officially enrolled in the Certificate *prior to* taking any classes that would apply toward it. This is particularly important if you are enrolled only in the Master's program, and after accumulating enough credits for the certificate, decide to discontinue the Master's program—you **will not** be able to receive the certificate based on the coursework already taken since you were not enrolled in the certificate program when you took the courses.

Note that the enrollment system currently does not permit admission into two programs in the same term. You can apply for both in the same term, but at the point of final admission, the start semester for your Certificate program will be changed to one semester after the start of your Master's program. This is only a system administrative requirement, and does not affect your program completion in any way.

Application Deadlines

Applications are accepted for a start in any semester. Application deadlines are as follows.

To Start in This Semester:

Fall
Spring
Summer

Complete Application Must Be Received By:

June 1
October 1
February 1

Admission Requirements

Program admission is based solely on eligibility and is non-competitive. The following are minimum admission requirements adopted by the program, the College of Education, Criminal Justice, and Human Services and/or the Graduate School:

- Baccalaureate or higher degree from an accredited university or college—if you received a combined undergraduate/medical degree (e.g. MBBS, etc.), you meet this requirement
- Undergraduate final cumulative GPA of at least 3.0 on a 4.0 scale
- If applicable, prior graduate GPA of at least 3.2 on a 4.0 scale or successful completion (pass) of medical school coursework
- If applicable, sufficient GRE scores
- Current employment or other activity involving education within a medical or healthcare environment, or transitioning into such a position

- Proficiency in English reading and writing – this proficiency should be at a level adequate to understand and write articles published in professional and medical journals, understand textbooks and other advanced-level books, write academic papers and complete academic assignments, and effectively participate in professional written communications within a discussion board format.

Master's Program Application

These are the steps you must take to apply to the master's program.

Complete the online application

You must apply to the University of Cincinnati Graduate School via the UC Graduate Application Online at www.grad.uc.edu/apply. Click on the link for Graduate Application under Ready to Apply. You must first create an account on the left, and then create a new application. Note that if you have previously applied for a program at UC, you will need a new account—the system allows one application per account.

The current application fee is \$65 for domestic applicants and \$70 for international applicants, and it must be paid by credit card or electronic check at the end of the application process.

- Please be careful when selecting the Academic Program. Incorrect program applications cannot be changed or transferred once submitted. If you apply to the incorrect program, you will need to reapply to the correct program and pay another application fee. Please make the following selections during the Education Plans part of the application:
 - For **start term**, select the earliest semester you would like to start. You will not be able to start in an earlier semester than you specify, but you may defer your start up to one year (two semesters).

(Note: In limited situations, we may be able to move your semester start back one term. Please consult with the program coordinator if you find you must start in a different term than you applied to start in.)
 - Select **Part Time** enrollment
 - Click on the **Add A Program** button
 - **Search Programs by College:** College of Education, Criminal Justice, and Human Services
 - **Program:** Medical Education (Curr and Instr)-Distance Lrning **Degree** MED
- Upload the following items when requested
 - Curriculum vitae or resume
 - One-page goal statement/essay summarizing your purpose and goals for entering the MEd program
- Recommendation letters: At least two professional letters of recommendation are required, one of which should be from your department chairman, division director and/or fellowship director. Personal references are not requested.

You will be required to provide the names and contact information for your two recommenders, and the system will email them a link so that they may upload their recommendation letters. Please let them know to expect this link within 24-48 hours after you submit your application. It is possible the email will end up in their spam folder, so please have them check there before you request that the email be resent.

Transcripts

*If you are applying to the Master's program after being previously accepted into the Certificate program, we do **not** need another set of transcripts. If we have not previously received your transcripts, they are required.*

We must receive official transcripts directly from your previous universities or colleges, in a sealed envelope or via e-Script. (See the section on International transcripts, below, for exceptions.)

We will need an official transcript from each university/college that you listed on your application. You need only list those from which you received a degree.

The transcript must include a list of the courses you took with grades, AND the degree awarded and date of the award. For some universities outside of the United States, this information may be included on two separate documents: one that lists the courses and one that indicates the degree and date awarded.

If the transcript is in a language other than English, we will need the original transcript and a certified translation. See the section on International Transcripts below for more information.

International transcripts

The State of Ohio and the University of Cincinnati require that we receive transcripts directly from a university or college in a sealed envelope in order to guarantee as much as possible that the transcript has not been tampered, modified, or falsified. The majority of universities and colleges around the world are able to issue transcripts or certified copies of transcripts upon request.

However, there are a few who provide a set number of transcripts in sealed envelopes to the student upon graduation. In this case, you may send us one of the transcripts in the sealed envelope. If you have only one transcript remaining and are not able to request additional copies from your university or college, you can send us the original in your possession and request that we copy and return the original to you. This can only be done under certain circumstances, and **ONLY** when an original absolutely cannot be obtained from the university or college. The original transcript must be on the University's letterhead and contain the official seal and/or signature. The document and text cannot be tampered with in any way, or it will be rejected and admission will not be granted.

Translations and credential evaluation documentation: If the original, official transcript from your university is in a language other than English, we will need both the original (official copy from the university) and a *certified* translation from a competent translator such as University Language Services (www.universitylanguage.com/services/translation/).

If you have used a service such as World Education Service (www.wes.org) to obtain a credential evaluation, you can order a copy of the report to be sent to us directly. If you already have copies in sealed envelopes, you can forward one to us.

GRE Test

Most applicants to this program do not need to submit GRE scores. You are exempt **if** you have at least a 3.2 GPA for your undergraduate degree or a prior graduate program, or have an MD, PhD, or similar post-graduate degree. If you do not meet these criteria, you are required to submit scores from the general GRE test taken no earlier than five years prior to your application. Minimum expected GRE scores (new test effective 2011) are: Verbal 151, Quantitative 145, Analytic Writing 4-4.5.

English competency test

If your native language is not English and you did not receive a previous degree from an institution in an English-speaking country, you will need to demonstrate English proficiency. A University-identified list of countries exempted from this requirement is below:

Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada*, Caymen Islands, Dominica, Fiji, Grenada, Ireland, Jamaica, Liberia, Malawi, New Zealand, Singapore, South Africa, St. Kitts & Nevis, St. Lucia, St. Vincent & The Grenadines, United Kingdom.

**the University does not waive the requirement for Quebec; however, since physicians in Quebec are generally fluent in English, even if educated in a French-speaking institution, we can obtain a waiver of the testing requirement for our program...unless we have concerns about your English fluency based on other communications and written application materials.*

We place particular emphasis on **proficiency in written English** (reading and writing). Since the program is conducted entirely online, almost all assignments and communications are conducted in written form and via an online discussion board and email. Very few, if any, assignments will require vocal recordings or live web conferencing presentation. Written English proficiency will be judged from TOEFL (Test of English as a Foreign Language) scores, if required, **as well as all other communications with the program office, including email communication**. As a general guideline, scores from the TOEFL iBT test for Reading should not be below 23 and for Writing should not be below 24. The total score ideally will be no less than 100.

If we judge that your ability to communicate effectively via written English is below that required to perform at an acceptable level in the program, you will be asked to improve your writing skills prior to starting the program. If your written English ability is borderline or of concern for any reason, we may ask you to apply for the Certificate in Medical Education program first to ascertain your ability to be successful in the courses before undertaking the full master's program.

A waiver of the English proficiency testing requirement can be made for an applicant if substantial English fluency can be demonstrated or is otherwise obvious.

We reserve the right to request an English proficiency test be taken, even if otherwise waived, if we have any concerns or questions about an applicant's English language skills.

After you submit your application

You will receive automatic emails from the application system when items are added to your application. Additionally, if at any time you would like to know the status of your application, you can log into the application system to see what has been received, what is still missing, and any comments added to your application by the program. Additionally, you may contact the program office with any questions about your application status.

Application review and acceptance notification

We review all fully complete applications after the application deadline for each semester. If approved, you will be notified by email. The email will contain a New Student Information document and two forms you must complete and return.

