College of EDUCATION

Department of Teaching and Learning

Master of Arts in Teaching
Middle Level, Secondary, and
Modern Languages Education
Program Handbook

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Table of Contents

INTRODUCTION

Welcome to the Department of Teaching and Learning at Clemson University's College of Education and the Master of Arts in Teaching Middle Level, Secondary, and Modern Languages Education programs. We wish you success at every stage of your academic journey.

This handbook is intended to familiarize you with the policies and procedures of Clemson University, the Graduate School, and the College of Education. Each student is expected to be familiar with the contents of this handbook. The policies and procedures presented here are in addition to and subordinate to those described in the Graduate School Announcements, which you can find at http://catalog.clemson.edu/.

The Master of Arts in Teaching Middle Level, Secondary, and Modern Languages Education programs are 100% online graduate programs for individuals with a content background in English/Language Arts, Mathematics, Science, Social Studies, American Sign Language, French or Spanish and would like to earn a graduate degree while completing the requirements for initial teaching certification. Students will personalize their experience by selecting one of the following emphasis areas: English/Language Arts, Mathematics, Science, Social Studies, American Sign Language, French, or Spanish. All students enrolled in the Master of Arts in Teaching Middle Level, Secondary, or Modern Languages Education program are expected to have access to a consistent educational field site in South Carolina to complete field-based course assignments throughout the program.

PROGRAM CONTACTS

Program Coordinator – Dr. Anna Morrison, ahmorri@clemson.edu
Director of Graduate Student Services – Julie Jones, jgambre@clemson.edu
Department Chair – Dr. Dave Fleming, dflemin@clemson.edu

The Program Coordinator is your first contact should any issue arise regarding your academic progress or the program curriculum.

POLICIES AND RESOURCES
University Policies
Graduate School Policy Handbook
Graduate School Resources
Graduate School New Student To Do List

ACADEMIC REQUIREMENTS

The Master of Arts in Middle Level, Secondary, or Modern Languages Education program is comprised of 30 credit hours of coursework. Transfer credits from previous graduate coursework may be considered with approval from the Middle Level, Secondary, or Modern Languages Education faculty. All transfer credits must adhere to the guidelines stipulated by the Graduate School. Students must maintain a grade-point average of 3.0 or higher in their coursework. The MAT program is comprised of two elements:

- Pedagogical Coursework (30 hours)
- Field Experiences/Student Teaching (75 hours/ 1 Semester Full-Time)

EMPHASIS AREAS

Each student pursuing a Master of Arts in Teaching Middle Level, Secondary, or Modern Languages Education degree will select one of the following emphasis areas.

- **English Language Arts**
- **Mathematics**
- **Science**
  - Secondary program students will select a single subject (Biology, Chemistry, or Physics) or broad field.
- **Social Studies**
- **American Sign Language**
- **French**
- **Spanish**

Specific prerequisite content-specific course coursework for each emphasis area and a passing score on the corresponding Praxis Subject Assessment are required to complete the MAT Middle Level, Secondary, or Modern Languages Education program.

CHANGE OF EMPHASIS AREA

Master of Arts in Teaching Middle Level, Secondary, and Modern Languages Education students are admitted into the program based on the emphasis area indicated during the application process. Any student wishing to change their specialization area must contact the Program Coordinator to make the request. The request will be reviewed by advisors from the program that you seek to switch into and the Department Chair before approval will be granted. Approval may or may not be granted based on emphasis area enrollment limitations, as well as the student's qualifications for the emphasis area she/he is requesting.

PLAN OF STUDY

The MAT Middle Level, Secondary, and Modern Languages Education programs are 14-month programs spanning four semesters. Fall and spring courses span the entire 16-week term. Students enrolled in the MAT Middle Level, Secondary, and Modern Languages Education programs will also engage in three summer terms, lasting five weeks each.

The program coordinator will send each student an individualized registration email before each registration date. Due to the cohort nature of the program, students will need to register for the assigned section of each course.

Year 1

First Summer
EDLT 8270 — Content Area Reading and Writing
ED 8030/8031 — Methods of Teaching at Middle and Secondary Levels

Second Summer
EDF 8020 — Learning and Motivation in Context
EDML 8410 — Advanced Middle School Curriculum and Instruction

Fall
EDLT 8100— Foundations in Literacy
EDML 81*0/81*1— Middle Level Discipline-Specific Methods Course* **OR**
EDCS 86*0/86*1 — Secondary Discipline-Specific Methods Course* **OR**
EDSC 8650/8651- Teaching Modern Languages

Spring
EDML or EDSC 8910— Directed Internship
EDML or EDSC 8920 — Capstone Seminar

First Summer
EDSP 8230 — Teaching Individuals with Disabilities in Integrated Settings
EDF 8350 — Early-Late Adolescent Growth and Development

Field Experiences

- First Summer, Year 1: 22.5 hours or 3 days
- Fall, Year 1: 37.5 hours or 5 days
- Spring, Year 1: 15 hours Prior to Semester Start+ Full-Time Field Experience

The Office of Field and Clinical Partnerships and Outreach will contact you and provide additional information regarding requirements for field experiences (e.g., fingerprinting; SLED check, etc.).

