



UNC  
SCHOOL OF EDUCATION

The University of North Carolina at Chapel Hill

# STUDENT HANDBOOK

## Master of Education for Experienced Teachers

(MEDX)

[http://soe.unc.edu/academics/med\\_exp/](http://soe.unc.edu/academics/med_exp/)

2024-2026

Early Childhood Intervention and Family  
Support (B-K) Cohort

Revised May, 2024

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### IMPORTANT CAUTION:

We have made every effort to include accurate information in this handbook. However, requirements for licensure are subject to change due to actions of the NC General Assembly, the State Board of Education, the Department of Health and Human Services and the Department of Public Instruction. If changes occur, we will notify you as soon as possible.

## **Welcome to the Master of Education for Experienced Teachers (MEDX) Program at the University of North Carolina at Chapel Hill**

We are pleased that you will be joining us in the M.Ed. graduate program beginning Summer 2022.

This handbook provides a summary of important information. In this handbook you will find:

- An overview of the M.Ed. for Experienced Teachers (MEDX) program.
- A Program of Studies table that outlines the course expectations for the ECIFS cohort.
- Information that will be helpful in getting you started in the MEDX program.
- Contact information for key MEDX faculty and staff.

**I hope this handbook will answer many of your questions or at least point you toward those people who will be most helpful in answering those questions as you begin your MEDX journey. Please note this handbook and advising forms are available on the ECIFS Advisement Canvas site under the Resources folder (2024-2026 cohort). You should be able to access that site with your UNC onyen and password. We will be shifting to another online format in the coming months so will keep you updated as those changes occur.**

**Again, welcome to our ECIFS program.**

Sincerely,

A handwritten signature in cursive script that reads "Jessica Amsbary". The signature is written in dark ink and includes a long horizontal flourish extending to the right.

Jessica Amsbary  
MEDX Early Childhood Intervention and Family Support Cohort Leader

## **MEDX PROGRAM DESCRIPTION AND REQUIREMENTS**

The M.Ed. for Experienced Teachers (MEDX) program is a part-time, field-based program that is specifically designed to meet the needs of today's practicing teachers. This customized degree program offers North Carolina teachers a unique opportunity to engage in an academic experience that combines face-to-face instruction with Internet-based instruction.

The program is designed for experienced teachers who wish to expand and refine their understanding of teaching and learning. Participants will take between 30 and 34 hours of graduate work over two summers and two academic years. Each program of study consists of course work taken in a specialty area and course work taken with experienced teachers who are participating in other M.Ed. specialty areas. These core courses will address broader content that is applicable across grade levels of teaching and disciplines.

### **SPECIALTY AREAS**

The M.Ed. for Experienced Teachers is a cohort-based program based upon specialty areas. The cohort info for the 2022-2024 MEDX cycle is:

- Early Childhood Intervention and Family Support Cohort Leader, Dr. Jessica Amsbary

### **TRANSFER OF CREDITS**

In general, students may transfer up to **6 credit hours of graduate level coursework**. Approved transfer courses must have been taken within the past five years. There may be special cases where students may transfer additional course credits with the program coordinator and SOE approval. Students should submit the following paper work to their cohort leader regarding the transfer of credits: (1) a statement regarding which course the student wishes to waive and why, and (2) a copy of the syllabus or course catalog description of the graduate level course taken at another institution and (3) a transcript that includes the course identified. The cohort leader will forward those materials to the instructor of the course for which the student is requesting the waiver. If the course waiver is approved, the cohort leader will pass the materials along to the Office of Student Affairs who will process and post the courses approved.

## SATISFACTORY ACADEMIC PROGRESS

Students are expected to maintain satisfactory academic progress throughout the M.Ed. program. If a student receives a grade of L, the student must meet with his/her cohort leader or other designated faculty member.

