Howard County Public School System (HCPSS)  
&  
The University of Maryland, Baltimore County (UMBC)  
Master of Arts in Education  
with a Concentration Mathematics Instructional Leadership

Program Overview
Howard County Public School System has partnered with UMBC to develop a program to expand teachers’ mathematics education knowledge especially in the areas of inquiry pedagogy, culturally responsive instruction and leadership in mathematics. Teachers may choose either a K-8 or 9-12 focus for their chosen program of a Master of Arts in Education degree or a Graduate Certificate. The Master of Arts in Education with a concentration in Mathematics Instructional Leadership is a graduate degree program designed for practicing teachers who wish to enhance and develop professional practices and content understanding in the field of mathematics. This cohort program includes 18 credits of course work in mathematics education and 18 credits of core education courses. One or two courses are scheduled semester, leading to degree completion in three years. Courses are scheduled after school at a centrally located facility in Howard County. The Graduate Certificate with a Concentration in Mathematics Instructional Leadership is an 18-credit course of study consisting of four mathematics education and two core education courses from either the K-8 or 9-12 MAE degrees above.

How to Apply for the Program
Applicants must submit a UMBC non-degree-seeking application package to Scott Ruehl, Secondary Mathematics Coordinator of Howard County Public School System by Friday, May 18, 2007. The Howard County secondary mathematics coordinator will select teachers whose background and qualifications appear best suited for admission to this competitive program. Teachers approved for participation at the county and university levels will begin the program in September 2007 and will apply for full formal admission to UMBC’s Graduate School during the spring 2007 semester.

To apply and enroll in the first course in September, 2007 submit the following items as a complete package to Scott Ruehl, HCPSS Secondary Mathematics Coordinator, by Friday, May 18, 2007.

- 1. A UMBC Application for Coursework: Non-Degree
- 2. A photocopy of your undergraduate transcript(s) showing GPA obtained and certifying completion of the bachelor’s degree. Also submit a copy of your graduate transcript(s), if applicable.
- 3. Applicant Profile Form (yellow page)
- 4. A Complete Goal Statement
- 5. A Fall 2007 course registration form – this authorizes UMBC to enroll you in the fall 2007 semester course. It also permits UMBC to send an official transcript to Howard County Public School System upon completion of your semester coursework. (green page)
- 6. A non-refundable check or money order (no cash) for $50.00 made payable to the University of Maryland, Baltimore County and dated Friday, May 18, 2007 Please include your name and social security number on the check. Note: If you have enrolled in graduate courses at UMBC during the past five years the application fee is waived. Please indicate dates of previous UMBC attendance on page 1, question 8, of the application for admission.

✔ Use a paperclip; do not staple the application materials.
✔ Keep a copy of the application package for your records.

Complete application packages are due to Scott Ruehl, HCPSS Secondary Mathematics Coordinator by Friday, May 18, 2007.

Please DO NOT send the application package directly to UMBC Graduate Admissions.
Fees:
Teachers will pay a one-time non-refundable admissions application fee of $50, a one-time technology fee of $100 during the first semester of the degree program, and a mandatory graduation fee during the final semester of the degree program. **NOTE:** If you have enrolled in graduate courses at UMBC during the past five years the $50 application fee is waived. Standard university fees, except the application and graduation fees, will be waived for courses associated with this program. Teachers will be responsible for any individual fees incurred (library fines or parking fees). Students are responsible for monitoring the status of their own student accounts and for paying any individual fees incurred through UMBC’s e-billing system.

Tuition:
Howard County Public School System will pay tuition at the rate of the county’s graduate credit reimbursement in behalf of teachers who are selected to participate in the program and who have been successfully admitted to the Graduate School at UMBC. Teachers will pay additional tuition of $50 per credit. UMBC will directly bill the county and student when grades are received at the end of each semester for their portion of the tuition. The county’s portion of the tuition will be paid by HCPSS in behalf of teachers who successfully complete each course with a final grade of “C” or better. Students who withdraw after standard university withdrawal dates or who do not successfully complete the course with a grade of “C” or better will be personally responsible for paying full tuition for the course. To view the Academic Calendar and refund schedule, visit www.umbc.edu and click on ‘Calendar’.