If you require an earlier decision on your application, please let the program coordinator know, and your application will be reviewed as soon as it is complete. The entire process, after receipt of a complete application package through the completion of the admission process takes several weeks. It is important to be sure all application materials are uploaded and transcripts are received by the program by the application deadline.

Application expiration

An incomplete application file and application fee will remain valid during the current academic year (fall through summer). After the end of the academic year, a new application will be required.

Final admission confirmation

You cannot be confirmed into the program until the acceptance form and the supplementary form are received by the program office. The supplementary form is then forwarded to the registrar's office, and you will be confirmed into the program within the UC systems, allowing for course registration.

Orientation

After your program is confirmed and your accounts filter through all the various systems, you will be added to the online program orientation. You must complete the orientation before you can be enrolled in your first course in the program.

Graduate Certificate in Medical Education

To receive the Certificate in Medical Education, you must apply for and be admitted into the program.

Complete the online application

You must apply to the University of Cincinnati Graduate School via the UC Graduate Application Online at www.grad.uc.edu/apply. Click on the link for Graduate Application under Ready to Apply. You must first create an account on the left, and then create a new application. Note that if you have previously applied for a program at UC, you will need a new account—the system allows one application per account.

The current application fee is \$20 (\$25 for international applicants), and must be paid by credit card or electronic check at the end of the application process.

- Please be careful when selecting the Academic Program. Incorrect program applications cannot be changed or transferred once submitted. If you apply to the incorrect program, you will need to reapply to the correct program and pay another application fee. Please make the following selections during the Education Plans part of the application:
 - For **start term**, select the earliest semester you would like to start. You will not be able to start in an earlier semester than you specify, but you may defer your start up to one year (two semesters).

(Note: In limited situations, we may be able to move your semester start back one term. Please consult with the program coordinator if you find you must start in a different term than you applied to start in.)
 - Select **Part Time** enrollment
 - Click on the **Add A Program** button
 - **Search Programs by College:** College of Education, Criminal Justice, and Human Services
 - **Program:** Medical Education-Distance Learning (Curr & Inst) **Degree GC**
- Upload the following items when requested
 - Curriculum vitae or resume
 - One-page goal statement/essay summarizing your purpose and goals for entering the Certificate program
- Recommendation letters are **not** required, but the system will still give you the option to add recommenders if you wish. If you do include recommenders, and they have uploaded their recommendation by the time we review it, the recommendation will be reviewed.

If you do not wish to include recommendations, simply skip through this part of the application.

If you want to include recommendations, provide the names and contact information for your recommenders, and the system will email them a link so that they may upload their recommendation letters. Please let them know to expect this link within 24-48 hours after you

submit your application. It is possible the email will end up in their spam folder, so please have them check there before you request that the email be resent.

Transcripts

We must receive official transcripts directly from your previous universities or colleges, in a sealed envelope or via e-Script. (See the section on International transcripts, below, for exceptions.)

We will need an official transcript from each university/college that you listed on your application. You need only list those from which you received a degree.

The transcript must include a list of the courses you took with grades, AND the degree awarded and date of the award. For some universities outside of the United States, this information may be included on two separate documents: one that lists the courses and one that indicates the degree and date awarded.

If the transcript is in a language other than English, we will need the original transcript and a certified translation. See the section on International Transcripts below for more information.

International transcripts

The State of Ohio and the University of Cincinnati require that we receive transcripts directly from a university or college in a sealed envelope in order to guarantee as much as possible that the transcript has not been tampered, modified, or falsified. The majority of universities and colleges around the world are able to issue transcripts or certified copies of transcripts upon request.

However, there are a few who provide a set number of transcripts in sealed envelopes to the student upon graduation. In this case, you may send us one of the transcripts in the sealed envelope. If you have only one transcript remaining and are not able to request additional copies from your university or college, you can send us the original in your possession and request that we copy and return the original to you. This can only be done under certain circumstances, and **ONLY** when an original absolutely cannot be obtained from the university or college. The original transcript must be on the University's letterhead and contain the official seal and/or signature. The document and text cannot be tampered with in any way, or it will be rejected and admission will not be granted.

Translations and credential evaluation documentation: If the original, official transcript from your university is in a language other than English, we will need both the original (official copy from the university) and a *certified* translation from a competent translator such as University Language Services (www.universitylanguage.com/services/translation/).

If you have used a service such as World Education Service (www.wes.org) to obtain a credential evaluation, you can order a copy of the report to be sent to us directly. If you already have copies in sealed envelopes, you can forward one to us.

English competency test

If your native language is not English and you did not receive a previous degree from an institution in an English-speaking country, you will need to demonstrate English proficiency. A University-identified list of countries exempted from this requirement is below:

Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada*, Caymen Islands, Dominica, Fiji, Grenada, Ireland, Jamaica, Liberia,

Malawi, New Zealand, Singapore, South Africa, St. Kitts & Nevis, St. Lucia, St. Vincent & The Grenadines, United Kingdom.

**the University does not waive the requirement for Quebec; however, since physicians in Quebec are generally fluent in English, even if educated in a French-speaking institution, we can obtain a waiver of the testing requirement for our program...unless we have concerns about your English fluency based on other communications and written application materials.*

We place particular emphasis on **proficiency in written English** (reading and writing). Since the program is conducted entirely online, almost all assignments and communications are conducted in written form and via an online discussion board and email. Very few, if any, assignments will require vocal recordings or live web conferencing presentation. Written English proficiency will be judged from TOEFL (Test of English as a Foreign Language) scores, if required, **as well as all other communications with the program office, including email communication**. As a general guideline, scores from the TOEFL iBT test for Reading should not be below 23 and for Writing should not be below 24. The total score ideally will be no less than 100.

If we judge that your ability to communicate effectively via written English is below that required to perform at an acceptable level in the program, you will be asked to improve your writing skills prior to starting the program.

A waiver of the English proficiency testing requirement can be made for an applicant if substantial English fluency can be demonstrated or is otherwise obvious.

We reserve the right to request an English proficiency test be taken, even if otherwise waived, if we have any concerns or questions about an applicant's English language skills.

After you submit your application

You will receive automatic emails from the application system when items are added to your application. Additionally, if at any time you would like to know the status of your application, you can log into the application system to see what has been received, what is still missing, and any comments added to your application by the program. Additionally, you may contact the program office with any questions about your application status.

Application review and acceptance notification

We review all fully complete applications after the application deadline for each semester. If approved, you will be notified by email. The email will contain a New Student Information document and two forms you must complete and return.

If you require an earlier decision on your application, please let the program coordinator know, and your application will be reviewed as soon as it is complete. The entire process, after receipt of a complete application package through the completion of the admission process takes several weeks. It is important to be sure all application materials are uploaded and transcripts are received by the program by the application deadline.

Application expiration

An incomplete application file and application fee will remain valid during the current academic year (fall through summer). After the end of the academic year, a new application will be required.

Final admission confirmation

You cannot be confirmed into the program until the acceptance form and the supplementary form are received by the program office. The supplementary form is then forwarded to the registrar's office, and you will be confirmed into the program within the UC systems, allowing for course registration.

Orientation

After your program is confirmed and your accounts filter through all the various systems, you will be added to the online program orientation. You must complete the orientation before you can be enrolled in your first course in the program.

Advanced Standing / Transfer Credit

Up to nine graduate-level credits may be transferred into the Master's program. The credits may be from another institution, another UC master's program in which you were matriculated, or individual courses taken at UC without matriculation into a program. Credits from the Certificate in Medical Education program are not considered advanced standing. The credits must be from a graduate-level program within the past five years, the coursework must be comparable to a course in the program, and the grade must be a B or higher.

Important note: If the credit was used or will be used toward earning another degree, it cannot be transferred in (i.e. no double-dipping credits).

To have a course considered for transfer either before or after you have taken it, send us the course syllabus. In consultation with the course instructor, we will determine whether the course is comparable and transferable. If the course is accepted, we will need an official transcript (if not already submitted as part of your application package) showing the course, term taken, and grade.

Transfer credit not allowed for CI7001

We do not accept transfer credit for CI7001 Educational Research for Master's Students, because your final master's research project is started in this course.