***If a student receives one F in a course OR 9 or more hours of L, the student will NOT be allowed to continue in the M.Ed. program. Once students have received 6 hours of L in their coursework, they will be placed on Academic Probation, at which time they will be counseled by a program advisor regarding their continuation in the program. If an additional grade of L is received and students reach 9 hours of L, they will be exited from the program.***

It is the responsibility of students to contact appropriate faculty members if they are experiencing difficulties in completing course and/or program requirements. Course-specific concerns should be directed to the instructor of the course. Other more general concerns about the program should be directed first to the cohort leader and then to the MEDX program coordinator, if appropriate.

Cohort leaders and other MEDX faculty may also initiate additional meetings with students to discuss their progress as needed.

## UNC EMAIL ADDRESS POLICIES

All faculty, staff, and student employees *must use University-owned, managed, or approved email addresses for all work-related email correspondence and maintain a University email address in the campus directory.*

## SCHOLARSHIPS AND STUDENT AID

You **MUST** be registered for 4.5 hours per term to qualify for federal financial aid. If you are registered for a class with variable credit hours, it is possible to increase the hours to meet this minimum. Please contact the Office of Scholarships and Student Aid (<http://studentaid.unc.edu/>) for question about your aid package. Cohort leaders may also inform students of cohort-specific funding opportunities as they arise.

Please note the following pages about funding available through the North Carolina Child Care Resources T.E.A.C.H. Scholarship Program.



## T.E.A.C.H. Early Childhood Bachelor's Plus Scholarship Program



### **What is the T.E.A.C.H. Early Childhood Scholarship Program?**

The T.E.A.C.H. Early Childhood (Teacher Education and Compensation Helps) Scholarship Program was developed to upgrade the level of education of teachers working with young children while making the educational process affordable, increasing wages and reducing turnover.

Getting Started: <https://www.childcareservices.org/programs/teach-north-carolina/getting-started/>

Application Materials (Bachelor's Plus): <https://www.childcareservices.org/programs/teach-north-carolina/apply/>

### **Who is eligible for a scholarship?**

Any child care center teacher who would like to attend a participating university to earn a B-K license or master degree. Certification and who meets the following criteria is eligible for a scholarship. Applicants must:

- be employed at least 30 hours per week in an early childhood classroom;
- have a bachelor's degree with enough transferable credit to only have 15 classes (max 45 credit hours) needed to earn B-K certification;
- be eligible for university admission as an in-state student, and;
- have worked in child care in North Carolina for at least one year.

Scholarships are awarded on the basis of need and commitment to the Early Childhood Education field.

**What support and commitments can be expected with a T.E.A.C.H. scholarship?**

	<b>Scholarship</b>	<b>Education</b>	<b>Compensation</b>	<b>Commitment</b>
Recipient	5% tuition 5% books	9-15 semester hours/year @ a state university in Birth Kindergarten Education	Receive \$725 bonus	Additional 6 months in sponsoring center plus additional 6 months in child care in NC or additional year in sponsoring center
Employer	5% tuition 5% books Up to 3 hours paid release time per week		Pay \$150 bonus	
T.E.A.C.H.	90% tuition 90% books Travel stipend		Reimburse employer 75% of release time Pay \$575 bonus	

**When should I apply for a scholarship?**

Applications must be submitted at least six weeks prior to the beginning of the semester you wish to enroll. Part of the scholarship application process includes admission to the university and a review of your transcript.

**Can any type of center sponsor a teacher?**

Scholarship teachers have been sponsored by private for-profit, church, private not-for-profit, public and Head Start programs. Any center wishing to make a commitment to teacher education and compensation by meeting the terms of the program can participate.

## EXPERIENTIAL LEARNING OPPORTUNITIES

As part of the initial course sequence that all MEDX students take at the beginning of their program of studies, students engage in an experiential learning opportunity through one summer session course, EDUC 601: Education Workshop. Details about that course and the experiential learning requirements will be provided by the Summer Session course instructors.

The ECIFS specialization offers additional experiential learning opportunities through the EDMX 764: Families and Teams course in which students engage in Family Mentorship experience with families of young children who are at risk or have disabilities. In addition, the EDUC 701 summer internship (1-2 credit hours) taken during the second summer of students' course of study involves service learning with area early childhood intervention and family support programs.

