Fall 1990

GEM Programs Master's and Educational Specialist Degree Programs for Teachers and Administrators [1990]

Nova University

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NOVA UNIVERSITY
Center for the Advancement of Education

Masters and Educational Specialist Degree Programs for Teachers and Administrators

DIRECTED STUDY ORIENTATION PACKET
FALL CYCLE 1990

3301 College Avenue, Ft. Lauderdale, Florida 33314
(305) 475-7440 1-800-541-NOVA, Ext. 7440
Welcome to the Nova University Directed Study Program. Upon completion of this orientation program, you will:

1. recognize the concept and format of directed study;

2. relate and analyze the key ingredients of a successful directed study program;

3. consider your personal learning style and study habits in relation to the directed study concept;

4. design a personal learning plan that will enable your instructor to be aware of your needs and learning preference;

5. be informed of your responsibilities and those of your instructor during the directed study program.
DIRECTED STUDY - AN OVERVIEW

Directed Study is based on an independent study/tutorial format designed for the graduate student who needs to complete a module when that module does not have sufficient enrollment to be offered in a classroom setting.

YOU ARE ELIGIBLE FOR THE DIRECTED STUDY PROGRAM IF YOU HAVE COMPLETED THE COMMON MODULE AND HAVE RECEIVED DEGREE CANDIDACY.

YOUR DIRECTED STUDY MUST BE COMPLETED PRIOR TO REGISTERING FOR ANY SUBSEQUENT DIRECTED STUDIES.

You and your Directed Study instructor, who is based on the main campus, will schedule mutually convenient telephone conferences which will take place at least every two weeks.

The initial telephone conference has been pre-scheduled with your Directed Study instructor.

Your instructor's name, the date and time of your initial conference are listed on the enclosed schedule.

Phoenix and Las Vegas calls are scheduled according to the time zone in those areas, not according to the time it is in Ft. Lauderdale.
HOW TO HAVE A SUCCESSFUL DIRECTED STUDIES PROGRAM

From the inception of the Directed Study Program, one fact has remained clear: the successful student has been the one who has rigidly adhered to a schedule of assignments and exams.

Once work has been put off, it becomes increasingly difficult to complete.

You might consider setting aside Saturdays as your work days, just as you would if you were taking your class in the regular format.

Organization and self-imposed deadlines will help you to progress steadily. Again, you must stay on schedule. If you encounter problems with your work and reach an impasse, call JOY BLAND at 1-800-541-6682; ext. 5732 to leave a message for your instructor; or, if your instructor has given you a contact number, you can call your instructor directly.

If the thought of working alone makes you panic, do not despair. You may want to form a study group. Indicate to either JOY or your instructor that you wish to exchange your telephone number with other students in your directed study. Nova Universit- is not authorized to release any student information; however, we will pass your telephone number on to other students by your authorization.
FALL CYCLE 1990 SCHEDULE

Your main responsibilities to yourself and to the Nova University Directed Study Program are to stay on the following schedule and to contact the CAE office if you change your name, address, or telephone number.

You are expected to be available for your scheduled telephone conferences, just as your instructor must provide you with in-depth written and verbal feedback and must provide academic assistance.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>1st Registration/tuition</td>
<td>09-05</td>
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<tr>
<td>Initial telephone conference</td>
<td>09-19</td>
</tr>
<tr>
<td>2nd Registration/tuition</td>
<td>10-12</td>
</tr>
<tr>
<td>Mid-term Examination</td>
<td>11-03</td>
</tr>
<tr>
<td>3rd Registration/tuition</td>
<td>11-09</td>
</tr>
<tr>
<td>Final Examination</td>
<td>12-22</td>
</tr>
<tr>
<td>Fall cycle '90 (90F) ends</td>
<td>12-29</td>
</tr>
</tbody>
</table>

Failure to submit your registration and tuition by the above dates will result in a $75.00 late registration fee.

If you have submitted your course registration prior to requesting a Directed Study Module, you must complete a drop from the live section and an add to the Directed Study Program.

The Directed Study Section Code is "DS 9". Term code is "90F".

If you are registering on the first night of class, be sure to use the "DS 9" section code on your registration.

Student transaction forms and postage paid envelopes are provided for your convenience in registering for the 2nd and 3rd courses in your nine-credit module.