Advisors/Mentors

Academic Advisor – Program Coordinator

The program coordinator will provide all basic academic advising needs, including assisting you with course progression, administrative requirements, and general program questions and issues. If you have questions or concerns about any particular class, administrative issues, or the overall program, please do not hesitate to contact the program coordinator or the program associate director.

Final Project Mentor

Students in the Master's program must have a project mentor to guide them on their final research project. Starting Fall 2014, you will be required to identify a final project mentor by the third week of the semester you are enrolled in CI7001, Educational Research for Masters Students.

If you have previously taken CI7001 or the Research Seminar under quarters and do not have a project mentor, contact the program coordinator. You will be provided with a link to complete a survey that will help us to help you find a mentor.

For additional information regarding project mentors and the final research project, please consult the Final Project Handbook, attached herein as Appendix A or available from the program website or program coordinator. You will also receive the Final Project Handbook in CI7001.

Your project mentor will be able to meet with you regularly via telephone, web conferencing, email, or in person (if appropriate), and is responsible for the following:

- Providing advice, guidance, feedback and resource direction regarding your culminating masters project
- Approving your masters project proposal
- Serving on your masters committee and attending your final masters project presentation.
- If you are in a fellowship, serving as a member of your Scholarship Oversight Committee (SOC) including attending meetings as required. (The SOC is a requirement of clinical fellows in subspecialty fellowships which have specialty boards; at least one member must be from the fellow's clinical division. In most circumstances, the SOC will also be your master's committee.)

Registration, Withdrawals and Billing

All registration and billing is done by the program office. Please direct any questions or concerns to the program coordinator or administrative assistant.

Registration Process

Approximately six to eight weeks before the semester starts, we will email all active students regarding the courses being offered and a deadline by which to reply. Please reply even if you do not plan to take any courses in that particular term.

Approximately two weeks before the semester starts, we will send the registration list to the UC registrar who enters you into the course(s).

Late registration

A late registration fee of \$25 will be assessed for registrations submitted on day 1 through day 15 of the semester. **Registration is generally not accepted by the program office after the first Friday of the semester except under extenuating circumstances.**

After day 15, an appeal must be made in writing to the Late Registration Appeals Committee along with a paper registration form signed by the program associate director and the director of graduate teacher education; if accepted, there is a \$150 late registration fee.

Drops and Withdrawals

A course may be dropped prior to the beginning of the term, or *within the first week of the term*, with no penalty. The UC refund schedule is as follows:

Drop through day 8 of the term	100% refund
Drop from day 9 through day 15 of the term	50% refund
Drops or withdrawals beginning day 16 of the term	0% refund

The actual dates for each term are posted on the UC calendar at onestop.uc.edu/calendars.html. If you think you might drop a class, please consult the calendar or check with the program office to be sure you understand what, if any, tuition you will be required to pay.

If you find it difficult to complete a course within the term, please discuss the situation with the instructor. There may be other options available, such as receiving an Incomplete (I) and taking an extended period to finish the course. Refer to the Grades section for information regarding I grades.

How to drop or withdraw from a course

You may drop or withdraw from a class through onestop.uc.edu, or by requesting the program coordinator to drop you from the course. If you drop or withdraw yourself via One Stop, you must inform the program coordinator. In either event, also inform the course instructor.

Failure to attend/participate in class without withdrawal

It is not acceptable to simply stop attending or participating in class without an official drop or withdrawal. Failure to participate in a class while enrolled will result in a grade of F, X (unofficial withdrawal-no participation), or UW (unofficial withdrawal with participation). An X or UW grade is weighted the same as an F. **The course will need to be repeated.**

Effect on Transcript

A “Drop” (up to day 15) will remove the course from your academic record; a “Withdrawal” (day 16 through day 58) will remain on your academic record and transcript with a letter grade of W. Official withdrawal is not permitted after the 58th calendar day of the term.

Billing

Bills will be prepared and emailed each term by the program office. **DO NOT** pay tuition directly to UC for courses in this program without first discussing the situation with the program coordinator; UC bills Cincinnati Children’s Hospital for the tuition. If you decide to take a course through UC that is not part of this program, you should pay UC directly for the tuition on that course only.

Your invoice will include the full program tuition (UC tuition plus Cincinnati Children’s Hospital tuition) for the applicable number of credits.

Form of Payment

Payments may be made by check, credit card or money order. Credit card payments may be mailed or phoned in. Unfortunately, we do not currently have a web payment option available. Payment can be called into the credit card payment line listed on the invoice or to the program office.

We cannot accept credit card information by email due to PCI compliance—our email system and servers are *not* certified as PCI compliant, which means we cannot guarantee the security of your credit card information sent this way.

We will accept payment by fax; however, please be aware that our fax is shared between two departments and resides in the mail area on our floor. It receives a lot of faxes with patient information, and faxes are treated with great care in compliance with HIPAA, but we cannot guarantee that your fax will not end up in the wrong mailbox (or the shredder) by mistake. If you do fax your credit card payment, please include a cover sheet with our name on it, and please let us know you sent it so we can check for it immediately.

Due Date

Bills are due by the first day of class. If your bill is being paid by your company or another payor on your behalf, and the payment will not be made by the due date, please inform the program coordinator, and provide a good faith estimate of when the bill is expected to be paid.

Late Payment Policy

Successful course completion includes payment in full for the course. If payment is not received by the time grades are submitted for the course, you will be given an Incomplete grade (I), and will not be registered for additional classes until the account is paid in full.

Payment Plan

A payment plan is available. There is no interest or other fees incurred. The payment plan allows you to divide the tuition into four equal monthly payments throughout the term. The first payment is due by the first day of the term, with subsequent payments due on the first of the following three months. Failure to make full payments by the last day of class will result in a grade of Incomplete (I) and a registration hold until the account is paid in full.

If you would like to take advantage of the payment plan, simply ask for it when you let us know what courses you would like to take for the following semester. We will send the payment plan with your invoice.

Advance Payment

You may pay any amount of tuition in advance. The advance payment will remain on the account as a credit, and diminish as charges occur each term. If needed, we can provide an invoice for the amount you would like to pay in advance.

Financial Aid

At this time, there are no scholarships, assistantships, or grants available through the program. Student loans may be available to students taking five or more credit hours in a term. Please visit the UC Graduate Student Aid website at www.financialaid.uc.edu/gradstudent.html for more information. Other financial assistance may be available through the student's home institution.

Veteran's Benefits

Tuition assistance for the Master's program is available for US military service personnel and veterans. Contact the UC Veteran's Certification office for additional information and instructions at (513) 556-6811 or www.uc.edu/aess/vps/veterans_educational_benefits.html. We cannot answer questions about the program, but it is important that you let us know if you are or will be receiving benefits and under which program. If payment will be made directly to the University instead of to you, we do not place a program sponsorship payment on your account.

UC Tuition Remission

UC faculty and staff and their families are eligible for tuition remission after submission of any appropriate forms to UC HR. The forms and additional information are available online at www.uc.edu/hr/benefits/tuition_remission.html. Please contact UC Human Resources/Tuition Remission at TRQuestions@uc.edu or (513) 556-6381 with questions or to confirm level of eligibility. The program office cannot address questions about this benefit.

If you are full-time affiliated faculty through Cincinnati Children's, you are eligible for tuition remission after submitting the appropriate *affiliated faculty* form to UC HR. The form and additional information are available online at www.uc.edu/hr/benefits/tuition_remission.html. The form must be signed by John Maybury (VP, CCRF, MLC 3016, Admin-Kathy Kircher), and will be returned to you to submit to UC HR.

Tuition remission only covers the UC in-state part of the program tuition to your eligibility level. It will NOT cover required books or other course materials or any of the following items, which will be billed through the program office:

- Cincinnati Children's tuition fee
- out-of-state surcharge (if you do not live in Ohio, \$15 per credit hour)
- any UC tuition above your tuition remission eligibility level (if applicable)

If tuition remission fails to be applied against your UC bill, you will be responsible for paying the amount due directly to UC unless you instruct the program coordinator to pay UC on your behalf and bill you for the tuition with the Children's Hospital fee. Any late fees accrued on your UC account due to tuition remission not being applied are your responsibility and will not be paid by the program. UC will place an administrative hold on your account until such fees are paid or otherwise cleared.

