

**Educator
Preparation
Information Center**
(EPI Center)



**Policy and Procedure
Manual**

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Mission and Goals of the Educator Preparation Information Center (EPI Center)

Mission Statement:

The mission of the EPI Center is to provide quality information, guidance, and support services to educator preparation candidates as they work towards their academic and professional goals. The EPI Center team will provide the foundation and comprehensive knowledge for our candidates to achieve educator certification.

Goals:

- To foster the academic, professional, and personal growth of candidates.
- To promote meaningful relationships among candidates, faculty, and staff.
- To effectively communicate educator preparation information in a timely and accurate manner.
- To increase recruiting and retention efforts through various activities, media outlets, and public forums.
- To monitor and assist academically at-risk candidates to ensure requirements are met for educator certification.
- To keep informed and abide by federal, state, and university regulations and policies in order to maintain accreditation.

Location:

Street Address:

2602 Dena Dr.
San Angelo, TX 76909
Carr Building Room 287

Mailing Address:

College of Education
Angelo State University
ASU #10914
San Angelo, TX 76909-0914

Phone Number: (325) 942-2209

Fax Number: (325) 942-2039

Hours of Operation: 8:00 a.m. – 5:00 p.m.

The Educator Preparation Information Center will follow all Operating Policies and Procedures currently published by Angelo State University.

Advising Contacts and Information

Mrs. Meagan Word

Advisor

Initial, Advanced and Other School Personnel

325-486-6602

Meagan.word@angelo.edu

Undergraduate Programs:

Grades EC-6 Generalist
Grades EC-6 Generalist with EC-12 Special Education
Grades 4-8 Generalist
Grades 4-8 English Language Arts and Reading
Grades 4-8 Mathematics
Grades 4-8 Science
Grades 4-8 Social Studies

Graduate Programs:

- Graduate Degree Programs
 - Master of Arts in Curriculum and Instruction
 - Teacher Certification
 - Advanced Instructor
 - Master of Education in Special Education
 - Diagnostician
 - Dyslexia
 - Behavior Management
 - Master of Education in Professional Education
 - Reading Specialist
 - Master Reading Teacher
 - Option for Initial EC-6 Certification
 - Master of Education in Guidance and Counseling
 - Master of Education in School Administration
 - Master of Education in Student Development and Leadership in Higher Education
- Post-Master's Certification Programs

- Principal Certification
- Superintendent Certification
- School Counselor Certification
- Educational Diagnostician Certification
- Reading Specialist Certification
- Special Education EC-12 Certification

Mrs. Lesley Casarez
Field Experience Advisor for Initial Advanced and Other School Personnel
325-486-6603
Lesley.casarez@angelo.edu

Ms. Christine Pruitt
Educator Certification Advisor
325-486-6601
Christine.pruitt@angelo.edu

- Post-Baccalaureate Certification Program
- TExES Registration Information
- Teacher Certification Information

Candidate Services

Health Services

No appointments or referrals are necessary for medical care. Students are seen on a first-come first-served basis.

Hours:

- 8 a.m. – 5 p.m. Monday through Friday.
- The first Wednesday of each month the clinic opens at 9 a.m. 1 p.m. – 5 p.m. Weekends, breaks between semesters and holidays (except Thanksgiving and Christmas)

Contact Information: (325) 942-2171

Counseling Services

Attending college can be both exciting and a little unsettling. The Center for Counseling Services is available to help students take advantage of opportunities and deal with the challenges of college life. Students should call ahead for an appointment with a counselor unless it is an emergency.

Hours:

8 a.m. – 5 p.m. Monday through Friday (Call ahead for appointment except in case of emergency)

Contact Information: (325) 942-2171

Career Development

Let ASU's Career Development Office help you reach your career aspirations. Whether you are confused about an area of study, looking for a summer internship or trying to prepare for a professional career, we have the [services](#) to help you touch tomorrow.