To expedite the registration process, please print DIRECTED STUDY across the top of your registration form.
STUDENT RESPONSIBILITIES:

TELEPHONE CONFERENCES, EXAMS, AND ASSIGNMENTS

During your initial conference with your instructor, a timetable of telephone conferences, assignment due dates, mid-term and final exam dates will be scheduled. Calendar pages are attached for your planning convenience.

Between telephone conferences you will work on your assignments using instructional materials sent to you by the CAE office.

To order the textbooks required for your Directed Study use the Directed Study Booklists and Nova Bookstore Order Form which are included in this packet.

Both the mid-term and final exams will be proctored at the site nearest your location. It is your responsibility to make arrangements with the site administrator for your exams. If the site administrator does not have your exam, call JOY BLAND AT 1-800-541 6682; EXT. 5732

It is recommended that you copy and save all assignments before mailing the original to your instructor. As you work on your assignments, jot down any points on which you are uncertain and any issues and ideas which you would like to discuss with your instructor.

Written evaluations of your work will be sent to you. Mail your assignments directly to your instructor.

In the FORMS SECTION of this packet you will find both the DIRECTED STUDY REQUEST and the PERSONAL LEARNING PLAN. Please complete both and leave with the site administrator. Your PERSONAL LEARNING PLAN will be forwarded to the CAE office so that your instructor can tailor instructional strategies and assignments to fit your needs.

If you are unable to complete your directed study, it is your responsibility to submit a student transaction form to drop from the directed study program.

Unless written notification is on file, students are assumed to be active participants and are responsible for tuition payments connected with their signed registration forms, whether or not payment has been submitted.
INCOMPLETE GRADES AND TUITION REFUNDS

If you have not completed your work by the end of the cycle, a grade of "I" (INCOMPLETE) will be entered on your transcript. Nova University's policy regarding incomplete grades is as follows:

"Incomplete grades (I) must be made up within four months as stipulated by the instructor, of the final class meeting of the module or course: otherwise, a grade of "F" will automatically appear in the permanent records."

The following policy requirements should be met for refunding tuition to all Directed Study students:

100% refund:  Withdrawal in writing prior to one (1) week after initial contact by instructor.

75% refund:  Withdrawal in writing prior to 30 days after initial contact by instructor.

50% refund:  Withdrawal in writing prior to 60 days after initial contact by instructor.
PERSONAL LEARNING PLAN

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE IN BLACK INK.
YOU MAY USE ADDITIONAL PAGES IF NECESSARY.

STUDENT'S NAME: _____________________ MODULE: ______________
MAJOR: _____________________ DATE: ______________

1. Write a description of your learning style. Include statements about your motivation and study habits.

2. How do you prefer to prepare your assignments? (Written, audio-tape, or a combination of formats?)

3. List your strengths and weaknesses in your academic area.

4. What are your professional goals?

5. How will you approach this directed study module?
   Will you:
   
   set self-imposed deadlines?

   set aside specific hours/days for study?

   look for information that is not contained in your textbooks?
PLEASE FORWARD ALL REQUESTS/REGISTRATIONS TO:
SHIRLEY PATCHIN CAE OFFICE, STUDENT AFFAIRS.
YOU CAN CALL SHIRLEY AT 1-800-NOVA-EXT. 5754.

DIRECTED STUDY REQUEST

STUDENT'S NAME: __________________________________________

SOCIAL SECURITY NUMBER: ___________________ SITE: ______________

DIRECTED STUDY REQUESTED: ___________________________________

MAJOR: ______________________________________________________

CURRENT AREAS OF CERTIFICATION: _____________________________

DEGREE GOALS:
MASTERS (M.S.) __________ EDUCATIONAL SPECIALIST (Ed.S): _________

STUDENT'S ADDRESS: __________________________________________

CITY: ___________________ STATE: ______ ZIP: _________

TELEPHONE: H: ( ) __________ W: ( ) __________

STUDENT AFFAIRS USE ONLY: APPROVED: DATE DENIED: DATE

STUDENT AFFAIRS ADVISOR'S SIGNATURE: __________________________

COMMENTS: __________________________

11
DIRECTED STUDY ASSIGNMENT COVER SHEET

This assignment cover sheet must be completed in black ink, stapled to your assignment and mailed directly to your instructor.

