

Information for EPLT Off-Campus M.Ed. Cohort Graduate Advisors

Cohort Graduate Advisors serve as department contact for both students and EPLT.

In consultation with the program unit, Cohort Grad Advisors design the cohort program's academic content. Once designed the Cohort Grad Advisor provides to EPLT:

1. A list of the program's core courses, including the chronology
2. A specific description of the program's academic content
3. The appropriate maximum enrollment for the cohort

Cohort Grad Advisors participate in:

1. Developing cohort marketing material by providing content, and proofing brochures/advertising
2. Information meetings to market the program
3. Admission of students to the program (recommendations for admission, special case memos, refusal letters)
4. Orientation meeting for the program

Once a cohort is in session, Cohort Grad Advisors – in consultation with the program unit – are responsible for:

1. Determining and contacting instructors for the program's courses
2. Securing department head approval for the instructors
3. **Providing the following information to EPLT eight weeks prior to the start of a term:**
 - a. **Course instructor, on-load information, and Department Head approval**
 - b. **Course name, number**
 - c. **Course date, time**
4. Any academic issues (such as determining course labels, credit values, etc)
5. Determining the schedule for the cohort
6. Choosing and liaising with a site coordinator
7. Overseeing the academic content of all courses
 - a. Including monitoring course schedules (number of instruction hours)
 - b. Checking of pre-requisites (if required) for core courses
8. Supervising the Capstone Experience (eg: The 590s)
9. Advising students regarding course choices and program participation issues, until all students have graduated from the program
10. Monitoring the WebCT site for cohort communication, participation in discussion, and addressing issues requiring intervention by the department
11. Reporting regularly to the cohort on progress, future scheduling, and addressing any general concerns
12. Monitoring cohort student's progress (courses and credits completed)
13. Requesting confirmation of completion of student requirements for graduation
14. Approving cohort expenditures over \$50, ensuring that the cohort expenditures remain within the established budget, and requesting budget variances as per the outlined procedure as required.