Contact Information: (325) 942-2255

Teacher Certification Areas Offered at ASU

Elementary Certifications

Early Childhood - Grade 6

ECH-6 Generalist

ECH-6 Generalist with EC-12 Special Education

Middle School Certifications

Grades 4 - 8

4-8 English Language Arts and Reading

4-8 Generalist

4-8 Mathematics

4-8 Science

4-8 Social Studies

Secondary Certifications

6-12 Agriculture Science & Technology

8-12 Chemistry

8-12 Computer Science

8-12 English Language Arts and Reading

8-12 History

8-12 Journalism (Mass Media Major)

8-12 Life Science (Biology Major)

8-12 Mathematics - Bachelor of Arts, Bachelor of Science

8-12 Mathematics-Physics

8-12 Social Studies

7-12 Speech (Communication Major)

All-Level Teacher Certifications

Grades EC-12

Art
French
German
Music
Spanish
Theatre Arts
Special Education (Combined with EC-6 Generalist)

Supplemental Certification Areas

Bilingual Supplement - Contact the Department of Modern Languages - 325-942-2245
Special Education Supplement - Contact the Department of Teacher Education - 325-942-2052

Post-Baccalaureate Certification Areas Offered

Each of the certification areas listed above are available at a post-baccalaureate level as well as:
Chemistry - Grades 8-12
Computer Science - Grades 8-12
Math/Physics - Grades 8-12
Physical Education - Grades EC-12

For more information on Post-Baccalaureate certification, contact Ms. Christine Pruitt at 325-486-6601 or via email at christine.pruitt@angelo.edu.

ACADEMIC ADVISING

Undergraduate Students

- All undergraduate students in COE must be advised every semester prior to registration.
- The Academic Advisor in the Educator Preparation Information Center (EPI Center) advises students not admitted to the Educator Preparation Program (EPP).
- Once a student is admitted to the EPP they are assigned by the Certification Advisor to a faculty advisor.
- COE offers Group Advising sessions, 5-6 sessions including evening sessions to accommodate class and work schedules.
- Transfer students are required to meet with the Academic Advisor in the EPI Center prior to their first semester at ASU in order to discuss transfer credits and possible substitutions.
- Degree plans in COE include:
 - ECH-6 Generalist
 - ECH-6 Generalist with all level Special Education
 - 4-8 Generalist
 - 4-8 English, Language Arts and Reading
 - 4-8 Math
 - 4-8 Science
 - 4-8 Social Studies

Graduate Students

- Apply for admission through the College of Graduate Studies.
- Graduate Advisor in the EPI Center aids the student through the application process.
- Graduate Advisor in the EPI Center works with the student to get an official degree plan on file.
- Program Advisors advise the students on what courses to take and the sequence of courses.
- Certification Advisor approves students to take certification exams if applicable to their degree.
- Degree plans in COE include:
 - MEd in Guidance and Counseling (School Counselor Certification)
 - MEd in School Administration (Principal Certification)
 - MEd in Student Development and Leadership
 - MA in Curriculum and Instruction (Initial Teaching Certification or Advanced Instructor)
 - MEd in Special Education
 - MEd in Professional Education (Initial Teaching Certificate or Professional Education)

College of Education Advising Procedures

Undergraduate

One-on-one advising appointment

1. Student meets with academic advisor.
 - a. Advisor discusses degree plan options and COE requirements.
 - b. "C" or better in all courses applying to degree plan and a 2.5 GPA or higher.
2. Advisor has the student sign an official degree plan or verifies that one is on file.
3. Advisor reviews any transfer coursework or dual credit coursework for possible substitutions/modifications. See attached example of substitution form.
4. Any substitutions require the department head and dean to approve or deny.
 - a. When submitting a substitution a course description must be attached to the substitution form.
5. Create a long-term plan for the student from the current semester through graduation. See attached example of a long-term plan.
 - a. Inform student of prerequisites
 - b. Discuss course rotations
6. Discuss academic services available on campus and student organizations.
7. Check for any holds on the student's record and instruct them on how to clear the hold.
8. Clear advising or TSI holds as applicable.
9. Electronic folders are kept on the Teacher Education department drive for all student advising forms and information.
10. Answer any questions the student has and give them advisor contact information.



