

COE Faculty Mentors/Advisors, MoGEA, 60-Hr Aide, Field-Experience, Professional Level Process, Common Core State Standards, Pre-Student Teaching Portfolios, Student Teaching, Student Professional Development, & Praxis II

"The Effective Teacher for a Diverse Society"

College of Education Faculty Mentors/Advisors

All College of Education Candidates have an assigned College of Education Mentor/Advisor, in addition to your Harris-Stowe State University Faculty Advisor. Please consult with your advisor on a regular basis to ensure your successful transition through your program. Please develop a relationship with your personal advisor, and communicate with your personal advisor for consistency. Your advisors are as follows:

College of Education	Advisor/Mentor	Students
All Certification Areas	Dr. Zeynep Akca	Those Seeking Certification Only
Secondary English Bachelor Degree		All
Early Childhood Bachelor Degree	Dr. Kimberly Alexander	A - McCarter
	Dr. Patricia Johnson	McCorkle - Z
Elementary Education Bachelor Degree	Dr. Veola Martin	A - Ham
	Dr. James Harden	Han - Mo
	Mrs. Hattie Weaver	Mu - Z
Middle/Secondary Science & Middle/Secondary Math Bachelor Degree	Dr. Betty P. Walls	All
Middle/Secondary Social Studies Bachelor Degree	Dr. Odessa Weatherford-Jacobs	All

MoGEA

Continuing the policy that became effective January 2009, candidates are no longer able to take professional level courses, be admitted to the teacher education program, or be accepted to student teach without passing all sections of the required College of Education entrance examination. Effective Fall 2013, a new assessment, the MoGEA (Missouri General Education Assessment) replaces C-BASE for candidates who have never taken C-BASE. The MoGEA is usually taken near the conclusion of the sophomore year after general education classes have been successfully completed. Please utilize your faculty mentor, the resources available in the College of Education and HSSU Library (MoGEA study guide), materials and tutoring support in Room 307, and the University sponsored C-BASE classes (Fall 2013 only) to assist you in preparation for the C-BASE examination. Classes are offered Fall semester 2013 to assist those students who have taken C-BASE and have not successfully passed all sections of CBASE. These classes can be covered by financial aid. Please consult your academic advisor to register for one of these courses. After November 23, 2013, all students entering education programs (including those who have taken C-BASE and not passed all five sections) will be required to take the MoGEA.

Applications for the Fall 2013 administration of C-BASE and MoGEA are available in Rooms 307C, 307D, and 307 G. The next C-BASE dates are:

September 13, 2013 at noon
November 22, 2013 at noon

Harris-Stowe State University has not presently been approved to administer the MoGEA. Test dates for those students who have never taken C-BASE to take **MoGEA at University of Missouri, St. Louis** are as follows:

September 7, 2013 at 8 a.m.
September 10, 2013 at 8 a.m.
September 14, 2013 at 8 a.m.
September 25, 2015 at 8 a.m.

All students are encouraged to register far enough in advance of each exam in order to guarantee a seat (at least 2-3 weeks). All registration should be completed at least one week before the test date. Please arrive early on test date to retain your test reservation.

Students interested in taking the C-BASE or MoGEA on a campus other than Harris-Stowe will need to contact the testing office on that particular campus for test dates and schedules. **Study materials for C-BASE Examination are posted on the College of Education website.**

60-Hr Aide

The 60-hr aide is designed to ensure you have experience working with children, prior to being admitted to the education program. **Beginning Fall 2012, the 60-hr aide requirement will require placement through the Clinical/Field Experience Coordinator in an effort to ensure more cohesive academic experiences in a school/classroom setting.** All students in 60-hr aide MUST have a cleared Background and TB Test prior to placement. Students transferring in and/or students working in a school setting (classroom, approved after school or tutoring

program, etc.), can submit those hours for consideration, pending they are within 3 years, and on letterhead, which specifically lists all the activities conducted. **These hours will be verified and evaluated for acceptance. This process will determine whether these hours can be accepted or declined.**

Beginning Fall 2012, the 60-hr aide will be separate from hours obtained in any assigned HSSU course (**hours will not count towards both requirements**). Students can only use Form 6.1 to document field experiences used in an assigned HSSU course.

