

University of Hawai'i Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Jan Zulich
 Title: Education Department Chair
 Phone Number: 808-974-7575, jzulich@hawaii.edu
 Email Address: UH Hilo, Education, 220 W. Kawili Street
 Campus/Office/Department/Address: _____

Action Requested:
 NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc): _____
 Old: _____
 New: _____
 OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): Fall 2011
 Major: _____ Major Description: _____ Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: _____
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: _____

Concentration (if applicable): _____ Concentration Description: _____
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____
 Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: _____ Subject Certificate (EDST) _____
 College: Arts and Sciences (AR) Department: Education (EDUC)

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO

If requesting a program name change, will the old code be available for:

Recruitment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____
Admissions?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____
General Student?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____
Academic History?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____

NEW Subject Alpha/Code Effective Term (semester/year): _____
 Code: _____ Description: _____
 College: _____ Department: _____
 Does the same or similar subject code exist in Banner? YES NO If YES, please list code: _____
 Is the subject code being used the same way at other UH campuses? YES NO

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OTHER: _____

Please briefly describe your request and explain why you are requesting the codes:

The Educational Studies certificate will serve to recruit students

and prepare future teachers. Also parents and others interested in the field will benefit from the certificate.

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Jan Zulich

Name of Requestor (print or type)

Signature

Date

Send completed form with supporting documentation to:

Institutional Research Office (Attn: Lynn Inoshita or Christine Shaw) • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822

Fax: 808-956-9870

Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received: YES NO

Approval Status:

NOTES:

Major code: YES NO

Concentr. code: YES NO

Program code: YES NO

Subject code: YES NO

Entered into SMAPRLE/SOACURR: _____

Entered into STVMAJR: _____

Entered into STVSUBJ: _____

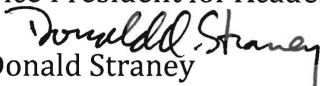
Code processing completion date: _____


Copies sent to: _____

January 20, 2011

MEMORANDUM

TO: Linda K. Johnsrud
Vice President for Academic Planning and Policy

VIA: 
Donald Straney
Chancellor, University of Hawai'i at Hilo

FROM: Kenith Simmons 
Interim Vice Chancellor for Academic Affairs

SUBJECT: New Certificate in Educational Studies

After appropriate review by the UH Hilo review committees, I have approved the Certificate in Educational Studies.

We request the following Banner code for this program: SC-EDST

The new certificate comprises coursework in educational foundations, content preparation, and technology. The Educational Studies certificate will attract students interested in strengthening their performance on national pre-service teacher competency exams as well as others such as parents who do not intend to become teachers but seek a broader understanding of the field. In addition, at least 50% of course options for the certificate will be offered entirely online.

Thank you for your assistance in notifying the appropriate University offices so this program will be reflected properly in the University's operational and reporting systems.

Cc: Randy Hirokawa, Dean, College of Arts and Sciences
Cathy Zenz, Registrar
Kainoa Ariola, Director, Advising Center
Sandra Furuto, Director, UH System Institutional Research Office
Joanne Itano, Director, Academic Planning and Policy
Jan Zulich, Chair, Education Department

Certificate in Educational Studies
18 Credit Hour Undergraduate Certificate Program

The Educational Studies certificate is intended to provide students with a basic understanding of the methodologies, theories, tools, and issues that shape the field of education.

The core courses in this certificate program provide students with background in educational foundations, educational technology, and developmental psychology.

The elective courses allow students to select courses from a variety of educational content areas.

Students who graduate with a certificate in Educational Studies will be prepared for a variety of education-related positions, such as coaches, educational assistants, and teachers.

Students pursuing this certificate will complete 9 credit hours (3 courses) of core courses in addition to earning 9 credit hours of electives, of which a minimum of 6 credit hours must be from the Education Department. Students must receive a grade of "C" or better in all courses applied to the certificate program.

Core Courses: Complete all core courses for a total of 9 credit hours.

- ED 310 (3): Foundations of Education
- ED 314 (3): Educational Technology
- ED 350 (3): Developmental Concepts of Learning

Elective Courses: Complete 9 credit hours (3 courses) from the following list. A minimum of 6 credit hours (2 courses) must be Education Courses that have the "ED" Prefix.

The list of elective courses is updated each year; therefore students enrolled within this certificate program should regularly consult with the advisor of the Education Department.

Education Department Courses:

Students must complete 6 or 9 credit hours (2 or 3 courses) from this list.

- ED 341 (3): Literacy Development in the Elementary School
- ED 342 (3): Science for Teachers
- ED 343 (3): Math for Teachers
- ED 344 (3): Social Studies for Teachers
- ED 346 (3): Teaching Children's Literature
- ED 347 (3): Integrated Science/Social Studies for Elementary Teachers
- ED x94 (3): Special Topics in Subject Matter (maximum of 3 credit hours)
- ED x99 (3): Directed Studies (maximum of 3 credit hours)

Additional Electives:

Students may take only 3 credit hours (1 course) from this list.

- DNCE 419 (3): Dance in Education
- DRAM 419 (3): Drama in Education
- ENG 344/LING 344(3): Children and Language
- ENG 345 (3): Children and Literature
- ENG 482 (3): Teaching Composition
- ENG 484 (3): ESL Materials and Methods
- ENG 492 (3): Teaching Literature
- KES 233 (3): Physical Education: Elementary
- LING 351 (3): Methods: Foreign Language Teaching
- MARE 434 (3): Teaching Marine Science
- MUS 419 (3): Music for Elementary Teachers
- SOC 352 (3): Sociology of Education