### MEDX COHORT LEADERS and MEDX STAFF for the 2021-2023 COHORT

Person/Office	Phone Number	Email Address
Early Childhood Intervention and Family Support: Dr. Jessica Amsbary	(919) 710-1613	<a href="mailto:amsbary@email.unc.edu">amsbary@email.unc.edu</a>
MEDX Program Support Specialist: Ashley Murphy	(919)-843-4409	<a href="mailto:ashmurp@unc.edu">ashmurp@unc.edu</a>

### OTHER IMPORTANT CONTACTS

Person/Office	Phone Number	Email/Web Address
SOE Student Affairs Office	(919) 966-1346	<a href="http://soe.unc.edu/services/student_affairs/">http://soe.unc.edu/services/student_affairs/</a>
SOE Licensure Officer Diana Lys	(919) 537-3962	<a href="mailto:soe.licensure@unc.edu">soe.licensure@unc.edu</a>
SOE Registrar Lisa Johnson	(919) 962-8690	<a href="mailto:lisajohnson@unc.edu">lisajohnson@unc.edu</a>
UNC Help Desk (for IT support)	(919) 962-HELP	<a href="http://help.unc.edu/index.htm">http://help.unc.edu/index.htm</a>



## IMPORTANT WEBSITES

- UNC School of Education (SOE): <http://soe.unc.edu/>
- MEDX general information: [http://soe.unc.edu/academics/med\\_exp/](http://soe.unc.edu/academics/med_exp/)
- SOE Office of Student Affairs: [http://soe.unc.edu/services/student\\_affairs/](http://soe.unc.edu/services/student_affairs/)
- SOE Directory: <http://soe.unc.edu/resources/directory/>
- SOE Licensure Application Information:  
[http://soe.unc.edu/services/student\\_affairs/licensure/](http://soe.unc.edu/services/student_affairs/licensure/)
- SOE Graduation Information: [http://soe.unc.edu/services/student\\_affairs/graduation/](http://soe.unc.edu/services/student_affairs/graduation/)
- SOE Technology Support: <http://www.unc.edu/soe-itech/>
- Online Directory of Courses:  
[http://registrar.unc.edu/Courses/ScheduleofClasses/CCM1\\_042605](http://registrar.unc.edu/Courses/ScheduleofClasses/CCM1_042605)
- UNC Home: <http://www.unc.edu/>
- UNC Libraries: <http://www.lib.unc.edu/>
- UNC Writing Center: <https://writingcenter.unc.edu/>
- ConnectCarolina: <https://connectcarolina.unc.edu/>
- UNC Onyen Services: <http://onyen.unc.edu/>
- University Cashier: <http://cashiers.unc.edu/>
- University Registrar: <http://registrar.unc.edu/index.htm>
- CCEE: <http://www.unc.edu/ccee/>
  - Directions to the CCEE: <http://ccee.unc.edu/directions/>
- Office of Scholarships and Student Aid: <http://studentaid.unc.edu/>
- Canvas: <https://edtech.unc.edu/service/canvas/>
- UNC Writing Center: <http://writingcenter.unc.edu/>
- The Triad Teacher Researcher: <http://triadteacherresearcher.weebly.com/>

## QUICK REFERENCE GUIDE

This is intended to be a quick reference for matters of concern for MEDX students. It is not intended to be a comprehensive list of resources.

STUDENT AFFAIRS OFFICE ([http://soe.unc.edu/services/student\\_affairs/](http://soe.unc.edu/services/student_affairs/))

Contact this office if you have questions about:

- Admissions
- Course registration problems
- Licensure
- Drop/add procedures, withdrawal forms, grade change forms, etc.
- Residency
- Graduation
- Administrative appeals
- Leave of absence/readmission
- General SOE master's listserv
- Transfer credit approval
- SOE scholarships and fellowships

To contact the Student Affairs Office, call (919) 962-8693

### MEDX SPECIFIC ISSUES

Contact your cohort leader if you have questions about:

- The cohort program of studies and any questions that are specific to your cohort. ***You should always refer to your M.EdX handbook and Sakai site first.***
- Requirements for specific courses (contact course instructor)

Contact the MEDX program support staff if you have questions about:

- The MEDX cohort listservs.
- Miscellaneous other tasks/issues

Please see page 6 in this handbook for contact information for MEDX faculty and staff.