Field-Experience

All candidates enrolled in a course requiring a field experience component (i.e. observation, practicum, one-to-one, small group, etc.) are required to submit clearance forms. These forms are as follows:

- 1) Family Care Safety Registry (\$11.00 fee to be paid by candidate is required); **Once this form is completed, it is valid the duration of your active enrollment at HSSU. (However, during Student Teaching, you must request a free/updated copy be sent, that is dated within the year of you student teaching placement.)**
- 2) Health Certificate (current TB test required); **this form MUST be submitted annually.**
- 3) Additionally, some placements may require a FBI background check. This is an additional expense for the candidate. Information on the FBI process and location is available on the College of Education website.

All forms MUST be on file before you are able to report to your school placement- NO EXCEPTIONS. **Failure to submit these forms within the first two weeks of beginning the requiring course will delay your forms. Delayed forms will delay your placement. If your placement requirements are not met, you will not be able to pass the course.** Avoid having to drop any classes and submit this paperwork in a timely manner. **The Health form is only valid for one year** and has to be repeated for other courses as you matriculate through the program. The Family Care Safety registry only needs to be completed once, but must be verified each semester by the College of Education before placement.

Further questions regarding this process can be directed to:

Mrs. Dorothy Turner
Coordinator of Field Experience
Harris-Stowe State University
College of education (ECE Room 226)
turnerd@hssu.edu

NOTE: ALL PLACEMENTS FOR FIELD EXPERIENCE ARE DETERMINED BY THE COORDINATOR OF FIELD EXPERIENCE. YOU MUST ATTEND THE PLACEMENT THAT IS ASSIGNED TO YOUR CLASS. APPEALS MAY BE SUBMITTED IN WRITING TO THE DEAN OF THE COLLEGE OF EDUCATION WITHIN 3 DAYS OF YOUR PLACEMENT ASSIGNMENT, AND WILL BE REVIEWED ON A CASE-BY-CASE BASIS. ALL DECISIONS CONCERNING PLACEMENT MADE BY THE DEAN ARE FINAL!

Professional Level Process

All candidates who intend to prepare for initial teacher certification in [Early Childhood Education](#), [Elementary School](#), [Middle School Education](#) or [Secondary Education](#) must file a written application with the College of Education, usually on or before the last month of the semester preceding the projected semester of admission. This professional level process is also known as “Admission to the Teacher Education Program.”

Application forms are available in the College of Education. Typically, candidates should be able to qualify for admission at the Junior level and would usually apply during the latter part of the Sophomore year. Candidates should consult their academic advisor if uncertain of their class status.

Candidates admitted to the College of Education programs, both degree-seeking and those seeking certification only, must meet all Harris-Stowe State University College of Education Requirements and [Missouri Certification Standards](#).

College of Education Program Admission Checklist

All candidates who are pursuing a Bachelor of Science Degree in Education and/or Initial Teacher Certification at HSSU must submit, to the Teacher Education Department, a written application for admission to the Teacher Education Program.

The following criteria are applied in determining eligibility for admission to a teacher education program. **You Must:**

- Satisfactorily complete all sections of the College Basic Academic Subjects Examination (C-BASE).*

The minimum passing score on C-BASE is 235 in each of the five subject areas: English, writing, mathematics, science and social studies. All parts of the C-BASE must be passed within two years of the semester in which you (a) took a complete battery of the test and (b) passed any part of it. If all parts are not passed within this time period, all the scores will expire and the entire exam must be retaken.

*C-BASE applications are available in the Academic Support Center, Rooms 307C/307D/ 307G. (Applicable only to degree-seeking applicants).

PLEASE NOTE: The state of Missouri will discontinue the use of CBASE, effective December 31, 2013. Candidates who have previously met this requirement will be “grandfathered in.” Beginning Fall 2013, the C-BASE requirement is applicable only to candidates who have passed one or more sections of the C-BASE. Candidates will have two Fall 2013 administrations of C-BASE to pass any section not passed; thereafter, candidates must successfully complete the MoGEA. Beginning September 3, 2013, all candidates who have not taken C-BASE must successfully complete the MoGEA.

- Have a cumulative Grade Point Average of 2.5 or greater. (Satisfactory academic progress as defined by HSSU). Candidates entering Fall 2013 will need a GPA of 2.75 to be admitted.
- Earn at least 48 semester hours of college credit in the designated major. (Applicable only to degree-seeking applicants).

