

Winthrop University’s College of Education Graduate Student Orientation Handout

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Table of Contents

Welcome to Graduate School!..... 2

Contact Information for administrative offices 3

Degree Information and Program Coordinators..... 4

Organization of this Handout..... 5

Other Important Documents 5

Advisement and Academics..... 6

Campus Life..... 6

Financial Aid..... 7

Student Services..... 9

Welcome to Graduate School!

Welcome to Graduate Studies in the Richard W. Riley College of Education. My name is Dr. Marshall Jones, and I am the Director of Graduate Studies for the College of Education. We are excited that you have chosen Winthrop University to pursue your professional goals. Richard W. Riley College of Education offers remarkable educational opportunities. We recognize the demands of graduate education, and we recognize the unique challenges associated with graduate education. We want your experience with us to be both challenging and rewarding.

The purpose of this manual is to provide an overview of both the responsibilities of graduate students and the resources available to you while pursuing your degree. We hope this handout will help direct you as you begin your career. If there is anything that we can do to assist you as you progress through graduate school, please let us know.

Again, welcome to graduate school.

Welcome to Winthrop University.

Dr. Marshall G. Jones
Director of Graduate Studies
Richard W. Riley College of Education
Winthrop University

Contact Information for administrative offices related to Graduate Study in the College of Education.

COE Office of Graduate Studies

Dr. Marshall G. Jones, Director

jonesmg@winthrop.edu

Ms. Rachel Scott, Administrative Assistant

scottr@winthrop.edu

Dean's Office, 106 Withers Hall

803.323.2151

Department of Counseling, Leadership and Educational Studies

Dr. Mark Dewalt, Chair

dewaltn@winthrop.edu

Ms. Curlene Moise, Administrative Assistant

moisec@winthrop.edu

204 Withers Hall

803.323.2158

Department of Curriculum and Pedagogy

Dr. Jonatha Vare, Chair

varej@winthrop.edu

Ms. Pansy Phillips, Administrative Assistant

phillipsp@winthrop.edu

204 Withers Hall

803.323.2115

Department of Physical Education, Sport and Human Performance

Dr. Steveda Chepko, Chair

chepkoc@winthrop.edu

Ms. Jane Bailey, Administrative Assistant

baileyj@winthrop.edu

West Center 216E

803-323-3688

Degree Information and Program Coordinators.

PROGRAMS	DEGREE	HOURS	PROGRAM COORDINATOR
Counseling and Development Community Agency School	MEd	51	Dr. Wanda Briggs/ 803.323.4722
Curriculum and Instruction			Dr. Linda Pickett/ 803.323.4775
Early Childhood	MEd	36	Dr. Chris Ferguson/803.323.2595
Elementary	MEd	36	Dr. Linda Pickett/ 803.323.4775
Secondary	MEd	36	Dr. Jonatha Vare/803.323.2115
Educational Technology	MEd	36	Dr. Marshall Jones/803.323.2151
Educational Leadership	MEd	42	Dr. Mark Mitchell/ 803.323.4726
Middle Level Education	MEd	36	Dr. Kelly Costner/ 803.323.2478
Sport and Fitness Administration	MS	36	Dr. Stevie Chepko/ 803.323.3688
Literacy	MEd	36	Dr. Kavin Ming/ 803.323.4756
Special Education	MEd	36	Dr. Brad Witzel/ 803.323.2453
Master of Arts in Teaching			
Education K-12/Secondary	MAT	45	Dr. Mark Dewalt/ 803.323.2158
Art * (K-12)			
Biology*			
English*			
French*			
Mathematics*			
Music (K-12)*			
Physical Education (K-12)*			
Social Studies*			
Spanish*			
Early Childhood*	MAT	44	Dr. Christine Ferguson/ 803.323.2595

