



The Graduate Office Newsletter

February 2014

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From The Deans Desk

Greetings and welcome back for the spring trimester!

We hope that your semester is off to a successful start. Welcome to 217 new first-time graduate students. I hope that you have now had the opportunity to meet and become acquainted with fellow graduate students. Within the new graduate students, we have 184 new International students pursuing degrees in Applied Computer Science, MBA, MBA IT and the MSEd in Special Education. Along with our continuing graduate students, our total Spring 2014 enrollment is 1031 graduate students which represents a 31% increase in graduate students over Spring 2013.

For those taking courses at our off-campus centers the Graduate School, our program directors and our satellite centers are preparing for Advisement Nights scheduled at the Kansas City Center on March 31st from 4-7 and the St. Joseph Center on April 7th from 4-7 as well. Northwest's Kansas City Center has moved to our new location at Maple Woods Community College CB-111 2601 NE Barry Road. Our St. Joseph Center is in the historic Green Acres Building at 3500 North Village Drive, Suite 100 South, located just north of the Shoppes at North Village.

Be sure to check the Graduate Web Page <http://www.nwmissouri.edu/graduate/index.htm> for current information and watch your university e-mail for notices from the Graduate Office. We extend our best wishes to you for a successful graduate career with Northwest.

Dr. Gregory Haddock
Vice Provost and Dean of the Graduate School



Graduate Student Spotlight

Jennifer Johnson, a recent graduate of the Master's in Reading Program at Northwest Missouri State University, is a busy elementary classroom teacher. But, she still found time to implement a new writing process with her students and assist in a semester-long research project during the spring semester of 2013. While completing coursework in Reading in the Elementary School, a course designed to examine theory and pedagogy around literacy, Jennifer conducted an action research project. Her classroom research looked specifically at how students responded to conferencing during writer's workshop. This research combined with an introduction to Family Message Journals during the course spurred her interest in implementing something new in her classroom.

Family Message Journals are a way for students to write to their families about what they have learned during the school day. Then, families respond back to the child. Traditionally, Family Message Journals are completed with paper and pencil in a notebook that travels back and forth between school and home. Understanding that children are going to need to be able to communicate electronically and that families often have full evenings juggling homework and other activities, Jennifer became a partner with Dr. Vicki Seeger in implementing electronic Family Message Journals using electronic devices and email for students in her classroom to write to their families. With the full support of her building administrator and technology teacher, Jennifer met with parents during an evening meeting to explain Family Message Journals to them while Dr. Seeger explained the research to be conducted. Twenty-seven of 29 families attended the meeting, each agreeing to write to their student electronically and consenting to the research project. Students and their families wrote to one another through email accounts throughout the spring semester of 2013 allowing children to write on iPads and computers and families to respond any time of the day to their child.

Jennifer's participation in assisting in data collection over the course of the semester and working diligently to make

the electronic format work with her young students and families resulted in a large data collection of student and family journal entries, surveys completed by students and family members, and Jennifer's overall impressions of electronic Family Message Journals. Her expertise with writing and conferencing with her students ensured the success of implementation and the research data collection. As a result, a book chapter has been written about implementation of electronic Family Message Journals in a text edited by Timothy Rasinski titled Technology and Writing: New Approaches to Literacy Competency. In addition, a journal article describing the results of the study are being written in which Jennifer will be one of the contributing authors.

Jennifer is a prime example of a graduate student whose contributions to the learning of children and to research being conducted were a direct result of an advanced degree from Northwest. Jennifer is currently a first grade teacher in Sydney, Iowa.