Text Books:
Teachers participating in the program will be responsible for purchasing their text books. We recommend using an online service such as Amazon.com. The course instructor will provide detailed information regarding text book requirements each semester.

Registering for Courses:
Registration for cohort courses will be coordinated through the Department of Continuing and Professional Studies at UMBC.

Withdrawing from Courses:
To withdraw from a course or the program, you must contact the K-12 Program coordinator and complete a UMBC Course Withdrawal Form by the established university deadlines. Even if you inform your course instructor of your intent to withdraw, you must still submit a UMBC Course Withdrawal Form to be officially withdrawn from a course. Otherwise, tuition may be billed (see “Tuition” above). See UMBC’s Academic Calendar at www.umbc.edu for specific drop and withdrawal deadline dates each semester. Students who do not enroll in a course during each semester but who intend to continue the program are responsible for registering for a leave of absence during the semester they do not attend.

Other UMBC Courses or Programs:
The requirements and costs outlined above pertain specifically to cohort courses offered through this partnership program with Howard County Public School System. Students who wish to pursue coursework or degrees outside of this program will be subject to standard university tuition costs, fees, and procedures for registration and admission.

Final Grades:
UMBC does not send grades to a student’s home. Students are expected to activate a computer account upon admission to the program and can access their grades online through myUMBC, a web portal for students and faculty.

QUESTIONS?
For information regarding eligibility for the Howard County / UMBC cohort program, please contact:

Scott Ruehl, Secondary Mathematics Coordinator  Jerri Frick, Math Education Outreach Coordinator
Howard County Public School System  UMBC
(410) 313-6635 or scott_ruehl@hcpss.org  (410) 455-1356 or frick@umbc.edu

For information regarding the UMBC admission and registration process, or to get further information on the Master of Arts in Education degree program, please contact:

Ms. Lisa Gambino, K-12 Program Coordinator
Office of Summer, Winter & Special Programs, Continuing and Professional Studies
(410) 455-3034 or gambino@umbc.edu
I. BIOGRAPHICAL INFORMATION

1. Social Security Number

2. Last Name/Surname  
First Name  
Middle Initial

3. Number and Street of Local/Current Mailing Address  
Apt. #  
City  
State

ZIP Code  
Daytime Telephone Number  
Evening Telephone Number  
Fax Number

4. Gender:  
5. Birthdate (Month/Day/Year)  
E-mail Address

6. Ethnic Heritage:  
- Native American or Alaskan Native  
- African American  
- Asian or Pacific Islander  
- Hispanic  
- Caucasian  
- Other

7. Country of Citizenship  
Country of Birth

Native Language (if other than English)  
What language do you speak at home?

If not a U.S. citizen:  
- Are you a permanent resident of the U.S.?  
- Alien Registration Number  
- Current non-immigrant status

Are you currently in the U.S.?  
If yes, please attach photocopies of relevant visa documents

II. ACADEMIC HISTORY RECORD

8. Are you a first-time graduate student?  
Yes  
No

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<th>COLLEGE/UNIVERSITY ATTENDED</th>
<th>LOCATION (CITY, STATE, COUNTY)</th>
<th>ATTENDANCE (MO/YR)</th>
<th>MAJOR/AREA OF STUDY</th>
<th>DEGREE RECEIVED</th>
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III. PROGRAM/COURSEWORK INFORMATION

9. Semester:  
- SUMMER  
- FALL  
- WINTER  
- SPRING

10. Intended area of study:

11. Desired Course(s):

I certify that the information on this application is complete and correct. If admitted, I agree to abide by University of Maryland rules and regulations. I understand that financial aid is generally not available to non-degree students.