- Have an official ACT or SAT score on file (ACT registration packets are available in the Office of Admissions, Rooms 009 and the Office of Academic Advisement, Room 008 or register online at www.ACT.org).
- Satisfactorily complete all general education requirements for the program selected.
- Complete a 60 clock-hour classroom experience with children/youth (60 hour aide).

After meeting the above requirements, students secure an application for program admission from online under the College of Education website. All applications are due by the 10th of each month. All applicants meeting the criteria on the application will complete a writing sample and receive an interview the month the application was received.

After an application has been approved, the Professional Level Process continues with the next two required phases:

- 1) Professional Level Writing
- 2) Professional Level Interview

A student not meeting the Professional Level Writing Process will be referred to the Center for Retention and Student Success-CRSS (Room 307) for remediation. Students not successfully completing the Professional Level Interview will be referred to the Career Services Office (Room 119) for remediation. Successful completion of both phases will result in full admission to the College of Education program.

(Degree-seeking College of Education candidates must have an official record on file of having passed the PRAXIS II examination for their certification area to graduate from the University). **PLEASE NOTE: The state of Missouri will discontinue the use of the PRAXIS II, tentatively, beyond the 2012-2013 academic year. Candidates who have previously met this requirement will be “grandfathered in.” Please stay tuned for more information/announcement about the new state standardized assessment requirement to replace this examination.**

Further questions regarding this process can be directed to:

Dr. Veola P. Martin
Interim Dean of the College of Education
Harris-Stowe State University
College of Education (ECE Room 228)
martinv@hssu.edu

Common Core State Standards

Beginning in the year 2014, the state of Missouri, currently along with 45 other states, will adopt a new set of standards called the Common Core State Standards. These will replace the Missouri Show-Me Standards in our state. Also, the MAP test taken by Missouri students will be replaced by the Common Core State Assessment.

Common Core State Standards serve as a first step in providing high-quality education to all. These standards communicate what is expected of students at each grade level (which will better equip teachers to know exactly what they need to help students learn). Thus, students, parents, and teachers can all work together on the “same page” to ensure students succeed, are prepared for college, and excel in the workplace.

The rationale for the Common Core State Standards is to:

1. Increase **competition** among the students within the states, as well as, with those in other countries,
2. Increase student **college readiness**,
3. Improve **student performance/academic achievement**, and
4. Provide **better measures for assessing student progress**.

There are suggested “Five Things Every Teacher Should be Doing to Meet the Common Core State Standards.” These include the following practices:

1. Lead High-Level, Text-Based Discussions
2. Focus on the Process, Not Just Content
3. Create Assignments for Real Audiences and with Real Purpose
4. Teach Argument, Not Persuasion
5. Increase Text Complexity

(Source: Davis, L. (2012) Eye on Education. www.eyoneducation.com)

You will continue to hear about Common Core State Standards as you progress throughout your program. However, you also need to do “your homework;” research to add to your knowledge base on this topic. To learn more and download a copy of the standards, please visit the Missouri Department of Elementary and Secondary Education (DESE) and the Common Core State Standards Websites at:

1. www.dese.gov
2. <http://www.corestandards.org/the-standards/>

Pre-Student Teaching Portfolios

Prior to student teaching, every student will be required to submit a pre-student teaching portfolio. These portfolios are designed to demonstrate your competence as a professional and your knowledge and application of theories and strategies. As such, you will receive an invitation the semester prior to your student teaching internship for instructions on completing your portfolio. Candidates have approximately one month to complete this portfolio. You will receive one additional opportunity to resubmit your portfolio if it does not meet the minimum cut score. Failure to meet this requirement will delay your student teaching internship.

It is highly recommended that you save all work, projects, tests, pictures, blogs, websites, rubrics, lesson plans- everything- from each of your courses. It is highly recommended that you find a box, file cabinet, or filing system to label, organize and store your materials. These will all be used in the development of your pre-student teaching portfolio.

It is essential that you ensure your application for student teaching is submitted one year prior to your anticipated student teaching date. This allows us to make the proper contacts for portfolio meetings and placement requests. Applications are available on the College of education website.

Student Teaching

All candidates must submit an application at least one year prior to their anticipated semester of student teaching. Students not submitting an application on time run the risk of not being placed during their anticipated student teaching semester. Applications will not be accepted during the same semester as the student teaching placement. Applications should still be submitted one year in advance even if candidates have some unmet deficiencies. Having an application does not guarantee placement, if all deficiencies have not been met prior to student teaching. By having the application submitted on time, candidates will be ready to accept their placement should they settle all deficiencies prior to their placement reporting date.