*** Masters degree programs leading to initial certification**

Organization of this Handout

The purpose of the handout is to serve as a companion to our graduate student orientation program in the College of Education at Winthrop University. While likely all of the information you may need can be found by starting at the College of Education's Website (<http://www.winthrop.edu/coe>), this handout is intended to provide an overview of what you may need to get started. Some of the information in this document may have been copied from other official documents including the Graduate Catalog. Our goal is to provide an overview of what you need to know to get started, and a place for you to start managing the information available to you as a new graduate student. We have broken the handout into the following sections:

1. **Advisement and Academics.** This section provides an overview of academics, regulations, and the advisement process.
2. **Campus Life.** This section provides an overview of a few of the campus amenities available to you as a graduate student. Information on recreation and entertainment is included here.
3. **Financial Aid.** We provide an overview of financial support offerings here as well as contact information for offices on campus.
4. **Student Services.** Information provided here will direct you to information on parking, health insurance, and other resources available to you as a student.
5. **Technology.** Information here provides an overview of Winthrop's technology services and the different online systems available to you.

Other Important Documents

The Graduate Catalog. The Graduate Catalog provides the most current information available to you related to your academic program. Much of the information provided in this handbook is drawn from the Graduate Catalog. You should consult the catalog for full details related to your academic programs. A current Graduate Catalog can be found on the Graduate School's Website by clicking on the Catalog link on the left hand side of the screen from the following page: (<http://www.winthrop.edu/graduateschool/>).

The Student Handbook. From the student affairs website: "The purpose of this handbook is to provide a general description of Winthrop University and many of its programs for students and to present detailed information regarding policies and procedures which affect students." The student handbook can provide information on your rights and responsibilities as a student at Winthrop University. It is available at: (<http://www2.winthrop.edu/studentaffairs/handbook/>).

The Student Technology Handbook. This handbook provides detailed information about technology resources available to you on campus. Information on campus email, virus protection, wireless access, and access to your Winthrop storage and printing is available in detail here. It is updated

annually, and the most recent version can be found here:
(<http://www.winthrop.edu/uploadedFiles/technology/StudentITHandbook.pdf>).

Advisement and Academics

This section provides an overview of academics, regulations, and the advisement process.

Every graduate student is assigned an academic advisor. You will work with your advisor to create a “Program of Studies” (POS). Your POS serves as your degree checklist for graduation, and you must have a POS on file with Records and Registration before you graduate. Consult with your advisor for a POS form, and talk to your advisor early in your graduate career to create your POS. From time to time you may need to change a POS. This is done by amending your POS with a course substitution. All forms must be reviewed and signed by your advisor, the department chair, the Director of Graduate Studies, and a representative from Records and Registration.

During each semester Winthrop University has an advisement period. Your advisor will contact you and let you know when this time will be. Advisement procedures differ from advisor to advisor, but typically advisement is done by individual appointment in person. Working from your POS, you should have consulted the course offerings before meeting with your advisor and be prepared to let them know what courses you plan to take. Your advisor will need to review your proposed course selections and clear you for registration using Wingspan. You cannot register until you have been cleared by your advisor.

Graduate classes are graded on an A, B, C, F scale. There is no D in graduate classes. Further academic regulations are provided in the Graduate Catalog. Students in Graduate programs are expected to maintain a 3.0 cumulative grade point average. Please consult the catalog section on “Academic Regulations” for full information.

Campus Life

This section provides an overview of a few of the campus amenities available to you as a graduate student. Information on recreation and entertainment is included here.

West Center. The West Center provides educational and recreational opportunities for the campus community. Offices located in the facility include Physical Education, Athletic Training, Health, Exercise Science, Sport Management and Recreational Services. The West Center contains the following facilities: climbing wall, four racquetball courts, 25-yard pool with 8 lanes, four basketball courts that can also be used for badminton and volleyball, an 8,000 square foot weight room, 2,000

square feet of cardio space with four additional cardio stations and two aerobic/activity rooms. Use of the West Center is free for currently enrolled Winthrop University students. You must have your Winthrop Student ID to use the facilities. The hours of operation are available on the website: (<http://www.winthrop.edu/westcenter/>).