12. Signature of Applicant: _____________________________ Date: _____________

13. I certify that the information provided is complete and correct. I understand that the university reserves the right to request additional information if necessary. In the event the university discovers that false or misleading information has been provided, the student applicant may be billed by the university retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent semesters.

Signature of Applicant: _____________________________ Date: _____________
GOAL STATEMENT

Please write a two page, typed, double-spaced, essay addressing the following questions:

What are your professional goals for participating in the UMBC/HCPSS Master of Arts in Education Program with focus in Mathematical Instructional Leadership?

What do you see as the main benefits, long and short term, for you and your students?
Applicant Profile Form
UMBC / HCPSS Mathematics Education Program

Please Print

1. Name: ________________________________________________________________
   (First)   (Middle Initial)   (Last)

2. Address: ______________________________________________________________
   ______________________________________________________________________
   (City)     (State)                (Zip Code)

3. Home Phone: (____)_________________ Work Phone: (____)___________________

4. E-mail address: ________________________________

5. Name of undergraduate school: ________________________________

6. Major/Minor: ________________________________

7. Date degree was conferred: ________________________________

8. Final grade point average: ________________________________

9. Have you already earned a graduate degree? □ Yes    □ No

10. Name of graduate school: ________________________________

11. Major: ________________________________

12. Date degree was conferred or expected: ________________________________

13. Final grade point average: ________________________________

14. Areas of current certification: ________________________________

15. Current teaching assignment: (grade/subject/school): ________________________________

16. Number of years of teaching experience: ________________________________

17. Please circle which program you are interested in: K-8 or 9-12
UMBC
Master of Arts in Education
Concentration in Mathematics Instructional Leadership
Please circle cohort: K-8 or 9-12

Fall 2007 Registration Form

School System or Organization: Howard County Public School System

Name: ___________________________ SS# __________________________

Address: ___________________________ Home Phone: __________________________

City/State: _________________________ Zip Code: __________________________

School: ______________________________________________________________

Work Phone: _______________________ Fax: _________________________________

Primary Email Address: _________________________________________________

Secondary Email Address: _______________________________________________

☐ Mathematical Reasoning  ☐ Culturally Responsive Instruction

Dates and Times: TBD
Instructors: TBD
Locations: TBD
Credits: Each course is three credits.

My participation in these courses is through an agreement between HCPSS and UMBC
and is based on the county’s Negotiated Teacher’s Agreement. Specifically, in order for HCPSS to pay their
agreed upon portion of the tuition in my behalf, I must:

• successfully complete this course with the final grade of an A, B or C.
• pay $50 per credit for each course.
• not exceed the yearly credit reimbursement limits established by the county and the Negotiated
  Teacher’s Agreement.

I understand that if I do not successfully complete this course (receive a grade other than an A, B or C, or
choose to withdraw from the course), I will be invoiced directly for the cost of this course at the full UMBC
graduate tuition rate. Students who choose to audit a course will be billed directly at the regular UMBC
graduate tuition rate. For information on tuition rates, visit
http://www.umbc.edu/gradschool/funding.html#fees.

To withdraw from the course, I must contact the UMBC Program Coordinator and complete the necessary
forms by the university’s established withdrawal dates.
For information on withdrawal dates, visit http://www.umbc.edu and click on ‘Calendar’.

I understand that my registration for the above course is contingent upon my application and acceptance of
that application by the UMBC Graduate School. I certify that the information on this form is complete and
correct. If it is not, I understand that cancellation of admission and registration may result. I agree to
abide by the rules, policies, and regulations of UMBC.

I hereby request that an official UMBC transcript indicating grade received for this graduate degree program
be released to the Office of Summer, Winter & Special Programs which will forward the transcript to Howard
County Public School System for certification and billing purposes.

Signature: ___________________________ Date: __________________________