Grading

Satisfactory Grades

<u>Letter</u>	<u>Percentage</u>	<u>Description</u>	<u>Quality Points</u>
A	96-100%	Excellent	4.0000 points
A-	91-95%		3.6667 points
B+	87-90%		3.3333 points
B	82-86%	Good	3.0000 points
B-	78-81%		2.6667 points
C+	74-77%		2.3333 points
C	70-73%	Satisfactory (Min. acceptable grade)	2.0000 points
P	Pass, only applicable in courses graded as pass/fail. In our program this is CI7090 only.		
SP	Satisfactory Progress. This grade is no longer in use beginning Fall 2014.		

Non-satisfactory Grades

- I Incomplete; work must be completed, reviewed and graded within one calendar year minus 8 days (I from the fall term of one year must be completed and the grade changed *at least 8 days prior to the term end date* for the fall term of the following year). If the instructor agrees to provide an I for a course, the student and instructor must complete an Incomplete agreement indicating what work is to be completed and by when.
- I/F Incomplete Failure, same as F; if work is not completed within one calendar year, an I automatically becomes an I/F. Course must be retaken. Grade cannot be changed except under extraordinary circumstances due to an error on the part of the instructor – student’s failure to turn in work early enough for appropriate review and grading by the instructor does not constitute extraordinary circumstances or an error on the part of the instructor.
- F Failure; remains on academic record and is used in calculation of GPA. Cannot be changed; course must be retaken. If course is retaken, can petition to have original F changed to new grade, or to have F waived in consideration of degree requirements.
- NG No Grade was reported by the instructor; contact instructor if grade should have been given. Otherwise, course must be retaken.
- W Official Withdrawal if student withdraws during the 16th day through the Friday of week 10 of the term. Course must be retaken. Please note the instructor may change a W to an F if an F is warranted (i.e., if the student withdraws in order to avoid an F grade due to poor performance in the class).
- X Unofficial Withdrawal with no participation; given for students who fail to participate in class but do not officially withdraw. Same as an F; course must be retaken.
- UW Unofficial Withdrawal with some participation; given for students who do not officially withdraw but had some participation in class at a level below what the instructor considers active or sustained participation. Same as an F; course must be retaken.

Grade Changes

Grades of I, SP, UP and NG may be changed by the instructor. Grades of F, W and UW may not be changed. An I/F and other grades may only be changed under extraordinary circumstances if the instructor made an error (i.e. the student submitted the work with sufficient time for review by the instructor prior to the grading deadline but the instructor neglected to change the grade). Grade changes are submitted to the registrar by the instructor online within one year or by the program office with an official Change of Grade form if after one year.

An I grade must be changed within one calendar year, or it will automatically become an I/F, which is treated the same as an F. Grades of SP, UP, NG or letter grades can be changed within 5 years; after 5 years, you may petition for a change. **Important:** the grade change deadline for any term is the end of the same term in the following year *minus 8 days* – it is **not** the same as the regular grading deadline for the term. Please pay particular attention to this due date when completing your work.

Program Progress and Grades Documentation

You can view your grades posted to the registrar for any semester through OneStop. Additionally, you may obtain an online unofficial transcript/degree audit that shows all of the courses and grades you have taken so far at any time for no cost.

To obtain either, go to onestop.uc.edu. On the left, click on “Registration Information,” and then either “View My Grade Report” or “Get My Degree Audit.”

The program office can also provide a list of the courses you have taken and what you still need to take.

Maintaining Graduate Status

Address on File with UC

You must maintain a valid address on file both with UC and with the program office. Your address was first submitted when you completed the online application. If you move during the course of your studies, please update your address at onestop.uc.edu. On the left, click on “Personal Information” and then “Update My Address.” Please also be sure to update your email in Blackboard if it changes. Program staff cannot update your address on file at UC.

If any of your contact information changes, also please inform the program office. We maintain a separate file of contact information.

Active Program Requirements

Annual course registration

To maintain graduate status in the Master’s program, you must register for at least one credit hour of program coursework toward the degree each academic year. The academic year is Fall through Summer. Program coursework is coursework that meets the program degree requirements.

If you have completed all coursework and are working on your master’s project, you must register for at least one credit hour of CI7090 to remain active, preferably in the fall. You must be registered for the one credit hour during or prior to the term in which you plan to graduate.

If you do not register for one credit hour during the academic year, you will automatically become “inactive,” and will need to seek reinstatement or readmission to continue with the program (see below).

There is no University-mandated minimum credit hour requirement for certificate programs, but if you do not take any courses within two academic years without explanation or communication, we will consider the program abandoned.

Minimum GPA

You must maintain a 3.0 GPA or higher to obtain either a Master’s degree or Certificate. If you receive an F or equivalent in any one course, or a C in any two courses, we will review your GPA and remaining courses to determine if you will be able to recover sufficiently to complete the program with a minimum 3.0, and we will advise you of what will be required to do so. If you believe you will be unable to meet the requirements, you will be advised to withdraw from the program. If you believe you will be able to meet the requirements, you will be permitted to continue under an action plan. If it is determined at any time that you will not be able to graduate with a minimum 3.0 GPA, your program will be terminated.

Minimum courses and credit hours

The Master’s degree program consists of 30 required credit hours. No less than 30 credit hours will be accepted for graduation (unless the shortfall is due to the Fall 2012 conversion from quarters to semesters), and all required courses must be completed through coursework or advanced standing (credit transfer).

Petitions for Program Extension, Reinstatement and Readmission

If you require more time to complete your master's degree and/or you fail to maintain active status, you must petition for Reinstatement and Extension or apply for Readmission and Extension.

There is no extension or reinstatement/readmission process for Certificate programs.

Program Extension

The Master's degree must be completed within five years from matriculation. For example, if you matriculate in Fall semester, you must graduate by the end of Summer semester, five years later (15 semesters, starting Fall).

Under extenuating circumstances, you may petition the Associate Dean of the Graduate School, through the program office, for an extension to complete your degree. The Graduate Petition for Reinstatement and/or Extension form may be downloaded from www.grad.uc.edu/forms.aspx. It must include a description of the progress you have made toward the degree, a realistic plan for completion, and a reason for the delay. Be sure to include your UC email address on the form, and either check that email or have it forward to your preferred email.

Submit the form to the program office. We must attach a letter indicating support for the extension and approval of the plan to complete within the requested timeframe. We will then forward it to the graduate program director for additional signature and statement of support. It will then be sent to the Graduate School for review. The Associate Dean of the Graduate School will approve or deny the petition and inform you at your UC email address of the final decision.

Reinstatement

If you have become inactive for three years or less, or had withdrawn from the program less than three years ago, you may petition for reinstatement by the Associate Dean of the Graduate School, through the program office. Reinstatement will **not** reset your matriculation date. If necessary, petition for an extension to complete the degree at the same time. The Graduate Petition for Reinstatement and/or Extension form may be downloaded from www.grad.uc.edu/forms.aspx. It must include a projected timeline for program completion and a reason for the delay/inactive status. Be sure to include your UC email address on the form, and either check that email or have it forward to your preferred email.

Submit the form to the program office. We must attach a letter indicating support for the reinstatement, your progress to date, and approval of your completion plan. We will then forward it to the graduate program director for additional signature and statement of support. It will then be sent to the Graduate School for review. The Associate Dean of the Graduate School will approve or deny the petition and inform you at your UC email address of the final decision.

If accepted, you will be charged a reinstatement fee equal to one credit hour (at the tuition rate in effect at the time the petition is approved) for each year you have been inactive, up to three credits (three years).