Arts & Entertainment. Winthrop University is host to a variety of different arts events throughout the year. From traveling programs to campus ensembles and casts, Winthrop University offers a vast array of programming. Most events are advertised under the announcement tab from the home page (<http://www.winthrop.edu>), and on our Face Book page (<http://www.facebook.com/Winthrop.University>). You can also find events announced on the page (<http://www2.winthrop.edu/arts/>). Many events are free, and most paid events are discounted for Winthrop students.

Financial Aid

Financial Aid for graduate students at Winthrop University usually consists of student loans, modest scholarship awards, or graduate assistantships.

Financial aid is available for students fully admitted into a degree program. Students admitted Graduate Non Degree (GND) are not eligible for financial aid. Students registered for at least 6 semester hours are eligible to apply for student loans. Complete information on financial aid can be found at (<http://www.winthrop.edu/finaid/>). Additionally, the College of Education can provide limited financial assistance in the form of Graduate Assistantships, Winthrop Graduate Scholarships, and named scholarships.

Graduate Assistantships. Graduate Assistantships (GA) pay for 9 semester hours (full time for a graduate student), and a small stipend. Typical stipends are \$1800 a semester, though they may be different depending on the assignment. This requires that a student work 20 hours a week for the university in a capacity determined by the assistantship. The GA application is available here: (http://www.winthrop.edu/graduateschool/default.aspx?id=3366&ekmense1=8b1d8bd4_384_0_3366_3), and can be sent to the Graduate Studies office, 106 Withers. Assistantships are competitive, and are typically hired by the department needing the GA. The Graduate Studies office maintains all applications in a database. People looking to hire GA's will use that database to choose GA's. Contact people for the assistantships can be found here: (http://www.winthrop.edu/graduateschool/default.aspx?id=3366&ekmense1=8b1d8bd4_384_0_3366_3).

The application process for a Graduate Assistantship works as follows. The process is driven by availability of positions and initiated by an office that has an opening. Interview selections are made from a common pool of applicant materials kept in the office of Graduate Studies. When an opening becomes available, the person responsible for hiring the GA will request access to the database of applicants. Based on applications, resumes, and letters, that person will choose GA applicants for

interviews and initiate contact with the applicants. The position will remain open until a candidate is selected. The GA position is typically renewable assuming that the quality of work is acceptable. Once a candidate is hired for a position he/she may keep that position until graduation unless he/she elects to leave or is terminated from the position. There is not a typical start date for GA positions. GA positions may become available in the Fall or Spring semester. Summer GA positions are rare.

A limited number of nonacademic graduate assistantships may be available in several areas. Students interested in working in these assistantships should contact the Graduate School or visit the [Assistantship Web site](http://www.winthrop.edu/graduateschool/default.aspx?id=5170) at <http://www.winthrop.edu/graduateschool/default.aspx?id=5170>.

Winthrop Graduate Scholarships. The recipients are selected on the basis of ability and future promise. Recipients must be fully admitted into a degree program at Winthrop, enrolled and in good standing. Students on probation are ineligible for a scholarship. Students must be enrolled in a degree program during the semester or semesters for which the award is given. (Future graduate students must have applied for admission to a graduate program in order for their applications to be considered.) These scholarships represent an outright gift from the Winthrop Foundation and do not require any work responsibilities on the part of the student. Applications for these scholarships may be secured from the Graduate School Office, 209 Tillman Hall.

Named Scholarships. These scholarships are created based on an endowment to honor an individual or group of individuals. Award amounts vary based on the earnings of the endowment. Information and applications can be obtained in the College of Education's Office of Graduate Studies.

Annette Wells-Shelley Scholarship

This scholarship was established by Annette Wells-Shelley, alumna, for a student seeking a graduate degree in the College of Education. Financial need is a criterion. Applications should be made to the Graduate Director, College of Education.