Candidates submitting an application will be invited to a Pre-Student Teaching Portfolio Meeting. At this meeting, candidates will be given instructions on completing and submitting their pre-student teaching portfolio. Candidates must have a pre-student teaching portfolio on file in the College of Education before they can begin their student teaching placement.

Further questions regarding this process can be directed to:

Mrs. Barbara Dwellingham
Coordinator of Student Teaching
Harris-Stowe State University
College of Education (ECE Room 227)
dwellinb@hssu.edu

NOTE: ALL PLACEMENTS FOR STUDENT TEACHING ARE DETERMINED BY THE COORDINATOR OF STUDENT TEACHING. YOU MUST ATTEND THE PLACEMENT THAT IS ASSIGNED TO YOUR CLASS. APPEALS MAY BE SUBMITTED IN WRITING TO THE DEAN OF THE COLLEGE OF EDUCATION WITHIN 3 DAYS OF YOUR PLACEMENT ASSIGNMENT, AND WILL BE REVIEWED ON A CASE-BY-CASE BASIS. IF IT IS DETERMINED THAT ANOTHER PLACEMENT CAN NOT BE OBTAINED, YOUR PLACEMENT WILL HOLD. ALL DECISIONS CONCERNING PLACEMENT MADE BY THE DEAN ARE FINAL!

Student Professional Development

All candidates will be expected to show evidence of Professional Development participation, related to education, in their Pre-Student Teaching Portfolios. **Candidates are expected to have two (2) clock hours of Professional Development for each semester enrolled-excluding summer- beginning Fall 2010.** These opportunities are offered each semester for all teacher education candidates. In addition, opportunities that are sponsored by teacher education courses, the department, campus, and community will be acceptable, pending an appropriate certificate to document attendance and participation is provided. **As such, candidates must complete at least 8-16 hours of documented professional development prior to program completion.**

In addition to Professional Development, we want to emphasize all our department's organizations and teacher education sponsored activities. We encourage your active participation in all education and department sponsored organizations and activities. These initiatives include involvement with Student NEA, TEACH, Kappa Delta Pi, Girl Scouts, Study Away Programs, Service Learning and other volunteer opportunities with schools and other community organizations.

These opportunities will be announced continually as they become available

PRAXIS II

All candidates must pass the Praxis II examination prior to graduating (completing their degree) and receiving teacher certification in their area. Current student teachers must provide evidence of a passed Praxis II score in order to be able to participate in commencement. Please utilize your faculty mentor, the resources available in the College of Education and the HSSU library, and any additional Praxis II Preparation Programs sponsored by the University to assist you in your preparation for the examination. Praxis II information, fees, schedules, registration, and testing centers may be obtained from the Educational Testing Services (ETS) by visiting www.ets.org and clicking on the Praxis link.

Praxis II test dates on the campus of Harris-Stowe State University are as follows:

September 21, 2013


November 2, 2013

March 8, 2014

June 7, 2014

Please note additional computer-based tests/test dates are available for some tests. Please visit www.ets.org to learn more. All registration questions may be answered by visiting the ETS site. **Study materials for the Praxis II Examination are posted on the College of Education website.**

PLEASE NOTE: The state of Missouri will discontinue the use of the PRAXIS II, tentatively, beyond the 2013-2014 academic year. Candidates who have previously met this requirement will be "grandfathered in." Please stay tuned for more information and an announcement about the new state standardized assessment requirement to replace this examination.


HARRIS-STOWE STATE UNIVERSITY
COLLEGE OF EDUCATION

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I certify that I have been given information regarding the following policies as it pertains to my successful matriculation through the Teacher Education Program:

- College of Education Mentors/Advisors,
- MoGEA,
- 60-Hr. Aide,
- Field Experience,
- Professional Level Process,
- Common Core State Standards,
- Pre-Student Teaching Portfolios,
- Student Teaching,
- Student Professional Development, and
- Praxis II

Name (Print): _____ Semester: _____

Signature: _____ Date: _____

Course: _____ Instructor: _____

Student: Return this signed form to your instructor; you may sign this form multiple times if you are enrolled in multiple classes.

Faculty: Return all signed forms to the Interim Dean of the College of Education, Dr. Veola Martin (ECE Room 228), **by the end of Week 2 of classes**. This form should be given to all new students as they enroll in your classes.

Thank You.