GEM A New Concept in Graduate Programs Designed for Today's Educators

Nova University

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GEM...

A NEW CONCEPT IN GRADUATE PROGRAMS DESIGNED FOR TODAY'S EDUCATORS

NOVA UNIVERSITY
The Center for the Advancement of Education

The Center for the Advancement of Education (CAE) at Nova University is dedicated to the training and continuing support of teachers, administrators and others working in education and related helping professions. Graduate students enrolled in Center programs pursue certification, Master's and Educational Specialist degrees in various areas of study, and an Ed.D. degree in Early Childhood. These practitioners serve as the bridge between the knowledge base and the quality of learning experienced by their students.

Self-development of the participant and assistance in ways to implement the training opportunities the Center provides are equally important elements of our mission. The Center understands the need for learning which responds to specific needs of educators in particular locations. We believe that as a national University, we have a responsibility to educators throughout the nation as well as to those in our home state of Florida. We endeavor to have all our students make direct contact with national leaders in education.

The Graduate Education Module Plan (GEM)

Center faculty members have developed a program format and organization of course content which allow full-time practitioners to pursue graduate degrees focusing sharply on the improvement of practice in education. You can earn academic credit in concentrated time blocks convenient to you as a working professional, and can apply what you learn in the development of more effective ways to meet immediate and long-term objectives.
The central feature of CAE's programs for graduate students is the *Graduate Education Module Plan*. The GEM Plan is the teaching of several courses within a single, integrated, learning *Module* extending over a multi-week period. Three courses in reading (9 semester hours of credit), for example, related in content and offered during fourteen, all day Saturday sessions, constitute a *Major Module* in that area. A team of faculty members collaborates in the development and implementation of instructional plans under the supervision of the central CAE staff. Subject matter is presented according to natural combinations of concepts and their applications and in light of essential prerequisites within each major field*. Students receive transcript credit for the three separate courses that make up the *Module*. A full degree program is fashioned by sequencing *Modules* in major and complementary fields, taking account of necessary certification requirements and student interests and career aspirations. The 36-semester-hour Master's and Educational Specialist programs can be completed within 12-month periods.

More specifically, the program leading to certification and a major in reading consists of two 9-semester-hour *Modules* within the field of reading; two 6-semester-hour *Modules* constituting *Common Core Module* experiences required of all students; and a 6-semester-hour *Practicum*, a problem-solving field-based project. In the math specialization area, on the other hand, the work of the major is accomplished in a single, 9-semester-hour *Major Module* plus the *Practicum* in field, allowing for an elective *Major Module* in addition to the *Common Core Modules*.

In most programs, six semester hours of graduate credit from accredited institutions may be transferred.** Individuals may enroll as special students for extension of certificate.

Major features of the GEM Plan are the following:

- The integration of large blocks of subject matter and the application of knowledge to the improvement of practice throughout these extended learning experiences enhance meaningful continuity of learning as well as smooth progression from preliminary ideas to more advanced concepts in each *Module* area.
- Faculty teams lead from their strengths in dealing with the essential basic learnings in each field of study, eliminating the repetition of content sometimes encountered in a course-by-course format.

*CAE currently offers 17 majors listed in this bulletin.

**In order to meet state certification requirements, some A&S students may be allowed to transfer in only three semester hours of credit.
- Students and faculty members become well acquainted, enjoy opportunities to collaborate in meeting the needs of particular groups and individuals within broad Module expectations, and have in the Module design considerable flexibility in scheduling tasks over extended periods of time.

- Interruptions in learning continuity because of administrative routines in starting and concluding courses are reduced; counseling needs are well accommodated as large blocks of requirements are met within the Modules; tuition is predictable over long time spans allowing for more effective financial planning by students.

- While students can complete the program within a calendar year, they have up to four years to complete degree requirements.

A Walk Through the GEM Plan

STEP ONE: You have just picked up a copy of the GEM brochure. Yes, you are interested. Now what do you do?