Mary Roland Griffin Scholarship

Established in 1994 by alumnae and friends for a student enrolled in the MS program in Sport and Fitness Administration. This is a Permanent Endowment Fund created to honor Dr. Mary Roland Griffin, Winthrop class of 1950 and Professor Emeritus. Applications should be submitted to the chair, Department of Physical Education, Sport and Human Performance.

Frank Bryan Tutwiler Scholarship

The purpose of the fund is to provide scholarships for graduate students pursuing a Master of Arts in Teaching. The students must meet the following criteria: a) undergraduate degree in one of the sciences to include biology, chemistry, physics and geology from a regionally accredited college or

university, b) complete undergraduate studies with a minimum of 3.0 grade point average and c) show evidence of potential as a successful science teacher. All criteria have to be met. Recipient selection and the number of recipients will be determined under the auspices of the Director of Graduate Studies, Richard W. Riley College of Education.

Mayme and Mark Mauldin Fellowship for Excellence in Special Education

This fellowship provides financial support for York County teachers seeking a Special Education Certification from Winthrop.

Burgh Rutledge Johnson Scholarship

This scholarship provides financial support for students enrolled in the Master of Arts in Teaching program (for classroom teaching). First preference is for female students and those with financial needs.

Other scholarships and information can be found online at <http://www.winthrop.edu/graduateschool/default.aspx?id=4500>.

Student Services

Information provided here will direct you to parking, health insurance, and other resources available to you as a student.

Student Health Insurance. Winthrop University offers student health insurance through Pearce & Pearce Inc. More information can be found online at: [\(https://www.pearceandpearce.com/PearceSite/Schools/SC/wu/\)](https://www.pearceandpearce.com/PearceSite/Schools/SC/wu/)

Campus Bookstore. Beginning in Fall 2010, the campus bookstore will be [located](#) in the new DiGiorgio Student Center next to the West Center. You can visit the bookstore online at: [\(http://www.winthrop.bkstr.com/\)](http://www.winthrop.bkstr.com/) .

Counseling and Health Services. Check in at 217 Crawford for both Health and Counseling appointments. Show your Student ID every time you check in for a Health and/or Counseling appointment.

Health Services is located on the second floor of the [Crawford Building](#). Medical Services are provided by a team that includes [certified and licensed nurse practitioners](#), registered and licensed nurses, pharmacists, registered pharmacy technicians, and registered laboratory technicians. Walk-in services and appointments are available from 8:30AM to 4:00PM, Monday through Thursday and 9:30 AM - 4 PM on Friday, during the fall and spring semesters unless the University is closed.

During the summer, beginning with Maymester, hours are from 8:00AM to 4:00PM, Monday through Friday. A nurse practitioner is available during the summer for appointments from 1:00 PM to 3:00 PM, Monday through Friday.

Located on the second floor of the [Crawford Building](#), the staff of Counseling Services provides a variety of services to meet the needs of students, faculty, and staff. In addition to personal counseling and consultations, Counseling Services offers wellness education, testing services, and services for students with disabilities. All services are free and strictly confidential. For more information, call, e-mail, or drop by their offices.

Writing Services. The Writing Center, **located in 242 Bancroft Hall**, provides a free writing consulting service to all members of the University community: students, staff, administrators and faculty. The Writing Center's purpose is to help writers at all levels learn more about their writing through tutoring sessions.

Tutors help writers analyze assignments, address audiences appropriately, improve their composing processes, strengthen the focus and organization of their writing, and improve their control of the language. The Writing Center cannot provide a proofreading/editing service or guarantee better grades; its primary purpose is to improve writing in the long term.

Although operating hours may vary from semester to semester, the Writing Center is open at least five days a week, with some evening and weekend hours. Scheduling an appointment ensures that a tutor will be available. To make an appointment, telephone **803-323-2138**

Student Identification Cards. Winthrop student identification cards are issued by the Technology Services Office in Tillman Hall Room 15 upon a student's initial enrollment. The first ID card is free; replacement ID cards are \$10 each. All students are required to have an identification card. ID cards are non-transferable and must be presented to appropriate university officials upon request. The Technology Services Office hours are from 8:00 a.m. until 8:00 p.m. for the fall and spring semesters and 8:00 a.m. until 6:00 p.m. for summer session. For specific questions concerning ID cards, contact the Technology Services Office, 803/323-4774.