Angelo State University
 Teacher Education Department
 4 YEAR DEGREE PLAN – GRADES 4-8 – GENERALIST CERTIFICATION

	Freshman Year	Summer	Sophomore Year	Summer	Junior Year	Summer	Professional Year Field-Based Practica
Fall	ENG 1301 HIST 1301 BIO 1410 <u>with lab</u>		PS 1301 PS 1101 (Lab) MATH 1341 POLS 2301 RDG 2306		RDG 3332 MATH 3311 RDG 3336 PS 3311		SEMESTER I Practicum I Fall/Spring: ED 4309 ED 4311 ED 4314 RDG 4602
Spring	ENG 1302 HIST 1302 BIO 1411 <u>with lab</u>		PS 1302 PS 1102 (Lab) MATH 1342 POLS 2302 RDG 3339		RDG 4301 MATH 3321 PS 3312		
Either Semester	MATH 1302 Physical Activity ART 1302 <u>or</u> MUS 1361 GEOG 2305		SPED 2361 COMM 2301 ED 2323 ED 2202 ENG 23XX (Literature)		EPSY 3303 ED 3314 HIST 3301 <u>or</u> HIST 4302		SEMESTER II Practicum II Fall/Spring: ED 4315 ED 4972 (Student Teaching)
Total 127 SCH	30		40		30		Graduate 27

Revised 7/2010



Angelo State University
 Teacher Education Department
 4-YEAR DEGREE PLAN – EARLY CHILDHOOD TO GRADE 6 – GENERALIST CERTIFICATION
 120 SCH

	Freshman Year	Summer	Sophomore Year	Summer	Junior Year	Summer	Professional Year Field-Based Practica
Fall	ENG 1301 HIST 1301 BIO 1410 <u>with lab</u>		ECH 2305 MATH 1341 POLS 2301 **RDG 2306		RDG 3335 ECH 3350 PS 3311 RDG 3336		SEMESTER I Practicum I Fall/Spring ED 4309 ED 4311 ED 4314 RDG 4602
Spring	ENG 1302 HIST 1302 BIO 1411 <u>with lab</u>		MATH 1342 POLS 2302 RDG 3332		*ECH 4450 PS 3312 RDG 4301		
Either Semester	MATH 1302 ART 1302 <u>or</u> MUS 1361 Physical Activity ED 2202		EPSY 3303 SPED 2361 COMM 2301 ENG 23XX (Literature) ED 2323		GEOG 2305 ED 3314 **3 hrs elective		SEMESTER II Practicum II Fall/Spring ED 4315 ED 4975 (Student Teaching)
Total 120 SCH	29		33-36		28-31		Graduate 27

Revised 7/2010

*PREREQUISITES: ECH 3350, EPSY 3303, and SPED 2361

** ELECTIVE HOURS- RDG 2306 is recommended.



Angelo State University
 Teacher Education Department
4-YEAR DEGREE PLAN - EC- 6 – Generalist With SPECIAL EDUCATION Certification (EC-12)

	Freshman Year	Summer	Sophomore Year	Summer	Junior Year	Summer	Professional Year Field-Based Practica
Fall	ENG 1301 HIST 1301 BIO 1410 <u>with lab</u>		ECH 2305 MATH 1341 POLS 2301		RDG 3335 ECH 3350 PS 3311 SPED 3360	SPED 4362 SPED 4363 Or Practicum I semester	SEMESTER I Practicum I Fall/Spring ED 4309 ED 4311 ED 4314 SPED 4362 SPED 4363 SEMESTER II Practicum II Fall/Spring ED 4315 ED 4975 (Student Teaching) Graduate
Spring	ENG 1302 HIST 1302 BIO 1411 <u>with lab</u>		MATH 1342 POLS 2302 RDG 3332		PS 3312 SPED 3364 SPED 3365		
Either Semester	MATH 1302 ART 1302 <u>or</u> MUS 1361 Physical Activity ED 2202		GEOG 2305 SPED 2361 COMM 2301 ENG 23XX (Literature) ED 2323		ED 3314 **Electives (7 hrs)		
Total 120 SCH	29		33		31	[0-6]	21-27

*SPED 2361 is the prerequisite for SPED 3360, 3364, 3365 and all of these are prerequisites for SPED 4362 and 4363.
 ** ELECTIVES (7 hrs) Recommended: RDG 2306, EPSY 3303, or RDG 4602

College Of Education
LONG-TERM COURSE PLANNING FORM

Student Name:

Degree:

CID:

Date:

Advisor:

Fall	Spring	Summer I	Summer II
Fall	Spring	Summer I	Summer II
Fall	Spring	Summer I	Summer II
Fall	Spring	Summer I	Summer II

Academic Probation and Suspension Students

1. Students on academic probation or approved to return after suspension are required to:
 - a. Sign a probation agreement that outlines the expectations and requirements of the COE.
 - b. Submit a mid term progress report.
 - c. Complete the Academic Success and Advising Program via Blackboard.
 - d. Meet with their academic advisor a minimum of 3 times in the semester.
 - e. Attend group advising and an individual advising appointment.
2. Suspension students must submit a letter to the Dean of COE requesting release of their academic suspension, if they wish to return to ASU.