Readmission

If you have been inactive/withdrawn for more than three years, you are not eligible for reinstatement and must apply for readmission. You must complete the Application for Readmission form and pay a processing fee. The form may be downloaded from www.grad.uc.edu/forms.aspx. You must include a plan for completing the remaining degree requirements, including a description of your progress to date, how you will remove any standing impediments to graduation, including finishing or retaking previous courses graded I/F, F, or NG, and a timeline for completing any remaining courses.

Your original date of program matriculation/entry is not changed, and the five-year time-to-degree limit is still calculated from the original matriculation date. If necessary, submit a Petition for Extension at the same time.

Submit the form to the program office. We must attach a letter indicating support for the readmission. We will then forward it to the graduate program director for additional signature and statement of support. It will then be sent to the Graduate School for review. The Associate Dean of the Graduate School will review the application. It may be accepted, accepted with conditions, or denied.

If accepted with or without conditions, you must pay a readmission fee equal to three graduate credits of in-state-tuition at the rate in effect at the time of readmission. The processing fee will be applied to this readmission fee.

General Program Guidelines

for Program Staff, Students and Instructors

The following are general guidelines for program staff, students and instructors. This is meant to set a certain level of expectation and assist with identifying areas of satisfaction and areas that need improvement. If you have any questions about these guidelines or expectations, please contact the program coordinator.

Program staff will

- treat applicants, instructors and students respectfully, professionally and courteously
- provide timely information about the program and course offerings
- maintain an “open door” policy with students and instructors
- respond to applicant, student and instructor general questions, concerns and other inquiries within 24 hours Monday-Friday, excluding holidays
- advocate as appropriate for students and the program with the University of Cincinnati
- consult and advise as appropriate on matters between students and instructors but will not interfere with instructor grading decisions
- process accurate and timely registrations, billings and payments
- provide ongoing academic support and advising to students
- provide ongoing professional support and advising to instructors
- conduct various evaluations to ensure continued high quality of program and identify areas needing improvement

Students will

- treat program staff, instructors, and other students respectfully, professionally and courteously
- read the course syllabi within the first three days of each term to understand what is expected for each course and consult the instructor if anything is not clear or well understood
- adequately schedule time to meet course needs on a weekly and term basis – a 3 credit hour course will generally require 9-12 hours of work each week
- actively participate in each course, posting to Blackboard weekly, or as often as required by the instructor and indicated in the course syllabus
- complete assignments on time
- actively participate in group work if required by the course
- communicate with instructors if travel or other time away from the class of a week or longer is anticipated and arrange to complete assignments in advance or to make up the required work upon return
- communicate with instructors and program staff as soon as possible if a significant barrier in work or course completion arises so that an appropriate course of action can be worked out
- complete an evaluation of each course at the end of each term


- bring any significant problems with a course or instructor to the attention of the program staff as soon as possible (i.e. absence of instructor from course, repeated delays in posting assignments, discourteous behavior, etc.)
- bring any significant problems with a program staff member or advisor to the attention of another program staff member as soon as possible (i.e. discourteous behavior, failure to respond to communications, etc.)

Instructors will

- treat program staff, students, and other instructors respectfully, professionally and courteously
- provide a clear and thorough course syllabus
- post assignments and discussion board questions and responses in a timely manner each week
- grade assignments, provide feedback and post grades through the Blackboard Grade book in a timely manner so that students know their standing in the course
- respond to student questions or inquiries within 24 hours Monday-Friday, or 48 hours on weekends or holidays
- provide students with an emergency contact method in case a matter cannot wait 24 hours
- submit grades to the registrar at the end of the term by the grading deadline, and send a copy of the grades to the program coordinator
- inform program staff of any significant problems with students (i.e. discourteous behavior, unexplained absence from class more than 1 week, unexplained failure to check into class during first week, unexplained significant or repeated inability to complete work or participate in class in a timely manner, quality of work not at level expected of a graduate student, failing course, etc.)
- bring any significant problems with a program staff member to the attention of another program staff member as soon as possible (i.e. discourteous behavior, failure to respond to communications, etc.)

Coursework

The Master's degree program includes 30 credits of required coursework divided into 24 credits of core and content area, 3 credits of Practicum, and 3 credits of the culminating Master's Project.

The Certificate consists of 12 credits drawn from the Master's coursework. We recommend the Teaching and Learning courses, but any course marked with a  can be selected.

Online Orientation

You must complete the online orientation before you will be able to be registered into your first course. The orientation is designed to provide a thorough introduction to the Blackboard learning environment in which most of your coursework will be conducted, help you gain a better understanding of the administrative aspects of the program, and ease your transition into the first class.

You will be sent information on how to access the orientation after you have been fully enrolled in the Certificate program or matriculated into the Master's program.

Course Descriptions

Teaching and Learning Courses

CI 7080 Curriculum Development and Evaluation in Medical Education (3 credits)

This course will provide an overview of evolving concepts and principles of curriculum development and evaluation for medical and other healthcare professionals. The course considers the philosophy and theory of curriculum design and development. Special emphasis will be placed on the analysis and application of principles for resolving problems with curriculum and curriculum improvement. Each participant will develop and share a curriculum document that supports a program within his or her discipline. The development and writing of this document leading to presentations and critiques at the end of the quarter will be our primary focus. All elements of the course will relate to this effort. The professor's role will be as facilitator, consultant, discussion leader, and critic with the hope that each participant, at the end of the course, will have produced a substantial document ready for implementation or for further study and development.

CI 7081 Attitude Formation and Change in Medical Education (3 credits)

This course focuses on attitude formation and change theories in terms of the goals and objectives in medical educational settings. Theoretically sound ideas for influencing student attitudes, and the value decisions which medical educators must make when deciding to influence attitudes, will be introduced and studied. Reactive and unobtrusive measures for assessing student attitudes will be examined.



CI 7082 Human and Adult Learning in Medical Education (3 credits)

This course provides an introduction to cognitive theories of human learning and memory with an emphasis on the application of this approach to the understanding and improvement of learning in instructional settings, particularly in medical education settings.



CI 7083 Application of Instructional Design and Educational Technology in Medical Education (3 credits)

This course is designed to provide fundamental knowledge about instructional design, including relevant learning theories, in conjunction with the computer technology tools that impact the teaching and learning in medical education. Course participants will explore and evaluate how, when, and why technology should be infused into education. Experience will be gained in the development and use of instructional applications including computers and educational software. Emphasis will be placed on creating collaborative teaching environments, eLearning courses and media-enhanced presentations using specific software and/or Web 2.0 tools (e.g., Blogs, Wikis, Social Networks, Social Bookmarks, Podcasts, RSS Feeds, and Photo Sharing). In addition, this course will address potential legal and ethical issues regarding computer-based technologies.

Research Courses

CI 7001 Educational Research for Masters Students (3 credits)

Through this course, students will develop the proposal for their final master's project while learning how to develop an action research question, perform a literature search to read and synthesize relevant research, develop a methodology and research plan, and write the proposal using APA style guidelines. Students are expected to draw upon what they have learned in the program coursework, apply it toward a real-world project, and write a publishable paper.

The actual research, data analysis and final paper will be completed with guidance from the student's master's committee and credited under CI7090 Master's Project: Curriculum & Instruction.



EDST 7010 Statistical Data Analysis I (3 credits)

This course introduces students to the fundamental techniques of statistical data analysis, such as descriptive statistics, t-tests, ANOVA, correlation and regression, and chi-square tests, that are commonly used in the social and behavioral sciences.



EDST 8034 Measurement and Assessment (3 credits)

The purpose of this course is to provide an introduction to the development of tests, assessments, questionnaires, and other methods of measuring psycho-educational variables. The goal is to enable each student to develop reliable assessments, which includes prescient design, standardized administration, and quantitative analysis to ensure that assessments are psychometrically sound. The class covers the entire test development cycle: conceptualization of a test, test design, item writing, pilot testing, standard setting, and psychometric analysis. Discussion of psychometric analysis is focused on classical test theory, but concepts of item response theory, a much more advanced paradigm, will also be explored.