STEP TWO: It is time to select a course of study. Let us say that you are a high school English teacher. After looking over the list of possible GEM majors, you make up your mind. You’ll stay with English — pursuing a Master of Science degree with a major in English.

STEP THREE: You send in the registration form on the back of the GEM brochure, along with your tuition and fees, and enroll in your first GEM module, Major Module I, English. You are delighted to find out that the Major Module I, which requires fourteen weeks of classes, is the equivalent of three graduate courses in the discipline of English. (It’s hard work, but definitely worth it!!)

STEP FOUR: Fantastic. It’s three months later and you’ve completed Major Module I. Not bad at all — two B’s and an A. You are ready to move from special student to degree candidacy status. Fortunately, the staff at Nova has evaluated your written work, your letters of recommendation and your transcripts and has recommended you for candidacy for the degree of Master of Science! Congratulations!
STEP FIVE: With *Major Module I* safely on your transcript, you are now ready to begin the *Common Core Module I*. Eight weeks later, you receive another 6-semester hours of credit. Just as this module is well under way, you receive word that the Practicum Orientation Workshop is about to be scheduled. You have earned degree-candidate status and are instructed in the fine points of practicum proposal writing. You are assisted in identifying a problem within your work setting which can serve as the focus of this problem-solving activity.

STEP SIX: No rest for the weary! *Common Core Module II*, giving you six more hours of credit, follows right on the heels of *Common Core Module I*. Fortunately, you are in the swing of things now and your grades are consistently high, A and B in Core I and A and B in Core II.

STEP SEVEN: The end is in sight. It’s time for *Major Module II* — which is an elective *Module*. You look over your choices and decide to take the *Curriculum Module*. At the same time, you submit your proposal for your final GEM — the field-based Practicum. Your on-site reviewer for the Practicum agrees that you have devised an excellent plan for a 6-credit project “Using Microcomputers with Title I English Students.” Things work out well — your Practicum implementation is completed on schedule and you finish preparing your final report shortly after the completion of *Major Module II*. Although you are a little disappointed about having to do a minor rewrite, you go back to the drawing board, and resubmit your report in time for graduation. You completed your program within 12 months.

STEP EIGHT: Up to the platform to receive your degree to the strains of “Pomp and Circumstance”? It was a busy year — but what a meaningful way to earn a Master’s degree!

Some comments about your program:

- You began with *Major Module I* in English. Since there are four Module start-up times during the year, you could also have begun with *Common Core I*, *Common Core II*, or *Major Module II*.
- You completed your program within twelve months. If you had encountered professional or personal complications, you could have extended your program over a longer time period.
Graduate Education Modules

There are five Modules in each graduate degree program offered by CAE. These are 1) MAJOR MODULE I, 2) MAJOR MODULE II, 3) COMMON CORE MODULE I (CORE-I), 4) COMMON CORE MODULE II (CORE-II), and 5) the PRACTICUM MODULE. Graphically these five modules appear as:

You are required to complete a sequence of five Modules for the graduate degree. The requirements for the CORE and Practicum modules are different for Master's and Educational Specialist degree students.

You may select from 17 majors. Some require you to take both Major Module I and Major Module II in your major area. Other majors require only the Major Module I to be in the degree major; in these cases you take the Major Module I in your major area and any other 9-credit Module you choose as your Major Module II.