College of Education Probation Agreement Fall 2011

Name: _____ CID: _____

Home/Cell Phone #: _____ ASU Email: _____

Major: _____ Academic Advisor: _____

I understand the provisions stated below and agree that while on academic probation I must complete the requirements listed below. Initial each section below to that you have read and understand the requirement.

___ Complete the **Academic Success and Advising Program (ASAP)** online via Blackboard and complete an **Action Plan** that I will review and sign with my academic advisor.

___ Register for no more than **14 semester credit hours**.

___ Must register for **USTD 1101 Strategies for Learning**.

___ Check my ASU email daily.

___ Keep a day planner/calendar with assignment due dates and test dates.

___ Meet with my academic advisor at least **three times a semester** as outlined in the Academic Success Advising Program (ASAP).

___ I will also turn in my completed **Progress Report 1 by October 10, 2011** and **Progress Form 2 by November 18, 2011** to my academic advisor's office located in the EPI Center.

___ Attend **academic support services** on a regular basis.

- Math Lab
- Writing Center
- ASU Tutoring
- SMART Workshops
- Supplemental Instruction
- One-on-one tutoring with professor

___ I must reach a minimum GPA of 2.0 to be in good academic standing at ASU.

___ I must reach a **minimum GPA of 2.5** and a **"C" or better in all coursework** applied to my degree plan in order to be eligible for Teacher Certification in the state of Texas.

___ I acknowledge that academic probation may impact my financial aid award.

I am personally responsible for my own academic success. I understand that failure to adhere to the terms of this agreement and failure to raise my GPA may result in academic suspension.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

College of Education Progress Form 1

Due October 13, 2011

Student Name: _____ CID: _____

Phone #: _____ ASU Email: _____

Professor/Instructor Section

Progress Form 1 - Due October 13, 2011			
Course	Instructor Signature and Date	Current Course Grade	Instructor Comments
	Signature:		
	Date:		
	Signature:		
	Date:		
	Signature:		
	Date:		
	Signature:		
	Date:		
	Signature:		
	Date:		

Advisor Section

Progress Form 1 - Due October 13, 2011	
Advisor Signature and Date	Advisor Comments
Signature:	
Date:	

Completed form must be returned to your academic advisor located in the EPI Center, Carr Education Fine Arts Building room 287. Questions or comments contact the EPI Center 325-942-2209.

**College of Education
Request for Release of Academic Suspension**

Use the guidelines below to complete a typed letter requesting to have your academic suspension released. Once you have completed the letter make an appointment with your academic advisor to review the letter.

You must complete the College of Education Academic Suspension Contract and typed letter in order for your academic suspension to be reviewed. Dean Miazga will make the final decision regarding your academic suspension.

Include your name and campus ID at the top of the typed request.

Part I: Reflection

Reflect on your prior academic performance and discuss what your academic difficulties are and why you believe you are struggling.

Part II: Strengths

Identify what academic areas interest you and in which academic areas you are most confident (these areas may not necessarily match).

Part III: Weaknesses

Identify what academic areas are difficult for you and using your prior academic performance discuss why you struggled in these areas.

Part IV: Goals

Discuss your short term and long-term goals. Why are you attending college? How do you plan to utilize your degree?

Part V: Academic Plan

Discuss how you plan to meet the expectations of the College of Education and Angelo State University. This plan should include discussion of your personal priorities and how you plan to use the appropriate academic resources (meetings with an academic advisor, professors, and regularly utilizing student support services).

Group Advising

1. Academic Advisor in the EPI Center organizes and leads group advising sessions
2. Held twice a year – once in the fall and once in the spring. Typically in October and April.
3. Select dates that are two weeks prior to the opening of registration for that semester.
4. Choose 5-6 days to have group advising with at least 1-2 sessions being in the evening.
5. Reserve Carr room 101 for advising sessions via the ASU online room reservation system.
6. Notify COE staff and faculty of dates.
 - a. Notify students after faculty and staff have a chance to make sure the dates do not conflict with any major events on campus.
 - b. Students must bring their degree evaluation printed from Rampart or their long-term plan from their advisor.
7. Advertise – print posters for Carr Building and begin sending
8. Update presentation (typically use PowerPoint because it is simple to edit). Have Certification Advisor and Field Experience Advisor update their portion of information as well.
9. Advisor provides the following forms:
 - a. 4 year plans (example below)
 - b. Group advising forms – every student will need 2 (one for advisor and one for student) (example below)
 - c. Academic Services flyer (updated each semester) (example below)
10. At group advising there will be faculty advisors to help sign off on advising forms.
11. All group advising forms are scanned into students' electronic files.