EDST 8051 Qualitative Research Methods (3 credits)

This course introduces graduate students to the fundamentals of qualitative research. Students will be introduced to various approaches to qualitative research (e.g. holistic ethnography, critical ethnography, case studies, qualitative evaluations) and learn how to 1) develop a research design; 2) select research sites and negotiate entrée; 3) construct a purposeful sampling plan; 4)

assemble and submit an Institutional Research Board (IRB) packet; 5) collect data through participant observation, interviews, and archival materials; 6) establish trustworthiness (validity and reliability); 7) assume effective and ethical researcher roles; 8) analyze data; and 9) write up findings.

Culminating Experiences

CI 6075 Field Experiences Practicum (3 credits)

This course requires completing 30 hours of various teaching experiences that may include teaching or co-teaching; preparation of teaching modules, lectures, conferences, and other presentations; attending rounds; and leading discussion groups as part of resident / student medical education. Teaching experiences are to be evaluated and documented. Documentation of the teaching is through creation of an educational portfolio.

The content of the practicum includes the competencies related to the functions of planning, implementing and evaluating teaching / learning experiences within the student's specialty field. It may also include developmental activities which are identified as important elements of the teaching role, especially as these relate to the particular professional, institutional and system context.

CI 7090 Master's Research Project (minimum 3 credits)

This course involves the independent work of completing the research and writing the final paper for the final master's project proposal completed in CI7001 – Educational Research for Masters Students.

For complete information regarding the final project, please consult the Master's Research Project Handbook, attached herein as Appendix A or available from the program website or program coordinator.

The Master's Research Project is the final course taken by the student, and provides credit for working on the final project. Note this is not an actual "class" and does not include a Blackboard component. The student's advisor and masters committee is particularly important in helping to complete the masters project by providing advice on the project's requirements, helping to define the topic and develop a research plan, approving the project proposal, reading drafts of the project paper to provide advice on revisions, and administering processes for approval of the project. Your masters committee will consist of your faculty advisor and at least one of the program directors; if your faculty advisor is one of the directors, another graduate faculty member will be identified to participate on your committee. If you would like someone specific or additional on your committee, please let your advisor know.

Graduation

Master's Degree Graduation Information

Once you have completed most of your coursework or are nearing eligibility to graduate, the program coordinator will add you to the email list to receive the graduation information update each semester. This update includes most of the following information and instructions, including specific due dates.

When you are preparing to graduate, please carefully review the Graduation Information emailed to you, as well as the Graduation information on the Graduate School website (www.grad.uc.edu/graduation.aspx). Contact the program coordinator so that she can advise you and begin the process of clearing you for graduation. Graduation application deadlines are firm. Please plan accordingly.

You can pull your own degree audit from onestop.uc.edu - on the left, click on "Registration Information" and then "Get My Degree Audit."

Pre-Requisites for Graduation Clearance

- You must have satisfactorily completed, or transferred in, all required courses and the minimum number of credit hours. Any courses being transferred in will not appear on your degree audit and must be accounted for separately.
- You must have a minimum 3.0 GPA in the program coursework. Minimum allowable grade for any course is a C.
- Any NG (no grade) grades must be cleared. If the NG was a mistake by the instructor (you completed the class but a grade was not provided), contact the instructor to have it changed. If it was not a mistake, you must retake the class, and we must petition to have the NG changed.
- Any F, I/F, or otherwise unacceptable grades must be cleared - you retake the class, and we must petition to have the F changed to what you earned when you retook the class or request a waiver of the previous course from degree requirements.
- All Incompletes (I, IP/SP/UP) must be cleared and a grade change submitted. For the Master's Project credits, this will be completed after your presentation.
- Grade changes for I, IP/SP/UP and NG grades must be submitted no later than 8 days prior to the end of the term in which the grade expires or in which you want to graduate, whichever is earlier. Please check the Academic Deadlines for the date for each quarter.
- Your accounts with CCHMC and with UC must be paid in full.

Master's Project Presentation

Your presentation of your project should be scheduled in the term you intend to graduate, although it can be scheduled earlier. Schedule your presentation no less than three weeks prior to the end of the term to allow for any final requested changes to your project paper after your presentation and for a grade change and final project acceptance paperwork to be submitted in a timely manner.

If you are local to the Cincinnati area, you may defend your project in person if you prefer and your committee agrees and can attend; otherwise, your defense will be via web conferencing.

Be sure to work with your mentor and 2nd reader on the completion of your project and paper – anticipate a lot of feedback. Your mentor should receive and approve your project proposal at least one term prior to when you plan to graduate. All written materials should be well-organized and comprehensive. Copies of the final paper must be provided to each committee member via email or regular mail at least one week prior to your presentation. After your presentation, email the final version (including any changes requested during your presentation) to your mentor and to the program coordinator.

Graduation Application Deadlines

The graduation information document is updated each term with pertinent dates and information relevant to graduation for the following two terms. Be sure to pay particular attention to the application deadline date for the term in which you wish to graduate.

Graduation application deadlines are generally from the first day of the prior term to the Friday of the second week of the current term:

- Fall: 1st day of Summer semester through Friday of 2nd week of Fall semester
- Spring: 1st day of Fall semester through Friday of 2nd week of Spring semester
- Summer: 1st day of Spring semester through Friday of 2nd week of Summer semester

Remember that you must register for at least one credit hour each academic year, and the term in which you do this must be during or prior to the term in which you want to graduate (i.e. if you want to graduate in fall, you must be registered in fall). If you registered for the master's project in a previous academic year, we will register you for one additional hour of the master's project. You will be charged the per-credit-hour fee in effect at the time of registration.

Graduation Application

You must submit a graduation application for the semester in which you wish to graduate. There is a *non-refundable* application fee that must be paid by credit card or electronic check in order to submit the application. Please note that

- (1) the deadline for the application is firm—if you miss it by even one day, you cannot graduate in that semester.
- (2) if you do not graduate in the semester in which you apply to graduate, you must *reapply* for the next semester and pay another application fee—graduation applications *do not* carry over.

To submit the online graduation application:

- Go to <http://grad.uc.edu/student-life/graduation.html>
- Start with the “graduation checklist”
- On the application, if you have multiple programs listed from which you may graduate, be sure to select the Master of Education, Curriculum & Instruction.

Commencement

Commencement is held at the end of each semester. Information regarding participation will be sent to your UC email address or may be found at <http://www.uc.edu/commencement.html>.

Degree mailing

Diplomas are not usually mailed until *at least* 6 weeks after the semester ends. Diplomas from fall graduation may take a bit longer due to the Christmas and New Year holidays.

The University begins graduation certification after the semester ends and final grades are submitted. The entire process takes a couple of weeks. After that is completed, the transcripts are updated with the degree information and you can pull a degree certification if you need it for any reason. This is also when the list of graduates is sent off to the printer, which then prints and mails all of the diplomas – undergrad and grad.

Additional information and the link to pull your degree certification is at www.uc.edu/registrar/graduation/time_to_diploma.html

Certificate Graduation Information

You must apply to “graduate” from the certificate program (although there is no formal graduation) using the graduate school online graduation application. There is no fee. After the term ends and your “graduation” is certified, we will mail your certificate of completion, and the certificate designation will be added to your transcript. Please allow several weeks for this process.

Graduation Application

You must submit a graduation application for the semester in which you wish to graduate. There is no fee for the application. Please note that

- (1) the deadline for the application is firm—if you miss it by even one day, you cannot graduate in that semester.
- (2) if you do not graduate in the semester in which you apply to graduate, you must *reapply* for the next semester—graduation applications *do not* carry over.

To submit the online graduation application:

- Go to <http://grad.uc.edu/student-life/graduation.html>
- Start with the “graduation checklist”
- On the application, if you have multiple programs listed from which you may graduate, be sure to select the Certificate in Medical Education.

Communication

Almost all communication for our program is via email, but we may, if necessary, mail items to your home address. If you move, please be sure to provide us with your new address and phone number, as well as new work information if that has changed as well. (Also be sure to change your address with UC.)

If we need to reach you regarding an important or urgent matter, or if we are not reaching you via email, we will try to call you at the phone number we have on file.