Each 9-credit Module is normally scheduled to meet for 14 full days spread over a 14 to 16 week period of time. Six-credit Common Core Modules are scheduled to meet all day for eight weekly meetings. Saturday classes are scheduled to meet from 8:30 a.m. to 3:45 p.m. with lunch from 11:45 a.m. to 1:00 p.m. Schedules vary in spring and summer cycles.
The majors currently being offered are:

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>MAJOR MODULE I</th>
<th>MAJOR MODULE II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Administration and Supervision (K-12)</td>
<td>A &amp; S-I</td>
<td>A &amp; S-II</td>
</tr>
<tr>
<td>2) Curriculum</td>
<td>Curriculum</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>3) Early Childhood Education</td>
<td>Early Childhood</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>4) Elementary Education</td>
<td>Elem.</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>5) Emotionally Handicapped</td>
<td>EH</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>6) Gifted Child Education</td>
<td>Gifted</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>7) Health Education</td>
<td>Health</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>8) Learning Resources*</td>
<td>LR</td>
<td>LR-II/Curriculum</td>
</tr>
<tr>
<td>9) Reading</td>
<td>Read-I</td>
<td>Read-II</td>
</tr>
<tr>
<td>10) Specific Learning Disabilities</td>
<td>SLD-I</td>
<td>SLD-II</td>
</tr>
<tr>
<td>11) English</td>
<td>ENG</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>12) Math</td>
<td>MAT</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>13) Physical Education</td>
<td>PED</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>14) Science</td>
<td>SCI</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>15) Social Studies</td>
<td>SST</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>16) Adult Education</td>
<td>Adult</td>
<td>Any Major Module</td>
</tr>
<tr>
<td>17) Computer Education*</td>
<td>CE</td>
<td>Related Module</td>
</tr>
</tbody>
</table>

And So You Still Have Some Questions...

What are the GEM components of the CAE Master's and Educational Specialist programs?

As listed above, 4 major fields (Administration and Supervision, Reading, Specific Learning Disabilities and Learning Resources) require 2 Major Modules of 9 semester hours each, plus the 2 Common Core Modules of 6 semester hours each, and the Practicum for 6 credits. Requirements for all other majors are the same except that you must select the second Major Module from a field other than your major.

*Offered on main campus only.
What is a Common Core Module? What is a Major Module?

The Common Core Modules (two 6-credit experiences) consist of topics of significance to all educators, such as legal issues, reading problems, and aspects of special education. The Common Core Module is designed to contribute to certification and extension of certificate needs; the format allows students from a variety of disciplines to study and interact together.

The Major Modules focus on the essential content of the various major fields — those basic understandings at the center of each discipline.

In both Common Core and Major Modules, teams of faculty members plan for, and work with, groups of students. The required Common Core Modules extend through nine sessions; each Major Module extends through 14 sessions. Schedules vary during spring and summer cycles.

What is the Practicum?

This is a problem-solving project in which you design and implement solutions to educational problems identified in your work setting. The products of your practicum are demonstrated improvements in the problem situation and a written report describing and analyzing what happened. You must attend a Practicum orientation Workshop before registering for the Practicum. All students will complete a six credit hour practicum.

How long will it take me to complete a degree program?

A student signing up for consecutive modules completes a degree program within a calendar year. Since professional and personal schedules differ, you may take up to 4 years to complete the program.

Will my needs get individual attention?

Your needs are given high priority. The department of student affairs at the CAE welcomes calls from you between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, Broward Phone #475-7440, Dade Phone #940-6447, Palm Beach Phone #732-6600, Florida WATS #1-800-432-5021/22. You may also confer with counselors by appointment in Ft. Lauderdale or at class sites by arrangement with site coordinators.

How do I transfer credits?

You may transfer up to 6 semester hours of “A” or “B” quality graduate credit from another accredited institution with the approval of a GEM counselor when we have received an official transcript. Some A&S majors may transfer three credits only because of state certification requirements.
How does the grading work?
You receive three letter grades for each 9-credit Module, two grades for a 6-credit Common Core Module, and one for the Practicum Module. The criteria for grading are presented during the first session of each Module by the instructional team.

May I take a part of a Module?
Because each Module is an integrated learning experience, you are advised to enroll in a total Module. Under special circumstances and with approval of a CAE counselor, you may sign up and pay for 6 out of 9 semester hours of a Module; you should plan to participate in all the Module experiences.