College of Education Group Advising Form

Student Name: _____ CID: _____

ASU Email: _____ Phone Number: _____

- Major: ECH-6 Generalist ECH-6 Generalist, with SPED
 4-8 Generalist 4-8 English, Language Arts and Reading
 4-8 Math 4-8 Science
 4-8 Social Studies

Have you applied to the Educator Preparation Program (EPP)?

- Yes No

Are you eligible for the EPP?

- Yes No Unsure

Registration for: Fall Spring Summer Year _____

GPA: _____ Total Credit Hours: _____

- Classification: Freshmen (0-29 hrs) Sophomore (30-59 hrs)
 Junior (60-89 hrs) Senior (90+ hrs)

Course Name	Credit Hours
Example: ECH 2305 Social and Cultural Influences	3
Total Semester Hours	

Student required/needs individual advising: Yes No

Student Signature

Date

Advisor Signature

Date

Notes/Comments from Advisor:

2 copies: 1 for Student
1 for Advisor

ACADEMIC SERVICES on CAMPUS

- **ASU Tutor Center – Library C301 (3rd floor)**

ASU Tutoring offers broad-based study skill strategies and techniques to promote critical thinking and time management. Students are seen on a walk-in basis – no appointments are necessary – and individual tutoring sessions will last about 30 minutes. All of the tutors are multi-disciplined, multi-talented undergraduate students who come highly recommended from within academic departments across campus.

- Monday-Thursday: 12 noon to 10 p.m.
- Friday-Saturday: Closed
- Sunday: 3:00 pm. to 10 p.m.

- **Career Development – University Center room 107**

Career Development Office can help students reach career aspirations. Whether they are confused about an area of study, looking for a summer internship or trying to prepare for a professional career.

- **Math Lab - Library C302 (3rd floor)**

Fall 2011 Schedule

Monday – Thursday: 9:00 a.m. – 4:00 p.m. and 6:00 p.m. - 9:00 p.m.

Friday: 9:00 a.m. – 4:00 p.m.

Sunday: 5:00 p.m. - 8:00 p.m.

- **Supplemental Instruction**

Supplemental Instruction (SI) is an academic assistance program that uses student-led group study sessions to assist students in traditionally difficult courses. The typical SI session, an hour-long meeting held in a classroom on campus, offers ASU students an opportunity to actively involve themselves with the course content by participating in discussions about the lecture, clarifying notes, practicing problem-solving techniques and developing effective study skills strategies.

Courses supported by SI and on Teacher Ed degree plans:

- Human Biology -History 1301
- Political Science 2301

- **Writing Center – Library C305 (3rd floor)**

The Writing Center is a peer tutoring service that features students helping students. It is staffed by specially selected and trained graduate assistants and peer tutors who offer one-on-one conferences about writing and reading. Have online tutoring available.

- Monday-Thursday: 10 a.m. to 5:00 p.m.
- Wednesday Evening: 6:00 p.m. to 8:00 p.m.
- Friday: 10:00 a.m. to 12 noon
- Saturday: Closed
- Sunday: 1:00 p.m. to 4:00 p.m.

- **EPI Center - Located in Carr 287**

Our staff can guide a student to the correct place for tutoring and other resources available on campus. We can also provide information about up coming academic programs offered by various departments on campus.

Phone: 325-942-2209

Graduate Advising

1. Graduate Studies sends a Departmental Recommendation Form (DRF) once a student applies for admissions to COE.
2. Advisor completes the form to either admit or deny the student to COE and returns the form via campus mail to Graduate Studies.
 - a. Copy of the DRF is placed in the student's electronic folder
3. Graduate Studies processes the DRF and sends a congratulations or denial email to the student and COE.
4. Advisor then sends an official degree plan to the student, the student electronically signs and returns the degree plan to the advisor.
5. Advisor sends the official degree plan to the department head for signature, CC in the appropriate program advisor. Department head will send to the Dean for a signature and then the Dean will send the ODP to Graduate Studies.
6. After the Dean of Graduate Studies has signed the degree plan it will be processed. A copy will be sent to the advisor to add to the student's electronic folder.
7. Program advisors will advise the students on course selection, rotations, and any substitutions/modifications.