UConnect email and other email

UC assigns all students a UConnect email account (username@email.uc.edu). Due to FERPA (Family Educational Rights and Privacy Act of 1974) that is the **only** email address UC is allowed to use to contact you.

The program office, however, is housed at Cincinnati Children's Hospital office and not at UC and so we can use whatever email address you ask us to use. Cincinnati Children's servers are secure and meet FERPA and HIPAA requirements. Unless you instruct us otherwise, we will use the email you provided with your application, or that you provide at any other time. When responding to an email you sent us, the response will be returned to the same email you used.

Forwarding UConnect Email

If you do not plan to use your UConnect email address, **it is STRONGLY advised** that you login to your account and provide a forwarding email so that you do not miss important communications from UC. Please note that UC offices will **ONLY** use your UConnect email to communicate with you.

MedEd Student Connect Blackboard organization

There is a Blackboard organization called MedEd Student Connect that you will be automatically added to. This organization provides you with additional information about the program, professional resources, opportunities for scholarly engagement, and connection to other students outside of class. Think of this as your virtual "home room."

Emails sent through the MedEd Student Connect organization will go to the email you have set within Blackboard.

Canopy and Blackboard

Canopy is the name of UC's complete eLearning ecosystem. Blackboard is one component of that ecosystem and is the web-based course management application used for online courses and for online components to traditional classes. You will use Blackboard to access your courses, participate in class discussions, and submit assignments. An introduction to the Blackboard course environment is provided in the program orientation.

Blackboard Assistance:

UC continues to expand their help and training, available through the Knowledge Base link along the top of Blackboard. Some assistance may be able to be provided by the program coordinator or by your instructor, but for certain problems, you will need to contact the UC Help Desk for support. This contact information can be found in Blackboard:

helpdesk@uc.edu
513-556-HELP (4357)
866-397-3382

Note that Blackboard support is not 24/7. The operational times are listed below.

All times are Eastern Time (same as New York City).

Monday -Friday	7 am. to 11 pm
Saturday-Sunday	8 am to 11 pm

Exceptions:

July 4	Closed
Thanksgiving (last Thursday in November)	Closed
Winter break*	See posted schedule

* The University is closed during Winter break, which is normally December 25 until the first Monday after January 1. The Help Desk will be open with a limited schedule which will be posted on onestop.uc.edu and on canopy.uc.edu.

OneStop

UC's One Stop Student Services website (onestop.uc.edu) allows you to easily access your account information regarding course schedule, grades, and degree audit (unofficial transcript). You can also access the academic calendars, change your address or email, and see important announcements from student services.

Certain functions available from this site, including course registration and bill payment, should not be used by students in this program except under situations noted in previous sections.

UCID (M#)

UC does not use social security numbers for most functions, and instead assigns each student a UCID (M#). If you need to obtain your UCID, go to onestop.uc.edu and click "Get My UCID" in the "Personal Information" menu. Enter the requested information and click "submit."

The screenshot shows the UC Cincinnati One Stop Student Services website. The navigation bar includes links for UC Home, Visit UC, Support UC, Directories, and UC Tools. A search bar is located in the top right corner. The main header features the University of Cincinnati logo and the "ONE STOP" title, with sub-links for New Students, Parents, Alumni, Get Transcripts, View My Bill, and Contact Us. The "Personal Information" section is highlighted in the left sidebar. The main content area displays a heading "Personal Information" followed by a paragraph explaining the website's purpose. Below this, several red buttons with white text and right-pointing arrows are arranged in a grid: "Get My UCID", "Update My Address", "Get My Transfer Credit Report", "Get My Username", "Change My Privacy Info", "Get Commencement Info", and "Forms". The "Get My UCID" button is circled in black. At the bottom, there are social media icons, an "Additional Information" section, and an "Announcements" section with a link to "2014 Tax Statements (Form 1098-T) Available Online Starting Jan 8".

Hardware & Software Discounts

To take advantage of UC discounts on computer and software products, you must be enrolled in a course in the term in which you would like to make the purchase. We may be required to submit documentation verifying your current enrollment. Please be sure to specify that you are a “distance learning student” when contacting anyone regarding software or hardware purchases.

If you require a UC ID card, one may be obtained by contacting the Public Safety office at www.uc.edu/publicsafety/Keys-Badge-Access.html.

- UC has special pricing of 10% off HP computers available to students paying with personal funds. More information is available at www.uc.edu/ucit/ware/hardware.html
- Certain software, including Microsoft OS and Office and Adobe products, are available through the UC license agreement. For more information, visit www.uc.edu/ucit/ware/software.html or www.ucbusinessonmain.com/services/Distance.htm
- Additional software is also available at student pricing through UC’s contract with JourneyEd (www.journeyed.com).

Institutional Rules, Policies & Provisions

Full UC Institutional Rules, Policies & Provisions can be found in the graduate student handbook, available from www.grad.uc.edu. The following information relevant to our program and/or the online learning environment is excerpted here from that handbook (those items pertaining to on-campus activities are omitted):

PROGRAM STANDARDS

This Graduate Handbook clarifies minimum university-level requirements and policies that apply to all graduate students throughout the University of Cincinnati. Beyond these, each student is also expected to adhere to requirements, policies, and procedures specific to his or her own degree program and college. All graduate programs must publish in writing in accessible format the minimum academic standards for each graduate program offered, including the following:

- minimum grade point average, including grades earned in required courses;
- acceptable grade distribution, including grades earned in required courses;
- nature and number of programmatic examinations, such as preliminary or qualifying, and the consequences of failing all or part of each examination;
- specified research requirements;
- a time-related definition of normal progress for all full and part-time students;
- standards and procedures for the mandatory annual review of academic performance;
- standards and procedures for probation, suspension, and dismissal from the program.

RECORDS PRIVACY, FERPA, AND THE RIGHT TO REVIEW

The **Family Educational Rights and Privacy Act of 1974 (FERPA)**, is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. For the complete FERPA information, consult the —Records Privacy page of the Registrar’s Office website.

DISCRIMINATION

The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, disability, status as a disabled veteran or veteran of the Vietnam era or age shall not be practiced in any of its activities. Furthermore, where past or present discrimination continues to have an adverse impact upon protected class members such as minority groups, women, disabled, Vietnam era veterans, or disabled veterans, the university will take affirmative action in carrying out its policy of nondiscrimination and equal opportunity for all.

Complaints involving violations of the University of Cincinnati’s nondiscrimination policy are addressed by the Office of Equal Opportunity (University Hall, Suite 340).

ACADEMIC DISHONESTY

Academic dishonesty in any form is a serious offense that cannot be tolerated in an academic community. Dishonesty—including cheating, plagiarism, deception of effort, and/or unauthorized assistance—may result in a failing grade in a course and/or suspension or dismissal from the university. Each graduate program or college must adopt and publish procedures for investigating charges of academic dishonesty. These procedures must take into account due process and rules of evidence, and they must conform to the university’s *Student Code of Conduct*.

STUDENT CODE OF CONDUCT

The ***Student Code of Conduct*** defines behavior expected of all University of Cincinnati students. **It is each student's responsibility to know and comply with the university's *Student Code of Conduct***, and sanctions or penalties are outlined. (Law and medical students are subject to their respective honor codes. However, these students are covered by the appeal process of the university's *Student Code of Conduct*.) Academic behavior considered to be misconduct is defined in the *Student Code of Conduct*. The code also addresses nonacademic misconduct (such as disturbing the peace, destruction of property, and theft). Disciplinary procedures are explained in a step-by-step manner, and the procedures for appeal of decisions are stated.

In addition to this code, students must adhere to their college's professional code of conduct and honor codes where applicable. Students may obtain copies of college honor codes from their college offices.

RESEARCH CONDUCT

Furthering of research is a major institutional goal of the University of Cincinnati. Research includes not only intellectual activity and exploration designed to expand knowledge and understanding, but also activities in the creative and performing arts designed to interpret and create. The university is unequivocally committed to ethical conduct of research. Individuals charged with supervision of research, as well as all individuals directly engaged in it, and collaborators of investigators outside their own units are responsible for the quality of the data generated in their own laboratories as well as the laboratories of their collaborators.