Is it possible to register as a special student if all I need is additional certification or extension of certificate?
You have the option under the GEM plan of enrolling in one or more Modules for as few as 6 semester hours of credit. The CAE counselors maintain close contact with the State Certification Department and will help you plan for certification requirements. Six-credit Core Modules are specifically designed to yield extension of certificate credit in specified areas.

How do I find out about financial aid?
Call the Financial Aid office, (305) 475-7408, to learn about state and federal loan programs and Veterans’ benefits.

Do I have to pay for an entire Module at once?
No. You may make a single payment for the entire Module at least one week before the first class session and receive a 10% discount. You may, however, make an initial payment of $195.00 in advance and other payments at specified times during the Module.

Does the modular approach increase the workload?
No. A team of instructors plans an instructional sequence which assures a thorough coverage of the learning objectives within a Module. This process decreases repetition of course content and assignments, and provides an integrated learning experience. Workloads vary for Modules just as they do for individual courses.

When can I begin my program?
You can initiate your program at the beginning of any Module. The GEM year is divided into four cycles: Fall, Winter, Spring and Summer.

Can I take Modules at more than one site?
Yes, but not simultaneously.
Is it possible for students to demonstrate needs for additional Modules?

Yes! Additional Modules beyond those scheduled in this brochure may be offered if 20 or more qualified prospective students notify the CAE Director of the need and commit themselves to participate in the proposed Module.

What will my transcript look like after I finish a Major Module?

Since each Major Module consists of nine credits of graduate work, it is equivalent to three 3-credit graduate courses. Therefore, your transcript will show three separate courses with a separate grade in each course. As an example, the transcript for these three Major Modules would look something like this:

For a student having completed the Major Module-I in Reading:

RED 554  ASSESSMENT IN READING  B
RED 570  THE READING PROCESS  A
RED 500  METHODS AND MATERIALS FOR REMEDIAL READING  B

The transcript for the student completing the first Major Module in Administration and Supervision might appear as:

AS 500  EDUCATIONAL RESOURCE DEVELOPMENT (Budget)  B
CU 545  EDUCATIONAL THEORY INTO PRACTICE  A
CU 510  SURVEY OF EDUCATIONAL INNOVATIONS  A

A major in Elementary Education would show courses like these after the first Major Module in Elementary Education:

CU 518  SELECTION AND EVALUATION OF LEARNING MATERIALS  B
ELE 541  CREATIVITY IN THE ELEMENTARY SCHOOL  A
ELE 730  READING IN THE ELEMENTARY CLASSROOM  C

Note that the above courses are given only as examples; the actual courses in each module may differ from the examples shown.
Summary of GEM Offerings Showing Courses Contained in Each Module

The following is a list of the courses included in each module offered by the Center for the Advancement of Education. This listing is accurate as of February, 1981.

Core Modules*

Master of Science:

<table>
<thead>
<tr>
<th>M.S. CORE I</th>
<th>M.S. CORE II</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU 500</td>
<td></td>
</tr>
<tr>
<td>Modern Curriculum Design</td>
<td>EP 560</td>
</tr>
<tr>
<td>CU 530</td>
<td>Survey of Exceptionalities</td>
</tr>
<tr>
<td>Measurement and Evaluation of Educational Systems</td>
<td>AS 516</td>
</tr>
<tr>
<td>Education Specialist:</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Ed.S. CORE I</th>
<th>Ed.S. CORE II</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 547</td>
<td></td>
</tr>
<tr>
<td>Teaching: Principles and Practices</td>
<td>AS 580</td>
</tr>
<tr>
<td>EDU 580</td>
<td>Administration of Exceptional Student Education</td>
</tr>
<tr>
<td>Educational Measurement</td>
<td>AS 616</td>
</tr>
</tbody>
</table>

EDU 547 | Teaching: Principles and Practices |
EDU 580 | Educational Measurement |