CERTIFICATION ADVISING

Certification Advisor Operating Procedures

Procedures include, but are not limited to:

- Educator Preparation Program (EPP) requirements, admission, instructions, and procedures for undergraduate and graduate levels including initial, advanced, and other school personnel/professional certifications
- Organize faculty advisor assignments
- Provide information and/or process post-baccalaureate, certification only students
- Certification requirements, procedures, and recommendations for undergraduate and graduate levels
- Probationary certification requirements, procedures, and recommendations for graduate internships
- EPP Transfer
- Out of state certification transfer
- Texas Examination of Educator Standards (TExES) approval and instructions for undergraduate and graduate levels including initial, advanced, and other school personnel/professional certifications
- Provide accurate and current information regarding any component pertinent to certification for faculty, staff, and candidates for undergraduate and graduate levels including initial, advanced, and other school personnel/professional certifications
- Advise students seeking a degree in Bachelor of Interdisciplinary Studies with a Professional Education minor
- Advise secondary or all level certification candidates regarding the Education coursework and certification
- Transcript evaluations
- Maintain and report data for local and state reports for undergraduate and graduate levels including initial, advanced, and other school personnel/professional certifications

Educator Preparation Program (EPP)

The Educator Preparation Program (EPP) is a requirement for state certification. EPP is simply the block of upper-level undergraduate or designated graduate Education courses that prepare a candidate for state testing and certification. These courses include Education Psychology, practica, and student teaching.

EPP Admission Requirements for Undergraduates

Candidates apply for admission to the Educator Preparation Program (EPP) when they have completed at least 60 semester credit hours (SCH) as an undergraduate and filed an Official Degree Plan (ODP). At the time of application to the EPP, all undergraduate applicants must have satisfied the following requirements:

- ✓ Completed at least 60 SCH with a minimum cumulative grade point average of 2.50
- ✓ Completed at least 12 SCH in their major/teaching field coursework with no grade lower than a C and a minimum GPA of 2.5
- ✓ Completed course work to demonstrate proficiency across several subjects. Students must have earned a grade of C or better in these courses:
 - Reading – History 1301, 1302 AND Political Science 2301, 2302
 - Writing – English 1301 and 1302
 - Mathematics – Mathematics 1302 College Algebra or an equivalent course as designated by degree
 - Communication – Communication 2301 Public Speaking
- ✓ Met the requirements of the Texas Success Initiative (TSI). The TSI skill requirements are normally met at the time of admission to the university or through required coursework. For more information about the TSI, visit the Angelo State University TSI website (<http://www.angelo.edu/dept/cae/tsi.html>).
- ✓ Reviewed and agreed to abide by acceptable teacher behavior as stated in the Texas State Educator's Code of Ethics and the Statement of Commitment Regarding Dispositions as well as consented to the Criminal History Review. Candidates will be evaluated on these behaviors through the assessment of teacher dispositions. Faculty recommendations based on the dispositions are required to be admitted to student teaching.

EPP Online Application Instructions for Undergraduates

- Log in to RamPort.
- Choose the Student Services tab
- Select RAMS-Logon
- Go to Educator Preparation Program
- Select the Educator Preparation Program (EPP)
 - If accepted into the EPP, an approval email will be received that will include a link to the Certification Procedure Manual.
 - If not accepted, a denial message will immediately appear explaining the requirement that has not been met. Contact the Certification Advisor if there is a concern or disagreement.

EPP Manual Admission or SWPEPP Banner Process

Students may be admitted manually in applicable instances. For instance, manually admit candidates that are incorrectly denied admission when using the online application, usually due to a technical error, or students that are seeking a Professional Education minor only. If there is a consistent issue with admission, contact IT to assist with the ‘behind the scenes’ glitches of the online application. This usually occurs when there is a change, addition, or update for degree or EPP requirements. To SWPEPP:

- Log in to Banner
- Go to SWPEPP1
- Enter the candidates CID or name then next block twice
- Enter the CID , date, and term
- Enter (I) Insert, (U) Update, or (D) Delete then next block
- Check ‘Save Parameters’ and save

To verify, view the degree evaluation. If admitted, there will be a YES beside Educator Preparation Program and the candidate will be able to register for EPP designated courses. Candidates must sign Code of Ethics, Disposition Statement, and Criminal History Review personally in these instances.