More detailed course descriptions can be found in the Graduate Catalog.

ACADEMIC PROBATION
Graduate students who fail to meet the following minimum academic standards for graduate studies at Clemson University are placed on academic probation. These minimum standards include a minimum B average (3.0 grade point average) in:
- All graduate-level courses
- All courses listed in the Plan of Study (Form GS2)
- All courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis.

A minimum grade of C on any coursework must be made for the course to apply toward a degree. Students who fail to meet these requirements become ineligible for graduation and remain on academic probation until they earn the requisite 3.0 grade point average or are dismissed.

Graduate students placed on academic probation should meet with their major advisor and/or graduate program coordinator to ensure that the expectations for removal of the probationary status are clearly defined and understood. Graduate students on academic probation must submit a Graduate Student Plan for Success form no later than the date specified in the probation notification (typically around the beginning of classes for the next term).

Further details can be found in the Graduate School Policy Handbook.

ONLINE ENVIRONMENT

With the support of CU Online, Clemson uses the most advanced online technology to provide a rich, supportive, seamless learning environment. Courses are asynchronous, thus allowing students to access courses when and where they need them. While students have great flexibility in asynchronous learning, there are key deadlines in each course when learning modules must be completed. Students will be provided with timely support from instructors and technology personnel so that learning is maximized. Canvas, a very user-friendly learning management system, is used for all courses to guide the learning experiences.

An orientation module is provided within each enrolled student's Canvas account before the start of the program to allow students to become comfortable with expectations and the technologies before classes formally start. This orientation module provides you with the resources you need to succeed in your courses and is intended to supplement the University's Graduate School Policy Handbook. Here, you'll find information about:

- Required Texts
- University and Program Policies
- Technical Support and Technology Tutorials
- University Resources and Academic Support Services
- Academic Writing and Citation Guidelines
- Lesson Plan Templates

All students are required to complete the Orientation Module prior to starting coursework.

Required Writing Style

MAT Middle Level, Secondary, and Modern Languages Education students are expected to utilize APA (American Psychological Association) Style for all course assignments unless directed otherwise by their instructor. Information regarding APA style can be found on the APA Style website. The Publication Manual of the American Psychological Association is recommended for all students enrolled in these programs.

Required Technologies

To successfully fulfill the requirements of the MAT Middle Level, Secondary, or Modern Languages Education program, students will need access to:

- A laptop or desktop computer. While courses can be accessed through Canvas's mobile apps for iOS and Android devices, a laptop or desktop computer will be needed to complete research and writing activities.
- A reliable internet connection. It's also a good idea to have a contingency plan in case your internet connection fails right before an assignment is due. If you cannot travel to another location, then consider temporarily using your mobile phone as a hotspot.
- An up-to-date browser. Canvas is designed to work in all browsers, but in general, users tend to have a smoother experience in Chrome and Safari.
- Speakers or headphones to listen to audio and video resources.
- Additional technologies as specified in your course syllabus.

Required Technical Skills

To be successful in this program, students must have a minimum working knowledge of their computer system, web browser, and word processing program. You will need to be able to:
- Use your password to log in to your class before the semester begins.

- Attach files to email messages.
- Compose written documents in a word processor such as Microsoft Word or Google Docs.
- Complete word processing tasks (type, cut, paste, copy, name, save, rename, etc.).
- Download information from the Internet.
- Navigate to a page on the Internet.
- View online videos like those on YouTube.
- Complete online forms.
- Access and read files such as Microsoft Office documents and PDFs.
- Back up your files.
- Install and maintain an antivirus program and other software.
- Use technology as required by course instructors and seek online tutorials and help features to support your use of required hardware/software.

Technical Support Resources
- There are multiple types of technical support available to Clemson students enrolled in online graduate programs. Below, you'll find an overview of each support service and guidelines on when to use each service.

Note: If a problem with Canvas or another university system will prevent you from submitting an assignment on time, contact your instructor and CCIT immediately. If necessary, s/he can work with you to make alternative arrangements.

Clemson Computing & Information Technology (CCIT)
CCIT should be your first point of contact for any issues related to University systems and software. To access CCIT support, you may email ITHELP@clemson.edu or call (864) 656-3494. CCIT also offers support via live chat.