Major Modules

1) ADMINISTRATION AND SUPERVISION—I

| AS 500 | Educational Resource Development (Budget) |
| CU 510 | Survey of Educational Innovations |
| CU 545 | Educational Theory Into Practice |

2) ADMINISTRATION AND SUPERVISION—I

| AS 509 | Clinical Supervision of Teachers |
| AS 550 | Supervision of School Personnel |
| AS 520 | Professional Seminar in Administration & Supervision of Educational Systems |

*Unique CORE Modules are required for HEALTH and LEARNING RESOURCES Majors.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>3) ADULT EDUCATION</td>
<td></td>
</tr>
<tr>
<td>AS 610</td>
<td>Organization and Administration of Adult and Community Education</td>
</tr>
<tr>
<td>AS 630</td>
<td>Methods and Materials of Instruction for Disadvantaged Adults</td>
</tr>
<tr>
<td>AS 640</td>
<td>Community School Administration</td>
</tr>
<tr>
<td>4) CURRICULUM DESIGN/LEARNING RESOURCES — II</td>
<td></td>
</tr>
<tr>
<td>CU 643</td>
<td>Preparation of Learning Materials</td>
</tr>
<tr>
<td>LT 511</td>
<td>Production of Instructional Television Programs</td>
</tr>
<tr>
<td>LT 513</td>
<td>Production of Instructional Motion Pictures</td>
</tr>
<tr>
<td>5) EARLY CHILDHOOD EDUCATION</td>
<td></td>
</tr>
<tr>
<td>EC 5281</td>
<td>Individualized Instruction in Early Childhood I (Theory)</td>
</tr>
<tr>
<td>EC 5282</td>
<td>Individualized Instruction in Early Childhood II (Practice)</td>
</tr>
<tr>
<td>HB 501</td>
<td>Child Development</td>
</tr>
<tr>
<td>6) ELEMENTARY EDUCATION</td>
<td></td>
</tr>
<tr>
<td>CU 518</td>
<td>Selection and Evaluation of Learning Materials</td>
</tr>
<tr>
<td>ELE 541</td>
<td>Creativity in the Elementary School</td>
</tr>
<tr>
<td>ELE 730</td>
<td>Reading in the Elementary Classroom</td>
</tr>
<tr>
<td>7) EMOTIONALLY HANDICAPPED</td>
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</tr>
<tr>
<td>EP 532</td>
<td>Precision Teaching and Behavior Modification for the Emotionally Disturbed &amp; Socially Maladjusted Child</td>
</tr>
<tr>
<td>EP 530</td>
<td>Workshop in Classroom Management: Methods and Techniques for the Emotionally Disturbed and Socially Maladjusted Child</td>
</tr>
<tr>
<td>EP 529</td>
<td>Workshop in Educational Programming for the Emotionally Disturbed and Socially Maladjusted Child</td>
</tr>
<tr>
<td>8) ENGLISH</td>
<td></td>
</tr>
<tr>
<td>ENG 610</td>
<td>Mass Communications</td>
</tr>
<tr>
<td>ENG 620</td>
<td>Developmental Writing</td>
</tr>
<tr>
<td>ENG 630</td>
<td>English Workshop</td>
</tr>
<tr>
<td>9) GIFTED CHILD EDUCATION</td>
<td></td>
</tr>
<tr>
<td>EDU 550</td>
<td>Introduction to the Nature and Needs of the Gifted Child</td>
</tr>
<tr>
<td>EDU 551</td>
<td>Educational Procedures for the Gifted Child</td>
</tr>
<tr>
<td>EDU 555</td>
<td>Seminar for the Guidance of Gifted Children</td>
</tr>
<tr>
<td>10) HEALTH I</td>
<td></td>
</tr>
<tr>
<td>HE 565</td>
<td>Human Sexuality in Health Education</td>
</tr>
<tr>
<td>HE 570</td>
<td>Gerontology and the Health Educator</td>
</tr>
<tr>
<td>HE 575</td>
<td>Drug Abuse in Health Education</td>
</tr>
</tbody>
</table>
11) HEALTH II
HE 526  Stress Management
HE 545  Fitness Education
HE 580  Health Counseling