Your Graduate Office Team

Dr. Gregory Haddock, Vice Provost and Dean of Graduate School

Terry Immel, Graduate School Executive Secretary

Amber Colgrove, Graduate Records Specialist

Jyothi Sashank Kothapalli, Graduate Assistant

Brittany Rowe, Office Assistant

Kristin Critten, Vice Provost Office Assistant

Mark your Calendars

February

27 "Mock" Interview Day

24-28 Midterm Exam s

March

1 MBA Comps- Northwest Campus

4 Exploring Majors and Minors

11 Spring Career Day

17 Preregistration for Summer/Fall 2014 begins

21 Spring Break begins at 5 p.m

31 Classes Resume

April

5 Applied Computer Science Comps

5 Ed Leadership Comps

11 Thesis due in Graduate Office

11 Comp results due in Graduate Office .

May

2 Trimester ends

3 Commencement

5 Grades due to registrar at 10 a.m.

Office Changes

Jyothi Sashank Kothapalli, an International student from India who is currently pursuing his Masters of Science in Applied Computer Science will be stepping into the position of Graduate Assistant. We look forward to working with you as complete your Graduate and Specialist degree.

Thesis Deadline

The thesis deadline for Spring 14 is Friday, April 11 at 5:00 pm. Approved theses are to be submitted electronically to the Graduate Office at this time in correct format. Thesis guidelines are available in the Graduate Office or online at the [Graduate School publications](#) web site.

Graduate Student Billing

Graduate student bills are mailed to PERMANENT ADDRESSES. Please be sure your correct address is listed as your billing address.

Degree Audit

Degree Audit is a tool that you and your advisor should utilize on a regular basis to review course history, check progress towards graduation, and plan future courses. The tool can also be used to view what-if degree audits for degrees and majors you may be considering. In addition to the Approved Program Form, you can view your academic progress through Degree Audit which can be accessed through the following steps:

1. CatPAWs
2. Login/Enter Secure Area
3. Enter your User ID (919#) and PIN
4. Student tab
5. Degree Audit

If you have questions or concerns regarding your degree audit, please contact your advisor or the Graduate Office.

Don't Forget Comp Dates!!!

MBA- March1 (NW Campus & KC Center), 8 a.m.-noon,
Location of Exam - Garrett Strong- 1930
MS-ACS – April 5, 8 a.m. – 12 p.m.
Educational Leadership- April 5(NW and KC Center), 8:30
a.m.-12:30 p.m.

Spring Career Day

Spring Career Day will be Tuesday, March 11, 2014 from 10:30 am to 3:00 pm in the Lamkin Activity Center. Career Day is free for everyone and all majors are welcome and encouraged to attend. Professional attire is suggested, so dress for success and bring your résumés.

An up-to-date list of companies attending this Spring's Career Day is available online at:

<http://www.nwmissouri.edu/CAREERSERV/events/36580.htm>

Next Day Interviews will be held Wednesday March 12, 2014.

For on-campus interviews visit:

www.nwmissouri.edu/careerserv/

If you have additional questions or comments, contact the Office of Career Services at (660) 562-1250

Summer/Fall 2014 Pre-Registration Begins March 17th

Pre-Registration

Students enrolled in spring 2014 can pre-register for summer and fall 2014 on any computer via CatPAWS. Students must obtain their enrollment password (alternate PIN) from their advisors to enroll online. Students may also pre-register by presenting a signed pre-registration form, appropriately stamped by the Graduate Office, to the Registrar's Office. Graduate students are urged to register **at least 2 weeks prior** to the beginning of graduate classes. This will facilitate assignment of computer accounts and passwords. Having this information prior to the first class meeting is essential to using materials provided through eCompanion. Graduate students can pre-register by using one of the following methods:

Graduate Mail-In Registration

Returning Graduate students have the options of electronic registration, paper registration or general registration as indicated below.

- **Graduate Electronic Registration:** An electronic copy of the registration form is available through your advisor. You can return the completed to the Graduate Office via snail mail/fax (660 562-1096) or scan and return via e-mail (gradsch@nwmissouri.edu)
- **General Registration:** Held on Saturday August 23, 2014 from 9:30 a.m. to 12:00 p.m. in the Administration Building. Advisors from each department will be available at this time. General Registration is not an option if you are enrolling in online coursework.