EPP Admission for Undergraduates

As candidates are admitted to EPP, data must be added to the EPP database for tracking and reporting purposes. Webfocus (soon to be Cognos) reports must be run at least weekly, but daily during peak times such as pre-advising and registration periods. To run a report:

- Logon to Webfocus
- Double-click edu_power
- Double-click education
- Click EDU0023_PTP_EPP_Active
- Right click and choose Run
- Enter date range then run (will take a few minutes)
- Open the file and copy data
- Open an excel workbook and paste data
- Close Webfocus
- Enter data in the corresponding fields in EPP database

Post Baccalaureate, Certification Only Candidates

If a person wishes to obtain certification in the State of Texas after a Bachelor degree has been obtained, ASU offers a Post Baccalaureate Certification Program. The requirements for admission to this program are:

- ✓ A Bachelor's Degree or higher from an accredited institution
- ✓ An overall and content GPA of at least 2.5
- ✓ Completed proficiencies in Reading, Writing, Math, and Communication
- ✓ At least 24 SCH (12 lower/12 upper) completed in the content area of choice to be considered highly qualified

To apply to the program:

- Meet with the Certification Advisor to determine eligibility and set forth a contingent plan. The plan is always contingent upon the Pre-Admission Content Test (PACT) being passed. If the PACT is not passed, other coursework may be recommended and EPP admission will be delayed while completing additional coursework.

- Apply to the University for admission as a post-baccalaureate, non-degree seeking student. It is very important to make sure this is the admission status or financial aid and other areas may be negatively affected.
- Successfully complete the PACT in the corresponding content area then contact the Certification Advisor to clear registration hold.
- Enroll in courses prescribed by the Plan.

When a student is interested the Post Baccalaureate Program, the Certification Advisor must:

- ✓ Review all transcripts to determine eligibility, GPA and requirement satisfaction
- ✓ If overall GPA does not meet the 2.5 requirement, review the last 60 SCH GPA. If the GPA still does not meet requirement, check to see if the student could possibly be admitted per the 10% policy.
- ✓ Recommend course of action

When a student is eligible for the Program, the Certification Advisor must:

- ✓ Complete a Certification Plan (located in the Cert Plan Database)
- ✓ Send a memo to the Admission Department verifying the student is seeking post baccalaureate certification only
- ✓ Review the Plan with the student and have them initial it. Ensure the student understands it is completely contingent on passing the PACT and that they are seeking *certification only*, not another degree.
- ✓ Sign the Plan then have the Dean of the College of Education sign it
- ✓ Send the student a signed copy for their records. It will be necessary to apply to Student Teaching.
- ✓ Provide and review PACT registration instruction
- ✓ Once the PACT is passed, clear the registration hold

Faculty Advisor Assignments for Undergraduates

Before being admitted to EPP students are advised by the Academic Advisor. Once admitted to EPP, candidates are assigned a Faculty Advisor. The Certification Advisor assigns Generalist candidates evenly among the Teacher Education Faculty with the exception of Special Education and secondary/all level candidates. Special Education candidate are advised only by the Special Education Program Director(s). Secondary/all level candidates remain with a faculty advisor in the department of their major. An email notification with the Faculty Advisor contact information is sent to the candidate. An email notification is also sent to the Faculty Advisor with the candidate information. An assignment spreadsheet is updated and stored in the Everyone drive under Teacher Education and also noted in the EPP database.

***EPP Admission Requirements for Graduates**

Candidates apply for admission to the Educator Preparation Program (EPP) when they have completed designated Program requirements. Initial certification candidates must pass the Pre-Admission Content Test (PACT) before admission to EPP.

EPP Admission for Graduates

As candidates are admitted to a Graduate Program, the data must be added to the EPP database for tracking and reporting purposes. The student is added as 'pending' until the PACT is passed. PACT scores are reviewed weekly then updated to 'active/admitted.' There is not a designated report for this. As the Graduate Advisor approves admission to the Graduate Program, a copy of the Graduate Application will be provided. The EPP database will be updated according to what is provided.

Faculty Advisor Assignments for Graduates

All candidates in Graduate Programs will be advised solely by the Program Director.