PLEASE PRINT.

STUDENT: ___________________________ INSTRUCTOR: ___________________________

DIRECTED STUDY MODULE: ________________________________________________

ASSIGNMENT AND/OR TOPIC: _____________________________________________

DUE DATE: __________ DATE MAILED: __________ DATE RECEIVED: __________

GRADE: ___________________ INSTRUCTOR'S SIGNATURE: ___________________

INSTRUCTOR'S COMMENTS: ____________________________
TEXTBOOK ORDER FORM

NAME ____________________________

SHIPPING ADDRESS ____________________________

BILLING ADDRESS ____________________________
  if different

MC, VISA, AMEX No. _____________________ exp. date __________

SIGNATURE ____________________________

COURSE NAME AND NUMBER ____________________________

SITE LOCATION ____________________________

TEXTBOOKS NEEDED

AUTHOR ___________ TITLE ___________

1. ____________________________

2. ____________________________

3. ____________________________

4. ____________________________

5. ____________________________

SHIPMENTS MADE BY U.P.S. ONLY; THEREFORE, A SIGNATURE IS USUALLY REQUIRED. TELEPHONE ORDERS ACCEPTED 10am-5pm MON.-FRI. RETURNS CANNOT BE ACCEPTED WITHOUT PRIOR PERMISSION.

HOME PHONE (____) _______ BUSINESS PHONE (____) _______

THANK YOU FOR YOUR ORDER
<table>
<thead>
<tr>
<th>COURSE</th>
<th>PRICE</th>
<th>BOOK TITLE AND AUTHOR(S)</th>
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<tr>
<td>GIFTED</td>
<td>$53.00</td>
<td>Clark, <em>Growing Up Gifted</em></td>
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<tr>
<td>HE I</td>
<td>S/O</td>
<td>Ross, Elizabeth K., <em>On Death and Dying</em></td>
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<tr>
<td></td>
<td>S/O</td>
<td>Ross, Elizabeth K., <em>The Final Stages of Death</em></td>
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<tr>
<td>MATH I</td>
<td>$15.50</td>
<td>Lipschutz, <em>Finite Mathematics</em></td>
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<td></td>
<td>$40.00</td>
<td>Greenberg, <em>Euclidean and Non-Euclidean Geometries</em> Freeman Co.</td>
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<tr>
<td>MATH II</td>
<td>$57.00</td>
<td>Burton, David M. <em>Elementary Number Theory</em>, Allyn Bacon, Inc. 1980</td>
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<tr>
<td>PHYS ED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 750</td>
<td>$18.50</td>
<td>Nolte, <em>How to Survive in Teaching</em></td>
</tr>
<tr>
<td>PE 710</td>
<td>$53.00</td>
<td>Master, <em>Adaptive Physical Education</em></td>
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Lapp, Teaching Reading to Every Child
$51.00

Miller, Reading Correction Kit
$33.00

Miller, Reading Diagnostic Kit
$33.00

Lapp, Teaching Reading to Every Child
$51.00

Sutherland, Children and Books
$49.00

Miller, Reading Correction Kit
$33.00

Miller, Reading Diagnostic Kit
$33.00

Morris, The Naked Ape
$5.00

Ehrlich, Paul & Sagan, Carl, Cold and The Dark: The World After Nuclear War
$8.50

Thomas, Medusa and The Snail
$4.25

Dye, Power and Society
$36.00

Stewart, Social Problems in Modern America
$28.50

$47.00

Wallace, Teaching Children with Learning and Behavior Problems
$47.00

Salvia, Assessment in Special and Remedial Education
$50.00

Hallahan, Daniel, Exceptional Children: Introduction to Special Education
$48.00

Prentice-Hall

Bernstein & Tiegerman, Language Communication Disorders in Children:
$50.00

2nd ed. 1989 Merrill Books Publishing
**NOVA UNIVERSITY**

CENTER FOR THE ADVANCEMENT OF EDUCATION

The GEM Programs (graduate teacher education)

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### October 1990

<table>
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<th>Sun</th>
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- **7** - Thanksgiving Day (Canada)
- **9** - Columbus Day Observed
- **11** - SECOND REGISTRATION AND TUITION
- **20** - Columbus Day
- **28** - United Nations Day
- **31** - Halloween
The GEM Programs (graduate teacher education)