CONNECT CAROLINA (<https://connectcarolina.unc.edu/>)

ConnectCarolina is used for:

- Registering for courses
- Student billing/accounts
- Updating personal information (address, phone numbers, emergency contact information, etc.)

For help with ConnectCarolina call (919) 962-HELP or go to <http://help.unc.edu>

**MEDX Program of Study  
Early Childhood Intervention and Family Support  
2024-2026**

<b>ECIFS (B-K) Specialty Content</b>	<b>MED CORE Content</b>
<b><i>YEAR ONE: Summer</i></b>	
<p><b><i>EDMX 766: Preschool/Kindergarten Curriculum and Learning Environments</i></b></p> <p><b><i>EDUC 701: BK Inclusive Internship</i></b></p> <p>EDUC 689: Foundations of Special Education (optional elective)</p>	
<b><i>YEAR ONE: Fall</i></b>	
<p><b><i>EDMX 716: Assessment and Differentiation</i></b></p> <p><b><i>EDMX 762: Advanced Emergent Literacy</i></b></p>	
<b><i>YEAR ONE: Spring</i></b>	
<p><b><i>EDUC 763: Biological Basis of Child Development</i></b></p> <p>OR</p> <p>SPHS 880: Autism Across the Lifespan (Elective)</p> <p>OR</p> <p>Elective</p>	<b><i>EDMX 710: Early Childhood Leadership</i></b>
<b><i>YEAR TWO SUMMER</i></b>	
<p><b><i>EDMX 767: Infant/Toddler Curriculum and Learning Environments</i></b></p>	EDUC 601: Education Workshop

<b><i>YEAR TWO: Fall</i></b>	
<b><i>EDMX 764: Families and Teams – Sociocultural and Interdisciplinary Perspectives</i></b>	EDMX 708: Teacher Researcher I
<b><i>YEAR TWO: Spring</i></b>	
SPHS 880: Autism Across the Lifespan Elective OR Child Development Elective (TBD) OR Elective	EDMX 709: Teacher Researcher II

***\*BK add on licensure courses are in BOLD, ITALICS.*** (but add on students need to take only one of EDUC 762 OR EDUC 763)

**One graduate level Child Development course (EDUC 762 or 763 or a comparable course focused on child developmen) is required for ALL students.**

**M.Ed. Elective Options:**

SPHS 880: Autism Across the Life Span offered Spring term, 2023 and 2024 OR EDUC 689: Foundations of Special Education (offered fall and summer terms) are highly recommended elective courses. Or students may choose other graduate level courses focused on young children and families. Elective courses may be taken in the School of Education or other graduate programs within UNC at Chapel Hill such as Special Education (K-12), Allied Health, Maternal and Child Health, Psychology, and Social Work.

**ADVISEMENT SHEET: OPTION 1 & 2**  
**University of North Carolina at Chapel Hill - School of Education**  
**M.Ed. in Education - Early Childhood Intervention and Family Support (ECIFS)**  
**Cohort 2023-2025**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

UNC email: \_\_\_\_\_ PID: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home or Cell): \_\_\_\_\_ (W) \_\_\_\_\_

First Semester enrolled in M.Ed. Program: **SUMMER I, 2023** Anticipated Graduation Date: **MAY 2025**