Off-Site Enrollment (open to all students): The same registration options apply to off-site students as above or through Advisement Night.

Enrollment in online coursework is recommended at least two weeks prior to the beginning of class.

Please provide a drop/add form with signatures for coursework that is closed or has a pre-requisite requirement.

Newsletter Suggestions

If you have ideas for topics you would like to see in the Graduate Office Newsletter, let us know at

gradsch@nwmissouri.edu

Off Campus Sites

Kansas City Center – Liberty

General Information: (816) 604-3171

nwkc@nwmissouri.edu

Northwest's Kansas City Center has moved to our new location at Maple Woods Community College in Kansas City, Missouri. Classes at our new location beginning January 2014!

Maple Woods Community College
CB-111
2601 NE Barry Road
Kansas City, MO 64156

To get to Daily Schedule: Go to the Northwest home page, click on outreach link on the left side of the page, then click on Kansas City Center on the left side of the page, then on the left side of the page click on daily schedule. Finally choose the month, and scroll to the day.

Missouri Southern State University

3950 Newman Road
Joplin, MO 64801-1595

Olive Talley (417) 625-9314

Talley-0@mssu.edu

St. Joseph Center

Northwest St. Joseph Center
Suite 100 South
3500 N. Village Dr.
St. Joseph, MO 64506

General Information (816) 364-5000

stjoe@nwmissouri.edu

Finishing your education master's degree?

You might be eligible to teach dual credit courses for your school district. For more information contact Dr. Terrence Barmann at: (816) 604 3171 or Barmann@nwmissouri.edu

Outreach Advisement/Info Sessions

St. Joseph Center

Thursday, April 7, 2014
4:00-7:00p.m.

Kansas City Center

Tuesday, March 31, 2014
4:00-7:00pm

First Term Requirements

As a reminder, if you have not already done so, please make arrangement to complete and submit the following first-term requirements:

- **Approved Program Form**(outline of coursework required for your program - to be completed with your program director or site coordinator)
- **Writing Sample** (see your program director or site coordinator)
- **Admission Examination Requirement** (GRE, Teacher Leader Exam, Departmental Admission Exam or Alternate Admission)
- **Transcripts** - Provide a final official copy of your undergraduate and/or graduate transcripts (does not include Northwest graduates)

Summer/Fall 2014 pre-registration begins March 17. Your ability to enroll may be blocked if the items above are not complete. Please take time to check with our office or your advisor if you have questions. You can also verify the completion of these items by checking your Degree Audit in CATPAWs.

Also, all graduate students must maintain a 3.0 or better GPA at Northwest and complete all deficiency requirements prior to being admitted to candidacy.



Computer Access for New Students

Please take time to explore [myNorthwest](#) portal as it includes: current enrollment, transcripts, grades, billing and personal information. If you have questions or problems with your password or other computer needs contact the **Computing Services** office at (660) 562-1634.

Owens Library

Services Provided by Librarians

Reference assistance through e-mail:

<http://www.nwmissouri.edu/library/question/index.htm>

Customized assistance with research:

<http://www.nwmissouri.edu/library/services/paper.htm>

Help with citing sources:

<http://www.nwmissouri.edu/library/services/citehelp.htm>

Library Hours

Sunday	1:00 p.m. – 11:45 p.m.
Monday-Thursday	7:30 a.m. – 11:45 p.m.
Friday	7:30 a.m. – 4:45 p.m.
Saturday	9:00 a.m. – 4:45 p.m.

Job Searching?

Log on to Career Services' Hire A Bearcat. Students can search Hire A Bearcat for jobs and internships by employer, location or job type. Post your resume for employers and sign up for on-campus interviews. Log on at: <http://www.nwmissouri.edu/careerserv/HABinfo.htm>

Books, Books, Books

Graduate textbooks are available in the campus bookstore. To order books online simply log on to the following website:

<http://nwmissouri.bncollege.com>