12) HEALTH III
HE 502  Implications of Environmental Health
HE 505  Consumer Health Education
HE 510  Social Support Systems

13) HEALTH IV
HE 530  Research and Evaluation of Health Problems
HE 540  Health of the Community and Preventive Care
HE 555  Marketing Health Care Systems

14) LEARNING RESOURCES—I
CU 516  Operation of Media Centers
CU 517  Bibliographic Methods for Learning Materials
CU 518  Selection and Evaluation of Learning Materials

15) MATH
MAT 610  Symbolic Logic
MAT 620  Abstract Algebra and Number Theory
MAT 630  Probability Theory

16) PHYSICAL EDUCATION
PED 710  Programs for the Physically Handicapped in Mainstreamed Physical Education Classes
PED 750  Problems of Negligence and Liability in Physical Education Programs
PED 730  Physical Education Programs to Promote Future Healthy Adulthood

17) READING—I
RED 500  Methods and Materials of Corrective or Remedial Reading
RED 554  Assessment in Reading
RED 570  The Reading Process

18) READING—II
RED 750  Literature for Children and Adolescents
RED 5271 Reading Supervision and Curriculum Development I
RED 5272 Reading Supervision and Curriculum Development II

19) SCIENCE
SCI 610  Current Issues in Energy and Ecology
SCI 620  Biology and the Human Affairs
SCI 630  Scientific and Social Perspectives in the Physical Sciences
20) SOCIAL STUDIES
   SST 610 Political Thought and Analysis
   SST 620 Contemporary Theories in Behavioral Science
   SST 630 Contemporary Social Problems/Issues

21) SPECIFIC LEARNING DISABILITIES — I
   EDU 558 Classroom Management of the Learning Disabled Child
   EP 571 Foundations of Learning Disabilities
   EP 573 Programming in Learning Disabilities

22) SPECIFIC LEARNING DISABILITIES — II
   EP 556 Educational Assessment for Exceptional Children
   EC 580 Speech and Language Development
   CU 665 Theories of Learning and Effective Behavior

Health and Learning Resource Modules

HEALTH and LEARNING RESOURCES majors are available at selected sites. Completion of the Learning Resource major leads to Florida State Certification as a Media Specialist. Both of these majors require completion of the following CORE modules. Other C.A.E. majors may take these CORE modules in place of an M.S. or Ed.S. CORE Module with permission of a C.A.E. Counselor.

M.S. CORE I — HEALTH
   HE 500 Foundations of Health Ed.
   HE 535 Program Dev. in Health Ed.

M.S. CORE I — LEARNING RESOURCES
   LT 521 Innovative Operation of School Media Centers
   LT 522 Analysis, Retrieval and Dissemination of Information

M.S./Ed.S. CORE II — HEALTH/LEARNING RESOURCES
   CU 514 Utilization of Multi-Sensory Materials
   CU 519 Design of Mediated Learning Materials

Ed.S. CORE I — LEARNING RESOURCES
   LT 621 Effective Functioning of School Media Centers
   LT 622 Use of Modern Technology to Improve Bibliographic Control
General Information

Application Requirements

For the Master's degree program .  .  .
A Bachelor's degree from an accredited institution.

For the Educational Specialist degree program .  .  .
A Master's degree in education from an accredited institution.

For special-student status (non-degree seeking) .  .  .
A Bachelor's degree from an accredited institution.