Parking Permits. Regular vehicle registration is for one academic year beginning with the first day of registration for the fall semester and ending with the first day of fall registration the following year. Parking is available in student lots immediately adjacent to Withers Hall (where most education classes are held) and the West Center, where most Physical Education classes are held. Specific information on parking from the campus police site follows.

- The registrant of a vehicle is responsible for parking violations issued to his or her vehicle.
- Students are only entitled to register one vehicle at \$75. Courtyard residents may register one vehicle at \$50. However, in certain circumstances, the Chief of Campus Police may permit a student to register two vehicles.

- Replacement permits are \$5.00 each with old permit or proper paper work. Lost or misplaced permits will not be considered as replacements.
- Permits are not transferable to another vehicle.

More information can be found online at

(<http://www2.winthrop.edu/campuspolice/ParkingRegs.asp#Vehicle%20Registration>).

Dacus Library. Winthrop University ID is required to enter Dacus Library. Information on what the library offers is listed online at <http://www2.winthrop.edu/dacus/>.

Campus Emergencies. The safety of our students, faculty and staff is of great importance to us. There is a redundant notification system in place to let students know about interruptions to normal operations due to weather closings or other types of emergencies. In the event of a campus emergency, students are notified in the following ways:

1. **Website.** Announcements are made on the home page at (<http://www.winthrop.edu>).
2. **Alertus.** On the walls in every building you will see small, yellow, rectangular boxes. These boxes are networked to a central location. In the event of an emergency, these boxes will sound an audible alarm and text based information will be sent to the monitor of the device instructing people what they should do.
3. **WU-Alert.** Students may opt to sign up for text-message and voice mail alerts to be sent to their mobile phones. In the event of an emergency, you will receive specific instructions on your mobile phone. The service is free. Standard message rates apply. Consult your mobile carrier for details. To sign up, visit: (<https://asap.winthrop.edu/cellphone/login.aspx>).

IMPORTANT OFFICES ON CAMPUS

Campus Police
The Good Building
803.323.2213

Center for Career & Civic Engagement
Crawford Building
803.323.2141

CERRA-South Carolina
Stewart House
803.323.4032

Controllers Office
Tillman 19
803.323.2165

Counseling, Leadership & Educational Studies
Withers 204
803.323.2158

Health Services
Crawford Health Building
803.323.2206

Physical Ed., Sport & Human Performance
West Center 216E
803.323.3688

Student Academic Services
Withers 144
803.323.4750

Cashiers Office
Tillman 21
803.323.2271

Curriculum & Pedagogy
Withers 204
803.323.2115

College of Education
Withers 106
803.323.2151

Counseling Services
Crawford Building 203
803.323.3290

Graduate School
Tillman 209
803.323.3447

Office of Financial Aid
Tillman 119
803.323.2189

Records & Registration
Tillman 126
803.323.3692

Technology.

Information here provides an overview of Winthrop's technology services and the different online systems available to you. Winthrop offers a variety of services that are all available through a single username and password.

The Instructional Technology Center (ITC). The ITC is located on the third floor of Withers in room 307. In the ITC you will find a wide range of technology devices and services. The ITC provides access to computers, scanners, digital cameras and video cameras, a die-cut letter machine, and a host of other equipment. Additionally, the ITC sells supplies including pens, pencils, markers, and flash drives. It also houses the currently adopted South Carolina textbooks. Many faculty use the ITC as a place to put reserve readings as well.

The West Center Lab. The computer lab in the West Center is equipped with specialized software for many programs in the department of Physical Education, Sport and Human Performance. Professors in those areas can provide more details as needed.

