



MTEC/Mount Mary College Master of Arts in Education

Frequently Asked Questions

1. What is the MTEC/Mount Mary College Master of Arts in Education?

The MTEC/Mount Mary Master's Degree in Education is a program designed for teachers serving diverse children in an urban setting. Coursework connects instruction with teachers' classrooms making this degree very hands-on in its approach. It is intended for new or veteran teachers who desire to deepen their knowledge of student learning and to improve student achievement.

Using issues of equity and justice, the academic curriculum is tailored to improve the quality of instruction and student learning. A unique focus of this Master's Degree program is the opportunity for teachers to receive credit for doing action research in their own classrooms and receive the advice of a mentor.

2. Who is eligible for the MTEC/Mount Mary College Master of Arts in Education?

The MTEC/Mount Mary Master's Degree in Education is intended for new or veteran teachers who are currently teaching and who desire to deepen their knowledge of student learning and improve student achievement. MTEC is an Affirmative Action Opportunity Employer that complies with the provisions of the Americans with Disabilities Act. It administers all of its educational, administrative and other policies without discrimination because of race, creed, color, national or ethnic origin, age, gender, sexual orientation, ancestry, handicap/disability, military or marital status. Applicants must:

- a. possess a baccalaureate degree from an accredited college or university,*
- b. be currently teaching, since much of the MTEC/Mount Mary Master's Degree program curriculum involves assignments tied to classroom teaching activities.*

3. How many credits are required to complete the MTEC/Mount Mary College Master of Arts in Education?

Thirty (30) credits are required for successful completion of the MTEC/Mount Mary Master of Arts in Education. Up to six transfer credits may be awarded to those who have completed coursework at another college/university, pending a review by the Program Advisor to determine their relevancy to this specific program.

4. What is the timeframe for completing the MTEC/Mount Mary College Master of Arts in Education?

Some candidates have completed the MTEC/Mount Mary Master's Degree in three semesters and summer coursework. Others may take whatever length of time meets their schedules and other responsibilities.

Candidates should consider course rotations when planning their programs.

5. What is the cost of the MTEC/Mount Mary College Master of Arts in Education?

Tuition is \$399 per credit. A \$35 non-refundable application fee must be submitted with the initial application.

Candidates are entitled to join AmeriCorps, which will provide a tuition payment of \$4,725. Candidates may apply for two AmeriCorps years totaling \$9,450.

6. Will a person who completes the MTEC/Mount Mary College Master of Arts in Education advance on the Milwaukee Public Schools' (MPS) or other salary schedules in the same manner in which other Master's Degrees are recognized?

Completing this degree will enable graduates who are MPS teachers to attain the master's level salary on the MPS salary schedule. Those in other school systems will need to check with their particular systems. This degree is from a fully accredited institution of higher education.

7. What if a current MPS teacher enrolls in the MTEC/Mount Mary Master of Arts in Education and then, after completing a portion of the program, either moves to a position outside the classroom, is excessed or is promoted to a position outside the classroom?

The MTEC Program Advisor will meet with candidates affected by these circumstances to plan how they can complete the degree.

8. What if a current MPS teacher enrolls in the MTEC/Mount Mary Master of Arts in Education and then, after completing a portion of the program, moves to another school district?

Again, MTEC encourages all candidates who start the program to complete their degree. The Master's Degree Program Advisor will meet with candidates affected by these circumstances to plan how they can complete the Master's Degree. MTEC recommends that these candidates meet with representatives at the new school district to determine the benefits awarded to teachers completing an accredited Master's Degree.

9. What are the calendar dates and class times of the MTEC/Mount Mary Master of Arts in Education courses?

MTEC offers three calendar options for Master's Degree program candidates each year. Candidates may begin their program of studies in September, January or June. Fourteen-week (14-week) semesters are offered in September and December. Classes meet in a 4:30 -7:10 p.m. weekly session, or online. Summer classes meet in two three-week sessions.

No classes will be held on New Year's Day, Memorial Day, Independence Day, Easter, Labor Day, Thanksgiving or Christmas. Classes will not be scheduled during the winter and spring break periods. The MTEC office, however, does operate during the vacation periods and independent projects may continue.

10. What is the application process for the MTEC/Mount Mary Master of Arts in Education?

Applicants are advised to use the following admissions process:

- a. Attend an MTEC information session. Call or email to receive an application packet.*
- b. Complete the MTEC/Mount Mary College Master's Degree application and mail or deliver application with \$35 non-refundable application fee (check/money order made payable to Mount Mary College) to MTEC, 4141 N. 64th St. Suite 354, Milwaukee, Wisconsin 53216.*
- c. Attend an orientation/advising session with the MTEC Program Advisor who will explain all aspects of the MTEC/Mount Mary College Master's Degree program, including financial requirements, and answer applicant questions. The orientation/advising session will be scheduled for you by MTEC after your application has been received. Applicants who wish to proceed will complete other pertinent information, including a Plan of Study (POS) at this time.*
- d. Receive written notification of acceptance or rejection, which will be sent within 14 business days after the orientation/advising session.*
- e. Ensure that all other required admission documents are received by MTEC before the first day of the initial semester (one official, sealed transcript from all universities/colleges attended verifying the coursework and stating date that bachelor's degree was conferred, and proof of current school teaching assignment). Formal enrollment is not complete until all required documents have been received.*
- f. Make full tuition payments on or before the first day of the semester unless payment plan arrangements have been made prior to opening day. Full refunds of paid tuition are available to candidates who cancel their contracts or are dismissed prior to the first day of the semester. Prorated refunds are available until four weeks into each semester, as follows:*

<i>Prior to the first day of classes</i>	<i>100% returned</i>
<i>By the end of the first week of classes</i>	<i>75% returned</i>
<i>By the end of the second week of classes</i>	<i>50% returned</i>
<i>By the end of the third week of classes</i>	<i>25% returned</i>
<i>After the end of the third week of classes or anytime thereafter</i>	<i>0% returned</i>

Applications for the MTEC/Mount Mary Master of Arts in Education are accepted throughout the year. Early enrollment (more than 30 days before the start of a semester) is encouraged. Applications will be accepted as long as space allows. If enrollment is full, applicants can choose to have their tuition deposit returned or to be placed on a waiting list for the next class.