Admission into Candidacy

After completion of a Major Module or two Core Modules with a 3.0 or higher grade point average, you become eligible for admission as a candidate for the Master's or Educational Specialist degree. During the first Module, you must submit three letters of recommendation from colleagues in education who know your work, an official transcript from your previous degree-granting institution, and a copy of your teaching certificate, if appropriate, to complete the admissions process. (CAE does not offer programs yielding initial teacher certification.) The Candidacy Committee then evaluates completed files, confirms that the required 3.0 grade point average was earned on the initial Module, and notifies you of admission into degree candidacy.

Transfer of Credit

Thirty-six credits of graduate work must be completed for the M.S. or Ed.S. degrees. Transfer of graduate level credits up to a maximum of six semester hours from an accredited institution (with a grade of "A" or "B") may be allowed upon approval of the Candidacy Committee.

Student Costs

Application Fee .................................................. $15
... one-time fee for new students.

Tuition ............................................................... $65/credit

Major Module (9 credits) ........................................... $585

... if full amount is paid at least one week prior to the first class session, a 10% discount will be granted ($585 - $58.50 = $526.50). Payment and registration must be received by Nova University or by the Site Coordinator prior to one week before first class session, otherwise a $10 late fee will be charged. No discount will be granted for registrations received later than one week before the first class session.
... for those wishing to make three payments, an initial payment of $195 must be received prior to one week before the first class session, otherwise a $10 late fee will be charged. The second payment of $195 must be received no later than the fifth class session, and the third payment of $195 must be received no later than the ninth class session. A $10 late fee will be charged if a second or third payment is received after the fifth and ninth class sessions respectively. The 2nd and 3rd payments may be given to the Site Coordinator on the fifth and ninth Saturdays or mailed to Nova in time to be received on the prior Fridays.

**Core Module (6 credits) ........................................ $390**

... if full amount is paid at least one week prior to the first class session, a 10% discount will be granted ($390 - $39 = $351). Payment and registration must be received by Nova University or by the Site Coordinator prior to one week before first class session, otherwise a $10 late fee will be charged. No discount will be granted for registrations received later than one week before the first class session.

... for those wishing to make two payments, an initial payment of $195 must be received prior to one week before the first class session, otherwise a $10 late fee will be charged. The second payment of $195 must be received no later than the fifth class session. A $10 late fee will be charged if a second payment is received after the fifth class session. This second payment may be given to the Site Coordinator on the fifth Saturday or mailed to Nova in time to be received on the prior Friday.

**Practicum Module ................................................. $390**

... the full amount of $390 or at least an initial payment of $195 is required prior to commencement of the practicum process; the second $195 payment must be received four weeks later, otherwise a $10 late fee will be charged. No discount is granted on practicum payments.

**Graduation Fee .................................................. $15**

... an additional fee will be charged by the Registrar’s Office of Nova for cap and gown and for commencement announcements for those desiring to attend commencement exercises in the summer in Ft. Lauderdale.
Tuition Refund Policy

Any student wishing to withdraw from the Program must notify the Director of CAE in writing. No part of the registration fee will be refunded. Refunds for 6 and 9 credit modules are based on the following:

- 100% refund if the withdrawal is prior to the first session.*
- 75% refund if the withdrawal is prior to the third session.
- 50% refund if the withdrawal is prior to the fifth session.
- No refund after the fifth session.

(Fees subject to change without notice.)

Grading

Since CAE students are expected to produce quality, graduate level work, you must maintain a grade-point average of at least a 3.0 (B average) for retention in the program.

Attendance Policy

Due to the intensive nature of the Modules, you are expected to attend all class sessions. When unavoidable absences can be foreseen, you should confer with the instructional team leader in advance about make-up work possibilities.

Registration

Registration forms and tuition must be received at the CAE central office at least one week prior to the first class of the Module; otherwise a $10.00 late fee will be charged.

Financial Aid

Information on financial aid (FISL) and Veterans' benefits may be obtained from the Nova University Financial Aid Office — (305) 475-7408.