**\*\* BK add on required courses** \_\_\_\_\_

Required Courses (Course Title and Number)	Anticipated Semester of Completion	Semester Completed Course	Approved Substitutions
<b>EDMX 766: Preschool/Kindergarten Curriculum and Learning Environments (3 hours)</b> <b>BK SPECIALTY COURSE</b>	Summer I 2024		Course Title and Number: _____ Site: _____ Approved by: _____ Date: _____
<b>EDUC 701: BK Inclusive Internship (1 hours)</b>	Summer II 2024		Course Title and Number: _____ Site: _____ Approved by: _____ Date: _____
<b>EDMX 762: Advanced Emergent Literacy (3 hours)</b> <b>BK SPECIALTY COURSE</b>	Fall 2024		Course Title and Number: _____ Site: _____ Approved by: _____ Date: _____
<b>EDMX 716: Assessment and Differentiation (3 hours)</b> <b>BK SPECIALTY COURSE</b>	Fall 2024		Course Title and Number: _____ Site: _____ Approved by: _____ Date: _____
<b>EDMX 710: Early Childhood Teacher Leadership For a Democratic Society (3 hours)**</b> <b>BK SPECIALTY COURSE</b>	Spring 2025		Course Title and Number: _____ Site: _____ Approved by: _____ Date: _____
<b>EDUC 763: Biological Basis of Child Development (3 hrs)</b> <b>BK SPECIALTY COURSES</b>	Spring 2025		Course Title and Number: _____ Site: _____ Approved by: _____ Date: _____

Required Courses (Course Title and Number)	Anticipated Semester of Completion	Semester Completed Course	Approved Substitutions
<b>EDMX 767: Infant and Toddler Curriculum and Learning Environment (3 hours)</b> <b>BK SPECIALTY COURSE</b>	Summer I 2025		Course Title and Number: _____ _____ Site: _____ Approved by: _____ Date: _____
<b>EDUC 601: Education Workshop (3 hours)</b> <b>CORE COURSE</b>	Summer II 2025		Course Title and Number: _____ _____ Site: _____ Approved by: _____ Date: _____
<b>EDMX 764: Families and Teams – Sociocultural and Interdisciplinary Perspectives (3 hours)</b> <b>BK SPECIALTY COURSE</b>	Fall 2025		Course Title and Number: _____ _____ Site: _____ Approved by: _____ Date: _____
<b>EDMX 708: Teacher as Researcher II (3 hours)</b> <b>CORE COURSE</b>	Fall 2025		Course Title and Number: _____ _____ Site: _____ Approved by: _____ Date: _____
<b>EDMX 708: Teacher as Researcher II (3 hours)</b> <b>CORE COURSE</b>	Spring 2026		Course Title and Number: _____ _____ Site: _____ Approved by: _____ Date: _____
<b>Elective Options:</b> <u>Special Education Course:</u> EDUC 689: Foundations of Special Education (Summer) (3 hours)  SPHS 880: Autism Seminar	Summer 2024 OR Summer 2025  Spring 2026		Course Title and Number: _____ _____ Site: _____ Approved by: _____ Date: _____

**ADVISING NOTES:**

**OPTION ONE :** Students who hold a current North Carolina teaching license in *any area*.

**OPTION TWO:** Students who do not have a current teaching license but have a minimum of two years experience teaching young children and have an undergraduate degree in Child Development, Family and Consumer Sciences, Early Childhood, or a related area.

**ELECTIVE:** Students may choose an elective that relates to young children and families.

# Student Progress Monitoring Guide: E C I F S Electronic Portfolio

Midpoint Check Dates: \_\_\_\_\_

Specialization Candidate Name: \_\_\_\_\_

Program and Specialization (if appropriate): \_\_\_\_\_

Review Date: \_\_\_\_\_

Staffing Point: Semester review: \_\_\_\_ Midpoint review \_\_\_\_

Program completion \_\_\_\_\_ Data considered: \_\_\_\_\_

	Acceptable	Of Concern
Grades  <i>Please attach your UNC transcript from Connect Carolina</i>	All grades are P or H;  Receipt of no more than three grades of "L" in the total program of study	Any grade below a P
Progress on B-K and Specialization Competencies via Professional Portfolio (see attached portfolio checklist)	Has included the required Inclusion projects for project coursework in professional portfolio demonstrating mastery of competencies	Has <i>not</i> submitted the required number of projects for coursework in professional portfolio demonstrating mastery of competencies
Project Submission	All required projects are submitted in the appropriate time frames for individual courses and interns	Required projects are <i>not</i> submitted within the appropriate time frame for individual courses and internships
Professional Behavior	Meets professional standards related to punctuality, attention to course/ internship requirements and expectations, exhibits collaborative attitude for working with colleagues and parents	Does not meet professional standards related to punctuality, attention to course/ internship requirements and expectations, exhibits collaborative attitude for working with colleagues and parents