RESEARCH MISCONDUCT

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, or performing research, reviewing research proposals, or reporting research results (No. 10-17-05, Rules of the University).

Official university policy governing research misconduct is available in its entirety in Rules of the University, Conduct and Ethics. One can find the Policy for investigation of research misconduct online. Misconduct that has been established may constitute grounds for administrative action including termination of the individual's appointment at the university. Accusations of falsifying or misrepresenting data or authorship are among the most serious charges that may be lodged against an investigator. A person contemplating such accusations must fully consider the gravity of the accusation and its consequences. He or she must make every effort to avoid lodging charges that prove to be baseless. Frivolous or false accusations may also constitute grounds for administrative action. Likewise, it is the policy of the University of Cincinnati that no individual who, in good faith, has reported apparent scientific misconduct of research shall be subject to retaliation by the university or any member of the university community. Impermissible retaliation is subject to university discipline.

When misconduct is alleged, it is imperative that due process be followed and protection be afforded to the rights and reputation of both accuser and accused, collaborators of the accused, those investigating the allegations, any sponsoring agency, any publisher, and the university. Thus, university legal counsel will provide advice and counsel throughout the proceedings. During the inquiry into and investigation of allegations, confidentiality shall be observed in the interests of all parties except that the appropriate college dean (herein after referred to as the dean) shall inform and keep apprised of the investigation the Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education. The dean may delegate any authority described herein. Appropriate administrative action may be taken as necessary to protect sponsoring agency funds and assure that the purposes of the financial assistance are met. All reporting requirements of sponsoring agencies must be observed.

Proceedings to Investigate Alleged Research Misconduct

All proceedings must be in accordance with applicable rules and contractual obligations of the University of Cincinnati. A representative may accompany all individuals meeting with an investigating committee. Each committee may establish its own rules of conduct within these guidelines.

Allegations Charges of misconduct shall be brought to the director or head of the program in which such conduct allegedly occurred. The director or head shall immediately inform the dean of the college and the dean shall inform the Dean of the Graduate School. If the person being accused is a department, program, or unit director or head, the charge will be brought directly to the dean.

Initial Inquiry The dean advises the accused of the allegations and appoints an inquiry committee of no more than three individuals to conduct an inquiry into the allegations. Appointments will avoid any real or apparent conflict of interest. University legal counsel advises the inquiry committee. The object of the initial inquiry is to determine whether there is sufficient substance to the allegations to warrant an investigation.

1. Private, separate sessions are conducted to hear the accuser, the accused, and others as determined by the inquiry committee. All relevant evidence produced is reviewed and secured.
2. The inquiry makes a written report and recommendation to the dean within 15 working days after the dean has been informed of the charge. The dean may extend this time under exceptional circumstances. The written report includes what evidence was reviewed, the information from relevant interviews, the reason for any delays, and the recommendation of the inquiry committee.
3. As a result of this initial inquiry, a recommendation is either made that the allegations are without merit or that the allegations have sufficient evidence to warrant further investigation. In either case, subsequent action may be recommended.
4. The Dean reviews the recommendation of the inquiry committee and decides whether to request a complete investigation (see below) or to take any other appropriate action pursuant to university rules or contractual agreements. This decision is delivered in writing with the inquiry committee report and recommendations to the accused, accuser, the inquiry committee, the Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education who in turn notifies the President of the University without delay. Any comments submitted by the accused may be added to the record. Records and reports of each inquiry not warranting investigation shall be maintained by the dean at least three years after the termination of the inquiry.

Investigation (if further investigation is warranted):

1. The dean of the college determines whether sponsored research is involved and informs the University Dean of the Graduate School, who determines if the sponsoring agency should be notified that an investigation is under way. Any necessary notification must clearly state that the investigation will determine the propriety of the conduct or reporting of the research and that the agency shall be apprised of the results.
2. The dean of the college appoints an investigating committee to conduct a complete investigation of the allegations to determine if misconduct has occurred. Appointments must avoid any real or apparent conflict of interest. The investigating committee, while not being excessive in size, must include individuals with sufficient expertise and dedication to conduct a thorough and equitable investigation. University legal counsel advises the investigating committee.
3. The thorough and timely investigation provides both notice of all allegations to the accused and an opportunity for the individual(s) to fully respond to all allegations and findings. The investigation must begin within 30 days of the completion of the initial inquiry and must be completed within 120 days of

its initiation. Extensions are only approved by the Dean of the Graduate School, the Senior Vice President and Provost for Baccalaureate and Graduate Education, or the Senior Vice President and Provost for Health Affairs who first secure any necessary approvals from sponsoring agencies.

4. Necessary support (e.g., clerical, information gathering, witnesses, organizational, security, record keeping and confidentiality) is arranged by the office of the dean. Private and separate sessions are conducted to hear the accuser, the accused, and others determined necessary by the investigating committee. All relevant evidence produced (including but not limited to research data, publications, correspondence and telephone memoranda) is reviewed and secured. Interviews with individuals are recorded by tape recorder or a court reporter unless the investigating committee is otherwise advised by legal counsel.

5. The investigating committee provides a written report of its findings, conclusions, and recommendations together with all pertinent documents and evidence to the dean. Each member of the investigating committee signs the report or submits a signed dissenting report.

External Review The dean may appoint an external committee of faculty members and/or administrators from another institution or institutions to review and provide written comment on the findings, conclusions and recommendations of the investigating committee.

Administrative Action

1. The dean reviews the report of the investigating committee and the comments of the external committee, if any, and recommends further action to the Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education. This recommendation is delivered in writing together with the committee report and any comments from the external committee to the accused, the accuser, and the investigating committee. Any comments submitted by the accused are also part of the record. The Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education then inform the President of the University without delay.

2. With the advice of University Legal Counsel, the Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education or the Senior Vice President decide how to proceed under applicable university rules and contractual agreements. They then deliver the decision in writing to the accused, the accuser, both committees, the dean, and the President without delay. Collaborators of the accused are advised of any substantiated misconduct or questions related to their research. The President advises the Board of Trustees as necessary.

3. At any time misconduct or significant errors are substantiated in any sponsored or reported research, the Dean of the Graduate School and the Senior Vice President and Provost for Baccalaureate and Graduate Education notify the sponsoring agency or publisher in writing without delay.

RESTRICTED RESEARCH

The right to open exchange of information and opinion in faculty relations with students carries the obligation to avoid comments or violations of confidentiality that would reduce free expression or inquiry by students. Student involvement in industrial proprietary projects should be permitted only when these projects in no way restrict the student's ability to fulfill his or her degree requirements, which includes the obligation to publish dissertation results.

Faculty members have the right to publish their research findings and the right to protection against retaliation because of displeasure over their conclusions by the public, administration, government, or others. They have the concomitant responsibility to refrain from conducting secret, non-publishable research as part of their university duties.

GRADUATE STUDENT GRIEVANCE PROCEDURES

The University of Cincinnati provides an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. The Graduate Student Grievance Procedures establish a formal process for graduate students to request review and redress of certain grievances arising out of their academic relationships with their programs, their colleges, or the university. The grievance begins with a mediation process and may proceed, if necessary, through the more formal fact-finding and decision or appeal processes. In general, however, it is expected that grievances will be resolved by the parties within their programs.

The procedures are applicable to the following types of grievances:

- grievances alleging improper dismissal or suspension from a graduate program;
- grievances alleging the improper withholding or termination of financial support of any kind;
- grievances alleging any other improper treatment of a graduate student by a faculty member or university agency except:
 1. allegations of discriminatory treatment arising from the student complainant's age, race, gender, sexual preference, disability, national origin, or religion;*
 2. allegations of improper evaluation of the quality and quantity of academic work;
 3. allegations of unfair recommendation for employment or further graduate study.

Note*: Allegations of discrimination will be handled according to the university Discrimination Procedure administered by the Equal Opportunity Office. Allegations of sexual harassment will be handled according to the University Institutional Policy on Sexual Harassment administered by the Equal Opportunity Office (556-5508).

APPENDIX A: Final Project Handbook