*The same refund procedures are used during weeks 6 through 10 and 11 through 14 for the modules.
Did We Do An Effective Job Of Explaining The Gem Plan To You?

If you are not sure of the answers to any of the questions below, you will find the correct answers at the bottom of the page. For additional information, call our counselors at the following numbers:

- Broward County: 475-7440
- Dade County: 940-6447 (extension 7440)
- Palm Beach County: 732-6600 (extension 7440)
- Florida: 1-800-432-5021/22

1) What is a Module?
   a. A 3-credit course.
   b. One-half of the Master's degree program.
   c. An integrated set of experiences of either 6 or 9 credits.

2) What are the parts of a Master's and Educational Specialist Degree?
   a. Two Major Modules, two Common Core Modules and a Practicum Module.
   b. Thirteen unrelated courses.
   c. Six competency-based examinations.

3) How long does it take to complete a M.S. or Ed.S. degree?
   a. Seven years.
   b. Approximately one year.
   c. More than one year, if you decide to extend your program.

4) Must I pay for the entire Module at one time?
   a. No. For a Major Module you can pay one-third of the tuition one week prior to the Module and two additional payments during the 14-16 weeks.
   b. Yes.

5) Prospective students will find the GEMs will meet their needs for:
   a) Degree programs in 17 major fields of study.
   b) Renewal of certificate credit.
   c) Certification beyond present holdings.
   d) All of the above.

The answers: 1, c: 2, a; 3, b and c; 4, a; 5, d.
Return this form to: Center for
INITIAL
REGISTRATION
FORM

Center for the Advancement of Education
Nova University
3301 College Avenue
Ft. Lauderdale, FL 33314

Name ___________________________ Social Security # ___________

Address _______________________________________________________
Street ______________ City __________ State __________ Zip ___________

Telephone Number _______________________________________________

Program Goals: M.S. _____ Ed.S. _____ Special Student _____

Major: _________________________________________________________

I am registering for the following Modules:

<table>
<thead>
<tr>
<th>Class Site</th>
<th>Dates</th>
<th>Module Name</th>
</tr>
</thead>
</table>

An initial payment of $195 (and a one-time $15 application fee for new students) may accompany this form. This payment must be received in the CAE office one week prior to the first session of the Module; otherwise a $10 late fee will be charged. A Common Core Module (6 credits) requires a second tuition payment ($195) during the fourth week of the Module. The Major Module (9 credits) requires a second payment ($195) during the fifth session and a third payment ($195) during the ninth session. The $10 late fee will not be charged if each payment is received by the designated date. A student who pays the entire tuition for the Common Core Module or the Major Module at least one week prior to the first session receives a ten percent discount.

☐ I do not wish to register at this time, but would appreciate additional information regarding the__________ degree major.

My colleagues may want to receive information on the GEM Plan. Their names and addresses:

__________________________  __________________________

__________________________  __________________________

__________________________  __________________________
Founded in 1964, Nova University is an independent university which is non-sectarian, non-profit and racially non-discriminatory.

Unusual among institutions of higher education, Nova is a university for all ages. Nova College provides undergraduate education. Numerous graduate programs in a variety of fields provide master's, doctoral, and post-doctoral education. Also, non-degree, continuing education programs are offered. The University School, a private demonstration school, serves children from pre-school through seniors in high school.

Since its beginning, the University has been distinguished by its innovative outlook, its unique programs which provide non-traditional choices in educational programs, and its important research which is aimed at solutions to problems of immediate concern to mankind.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, an independent, non-profit institution with campuses in Manhattan and Old Westbury, Long Island. This mutually beneficial relationship permits each institution to draw on the personal and physical resources of the other, giving maximal benefit to the students of each and to society in general.

With students studying in Florida, in 22 states and Washington, D.C., and in foreign countries, Nova University is a national — indeed, an international — university.

*Nova University is accredited by the Southern Association of Colleges and Schools and practices a policy of nondiscrimination in employment and in all its programs.*