<ul style="list-style-type: none"> <li>• <b><u>Year One Portfolio Products:</u></b></li> </ul> <p>Summer II - EDUC 701 –Internship Major assignment and reflection</p> <p>Fall II – EDMX 762- Triangulation Project (EC Literacy Rich Environment)</p> <p>Fall II – EDMX 716 – Reflection of scholars’ use of Evidence Based Assessment Practice in work setting</p> <p>Spring II - EDMX 710: Bridging the Research to Practice Gap AND Change Project: Coaching assignment and reflection</p> <p><b>DUE: April 30, 2025</b></p>	<p><b>Pass/ Fail/ Needs Remediation</b></p>
<ul style="list-style-type: none"> <li>• <b><u>Year Two Portfolio Products:</u></b></li> </ul> <p>Fall I - EDMX 764: Family Mentorship Reflection and Philosophy Statement (Fall)</p> <p><b>DUE: December 10, 2023</b></p> <p>Spring I – Elective Course: submit one assignment demonstrating your competency in your specialty area (Diversity and Disability or Inclusion)</p> <p>Fall/Spring I - EDMX 708/709: Teacher/ Research Project Report and Reflection (Fall - proposal submitted; Spring - project implemented and submitted)</p> <p><b>DUE: May 30, 2026</b></p>	<p><b>Pass/ Fail/ Needs Remediation</b></p>



## COURSE REGISTRATION PROCEDURES

**Registration** is done via the ConnectCarolina system. (<https://connectcarolina.unc.edu/>) Students will log-in through the MyUNC portal ([my.unc.edu](http://my.unc.edu)). Additional information about registering for courses can be found at <http://registrar.unc.edu/registration/>.

If you need additional assistance in registering for courses, please contact the School of Education Registrar, Lisa Johnson ([lisajohnson@unc.edu](mailto:lisajohnson@unc.edu)) in Student Affairs at (919) 962-8690.

**If you have questions about particular courses, please contact the course instructor or consult the course syllabus.**

## GRADUATION REQUIREMENTS

Students expecting to graduate at the end of a semester must submit their degree candidacy application by the deadline posted on the University registrar's calendar.

All degree-seeking students should apply to graduate through ConnectCarolina. If there are additional steps required, you will be alerted once you have completed the ConnectCarolina process.

In addition, the Student Affairs office will provide periodic emails with instructions for graduating students.

## HOW TO APPLY FOR YOUR LICENSE UPON COMPLETION OF THE PROGRAM

*Licensure should be requested within five (5) years of completion of any program leading to licensure. After 5 years, there is no guarantee that the School of Education will be able to recommend for a license due to potential changes in licensure requirements and programs*

*Initiating the licensure application is the student's responsibility. If needed, the Licensure Officer can provide prospective or employers with a letter of verification while you await the official license.*

Please refer to the SOE Office of Licensure and Accreditation website for the most recent information relating to testing and licensure:

- <https://ed.unc.edu/academics/licensure/>

## LICENSURE STATUS NOTE

If you hold a Standard Professional I (SP I) license, it must be active in order for you to be recommended for an add-on or upgraded license. An expired SP I cannot be modified in any way. If your SP I has expired, you must be rehired by a school district and your district must request that your SP I be reactivated prior to being recommended for your add-on or upgrade.

Questions about licensure may be directed to the SOE Licensure Officer at [soe.licensure@unc.edu](mailto:soe.licensure@unc.edu).