New Accounts. If you are new to Winthrop, you will need to apply for a user account and password to access your campus accounts. You can do that by creating a new account here: (<https://asap.winthrop.edu/studentaccount/newaccount.aspx>). With your new account you will be able to access our student portal: Wingspan.

Wingspan. Wingspan is Winthrop University's student portal. Wingspan can be found at (<https://wingspan.winthrop.edu/>), and once you have logged in, you may access your student e-mail, student records, financial aid, registration menu, and much more. You will use Wingspan to register for classes, check for registration information, and to monitor your progress throughout your degree program.

Email. Every student at Winthrop is issued an email address. Important information is sent to this account. You can check your email through the Wingspan portal. It is possible to forward your Winthrop email to another email account. It is possible to have your Winthrop email pushed to certain smart phones. Contact User Support for details.

Computer Labs. Computer labs are available throughout campus. Computer lab locations and hours can be found online at (http://www2.winthrop.edu/acc/lab_info.asp).

Once you have your account, you can log on to the lab computers. Follow the on-screen instructions until you get to the point where you are asked for a username and password. If your lab computer has a third box labeled **DOMAIN**, make sure **ACC** is selected. When you log on with your user account information, the computer will automatically connect to your private network storage

space. Your space will be on the Z:\ drive. The Z:\ is analogous to your “Documents” folder on your home computer. It is a location where files are stored. The Z:\ is available when you log in to any ACC computer lab. It is not available from off campus. To save work to the Z:\ drive, click SAVE in whatever program you are using and change the drive letter to Z:\. To open a document saved to the Z:\ drive, click OPEN in the program and change the drive letter to Z:\. You have limited space available on this drive. You will be notified when your space runs low. When you receive a message about low disk space, backup older files to a Flash drive, USB drive, or some other type of removable media, and delete them from your Z:\ drive.

Print quota. Winthrop University uses a pay-as-you-go system where all print jobs going to a lab printer are deducted from a user’s quota. The cost of a print job is deducted as soon as the job is submitted and regardless of the final outcome. In fact, print jobs that jam in the printer are still deducted from a user’s quota.

At the beginning of each semester, each user quota is refreshed with a free \$10 allowance. This allowance is designed to cover basic printing needs as well as all potential system problems that may happen during the semester.

Replenishing a quota is very easy and convenient. The whole process is Web based and takes effect immediately. Simply go to www.winthrop.edu/system/print and follow the instructions.

Logging off. When you are finished using the computer, you must log off. You can log off by double-clicking the **LOGOFF** icon on the desktop or by clicking the start button, then selecting Logoff. If you do not log off, anyone can come along and access the files on your hard drive space and deplete your print quota. **Winthrop University and the ACC are not responsible for accounts left logged on.**

WebCT. WebCT is an application used in online courses. Many courses use this online program to aid professors and students in communicating with one another via a discussion board. Some professors will use this program to provide out-of-class assignments and hybrid courses, in which some of your classes will be hosted online. More information on WebCT at Winthrop can be found: (<http://www2.winthrop.edu/webct/>). Your professor will let you know if you are using WebCT in their class. You will be provided with log in information from your professor.

Direct Access to the log in screen is available here:
(<http://online.winthrop.edu/webct/public/home.pl>).

LiveText. LiveText is a requirement for most graduate classes in the COE at Winthrop. Students in the MS in Sport and Fitness Administration do not use LiveText. A single account can be used for your entire graduate degree at Winthrop. To see if LiveText is required in your classes, check the syllabus. To obtain access to LiveText, you must purchase a subscription at the campus bookstore. LiveText serves you as a tool for communicating and turning in assignments to your professors. The program also allows you to create e-portfolios and share them with professors, classmates, and employers, instantly review instructor's feedback, and create and share knowledge in collaborative

learning groups. You can log in to LiveText at (<http://livetext.com>). You can get campus support for you LiveText account in the Instructional Technology Center (ITC) in Wither 307.