Contact CCIT for help related to:

- Usernames and passwords
- Email
- iROAR
- University software
- Two-factor authentication

Note: If you are having trouble logging in to Canvas, contact CCIT.

Canvas Support
While you may contact CCIT for help with Canvas-related questions and/or issues, Canvas offers 24/7 on-demand technical assistance via live chat. To access Canvas support, click "Help" on the Canvas navigation menu, then identify the type of support you need. You may also consult the Canvas Student Guide to learn more about functions within Canvas.

Contact Canvas support with Canvas-related problems or questions about how to perform different actions within Canvas, including:
- Accessing course content
- Submitting assignments
- Replying to discussion posts
- Uploading files
- Recording audio or video

ACADEMIC INTEGRITY

Students in the MAT Middle Level, Secondary, or Modern Languages Education program are expected to abide by the Academic Integrity policies outlined in Clemson's Graduate School Policy Handbook at all times. Forms of academic dishonesty include (but are not limited to):

- Cheating
- Fabricating or falsifying information
- Facilitating violations of academic integrity
- Failing to cite contributors
- Plagiarizing
- Utilizing others' work through professional or informal services (this does not include light editing assistance or utilizing the services of the Clemson Writing Center)
- Thwarting others' progress

Consult the Graduate School Policy Handbook for a detailed description of these violations and the penalties that they incur.

GENERATIVE AI POLICY

If you feel that using generative AI would enhance your work in this program, please send your instructor a message outlining your rationale. If approved, you must properly attribute any AI-produced contributions to the work both in the body of your work and in your bibliography. In addition, you must append a full-text transcript of the AI tool's contributions to your work along with your prompts.

Please be aware that large language models have been trained using biased data and may provide biased and/or inaccurate results. You are responsible for ensuring that your work does not replicate the biases or factual errors of any resources you draw on, including information provided by generative AI tools.

ONLINE STUDENT AND INSTRUCTOR EXPECTATIONS

Each course in the MAT Middle Level, Secondary, or Modern Languages Education program will include the following list of expectations for students and faculty.

Student Expectations
1. I will test all technology (both hardware and software as listed in the course syllabus) at least two days before the start of the course to ensure that I have the proper equipment/resources to succeed in the course.
2. I will log into Canvas by the first day of class.
3. I understand that I am responsible for meeting deadlines even if I experience technology issues, including connectivity issues. I will find a backup as necessary (e.g., loaner technology, local computer lab, internet café).
4. Though courses are all asynchronous, I agree to meet module deadlines that may occur throughout the course.
5. I will be professional and respectful in all my communications. I agree to follow the guidelines for online conduct as outlined in the syllabus.
6. I agree to do my part in any group or collaborative work, and I agree to participate actively throughout the course to improve the experience for others and me.
7. I will check Canvas announcements and other course-related materials regularly (as defined in the course syllabus).
8. I will use Canvas Inbox to communicate with my instructor/peers and respond to messages within 48 hours.

Instructor Expectations
All instructors for the MAT Middle Level, Secondary, and Modern Languages Education programs have acknowledged and agreed to comply with the following expectations:
1. The instructor will introduce himself/herself via email and provide the course overview to the students at least 3 days prior to the start of the class.
2. The instructor will unlock courses via Canvas by 9:00 am the first day of class. Courses are not required to be unlocked prior to the first day of class.
3. The instructor will respond to communications within 24 hours (excluding weekends and holidays). The instructor will communicate with students in case of exceptions.
4. The instructor will post and be available for weekly virtual office hours as stated in the syllabus.
5. The instructor will meet with TAs/associate instructors (if any) as needed to make sure they know and are meeting their responsibilities.

LATE WORK POLICY
The MAT Middle Level, Secondary, and Modern Languages Education programs have adopted the following program-wide policy on late work:

Assignments are due by the date and time specified in the syllabus. All due dates and times are in Eastern Time (ET). Unless otherwise specified in course syllabi, late assignments will be accepted up to 72 hours from the original deadline or the end of term, whichever comes first; however, for this late work your instructor will reduce your assignment grade by one full letter grade (the equivalent of 10%). You will receive this reduction even if you are one minute late. Late work submitted more than 72 hours from the original deadline will not be accepted and you will receive a zero.

In the case where you are aware of a needed extension, be proactive and contact your instructor in advance. If serious illness or emergency will prevent you from turning your work in on time, contact your instructor immediately. Documentation will be required.

COMMUNICATION WITH INSTRUCTORS AND CLASSMATES
For security reasons, your instructors will only communicate with you through official University channels. You should also use official University channels to communicate with your instructors and classmates. Most communications will take place in Canvas, our learning management system.

Communicating through Canvas
Students should use Canvas's internal messaging system (available by clicking "Inbox" on the navigation menu on the left) to contact their instructors and classmates. It is important to note that Canvas is a professional tool utilized for teaching and learning purposes. All conversations within Canvas are expected to be purposeful, professional, and enhance each student's learning process. For more information on sending and receiving messages in Canvas, consult the Canvas Student Guide.

Setting Your Canvas Notifications
Your instructors will also use Canvas to post announcements. To ensure that you receive communication from your instructors in a timely manner, you should elect to receive notifications for Canvas announcements and conversations. Visit Canvas's "How do I set my notification preferences?" guide for detailed instructions. You can also elect to receive notifications via text message, push notifications, or additional email addresses. For details on adding additional

methods of contact to your Canvas account, visit Canvas's "How do I add contact methods to receive notifications?" guide.

Google Apps for Education Email
It is important for you to check your University email regularly so that you do not miss important announcements and updates.

Clemson students use Google Apps for Education email. To set up your email account (which will have a separate password than your Clemson account), visit CCIT's email guide for incoming students. To access your student email, visit g.clemson.edu. As part of your Google Apps for Education account, you will also have access to Clemson-specific instances of Google Drive, Google Hangouts, Google Sites, and Google Calendar.

You can also elect to have your Clemson email forwarded to a personal address. If you do this, be sure to log in to your Clemson account before responding to your instructors.

Two-Factor Authentication
To safeguard against phishing attempts and other cybersecurity threats, Clemson requires two-factor authentication (2FA) for several university systems. To access these systems, you will need to enter your password, then verify your identity with a physical device (mobile device or landline) that is in your possession at the time you request access. Visit Clemson's 2FA site to enroll in 2FA and register/manage devices.

KEY GRADUATE SCHOOL DEADLINES
Specific Graduate School deadlines can be found at
https://www.clemson.edu/graduate/students/deadlines.html

Although regular communication will be provided each semester, the following are key benchmarks that you will want to remain aware of:

Benchmark	When
Major Advisor and Advisory Committee Assigned	Upon acceptance into the program
Submit Plan of Study and Graduate Degree Curriculum (Online GS2) *See below for further information regarding GS2*	Middle of your second semester
Apply to graduate through iRoar	Final semester prior to graduation – for the current deadline see Graduation Deadlines on the Graduate School website
Order diploma through iRoar	After completing at least half of the prescribed coursework

Order cap, gown, and hood from [University Bookstore](#)	Final semester prior to graduation – for current deadline contact the [University Bookstore](#)

From the Graduate School Website: The final responsibility for ensuring compliance with these procedures rests with the graduate student. Special problems should be referred to the graduate dean.

Comprehensive Exam
MAT Middle Level, Secondary, and Modern Languages Education students are required to take the Praxis PLT assessment and the Praxis Subject Area assessment corresponding with their emphasis area and have scores on file with Clemson prior to graduation. Candidates will not be recommended for certification until these scores are on file with Clemson. Passing scores are required for licensure**.**

PLAN OF STUDY (GS2)
You must complete all classes listed on your GS2 before graduation. If you fail to do so, you must file a revised GS2. Prior to graduation, you may revise your degree curriculum as needed, subject to the necessary Advisory Committee and dean approvals.

REQUEST FOR RE-ENTRANCE
Students who have separated voluntarily from the University and wish to return to pursue their graduate education may apply for readmission. This is accomplished by either completing the [Request for Re-Entrance](#) form or a new application. Readmission decisions must be approved by the program and the Graduate School.

All policies, course of study requirements, and tuition and fee levels in effect at the time of your readmission will be in effect for the remainder of your program of study. Courses that have exceeded the maximum time limit (which differs for master's and doctoral degrees) or in which you did not receive at least a C– will not be applied to your new program of study. Of those courses that meet the readmission criteria, programs have sole discretion as to whether they accept these courses. Programs also have the right to impose other requirements as part of the readmission, including (but not limited to) retaking qualifying or comprehensive exams, completing new courses or internships, etc. the same academic status as prior to the leave.

ASSISTANTSHIP
The MAT Middle Level, Secondary, and Modern Languages Education programs do not offer assistantship opportunities.

RELEVANT UNIVERSITY RESOURCES
Registration and Payment
- [Registrar's Office](#)
- [iROAR](#)
- [Student Financial Services](#)
- [Financial Aid](#)

Academic Support Services
- [Writing Lab](#)

- Academic Success Center
- Clemson Libraries

Student Support Services
- Student Accessibility Services
- Office of Access and Equity
- Preferred Name Policies and Procedures
- Counseling and Psychological Services
- Clemson Ombudsman (Conflict Resolution)
- Academic Grievances
- Center for Career and Professional Development