Texas Examination of Educator Standards (TExES)

Candidates seeking teacher certification in Texas must pass at least two certification examinations – one in the teaching field (content area) and one covering best teaching practices (Pedagogy & Professional Responsibilities (PPR)). The TExES are based on TEA’s approved educator standards.

TExES Approval for Undergraduates

All candidates must obtain approval from their teaching field’s department in order to be eligible to register for their TExES content area test (see chart below). Approval must be submitted to the Certification Advisor. The Certification Advisor will upload approval for TEA. The candidate will receive an email from the Certification Advisor confirming approval and providing registration instructions.

TExES Description	Approval Granted	Approval From
EC-6 or 4-8 Generalist	During RDG 4602	RDG 4602 Instructor
EC-6 Generalist w/ Special Education EC-12	The semester before student teaching.	SPED Program Director
4-8 English Language Arts & Reading	During RDG 4602	RDG 4602 Instructor
4-8 Mathematics, Social Studies, or Science	During final semester of teaching field coursework.	Teaching field’s department head or designated faculty member
8-12 All content areas	During final semester of teaching field coursework.	Teaching field’s department head or designated faculty member
All-Level Art, Music, PE, or Theatre	During final semester of teaching field coursework.	Teaching field’s department head or designated faculty member
Pedagogy & Professional Responsibilities (PPR)	Upon <i>admission</i> , not application, to student teaching.	Field Experience Advisor

TExES Approval for Post-Baccalaureate and Graduates

Post-Baccalaureate and Graduate candidates seeking initial certification must pass the PACT before admission to EPP. PACT's do not require approval from the university EPP. Initial Certification candidates will receive approval for the PPR upon admission to Student Teaching or beginning an internship. Other School Personnel candidates must receive approval to register for the necessary TExES from the Program Director.

TExES Description	Approval Granted	Approval From
All initial certification content candidates	Approval is not necessary for the PACT	Approval is not necessary for the PACT
Educational Diagnostician	After satisfactory completion of practice test or certification coursework	Program Director
Principal or Superintendent	After satisfactory completion of practice test or certification coursework	Program Director
School Counselor	After satisfactory completion of practice test or certification coursework	Program Director
Pedagogy & Professional Responsibilities (PPR)	Upon <i>admission</i> , not application, to student teaching or internship	Program Director

Uploading TExES Registration Approval

Upon receiving email or form confirmation from the designated faculty that a candidate is approved, the Certification Advisor must upload approval on the green screen. Approvals may be uploaded as a csv batch or individually. To do so, follow these steps:

- Logon on to the green screen
- Click on Test Approval
- Choose Search Add/Edit Applicants
- Enter applicant's information

- If the applicant does not have a TEA ID number, a message will appear and one may be created by checking Create with Given SSN. Otherwise, a screen will appear with the candidate's information.
- Click Add Test Approval
- Enter Date of Admittance, which is the date the candidate was admitted to the EPP. These dates should match for every test approval.
- Enter Route
- Enter Test
- Enter Approval – Approved (1), which means the candidate must contact the Certification Advisor for re-approval if necessary.
- Click Save
- Email the candidate to verify approval to register and provide registration instructions as well as contact information for Certification Advisor.
- Update EPP database accordingly.

TEGES Registration Information for All Levels

It is the candidate's responsibility to read the online registration bulletin at <http://www.texas.ets.org>. The bulletin includes information about test dates, score reports, testing site admission requirements and much more. Candidates who do not read the bulletin may be turned away from the test site due to improper preparation (i.e. incorrect identification, cell phones, etc.).

TEGES Preparation Manuals for All Levels

Preparation manuals can be downloaded from the ETS website <http://www.texas.ets.org>. Commercial preparation materials are available for purchase from various authors. Information and reviews on commercial preparation materials may be obtained through an online search.

TExES Score Reporting for All Levels

To view pencil-based score reporting dates, click on the link “Test Dates” on the ETS <http://www.texas.ets.org> homepage. Pencil-based scores are available approximately 30 business days from the test administration date. Computer administered test scores are available within 3-5 business days from the test administration date. Candidates will be able to view scores online as soon as they are available or by email if option was chosen at time of registration. Candidates should not contact the EPI Center for scores. ASU personnel may not discuss scores due to Family Educational Rights and Privacy Act (FERPA) regulations.

TExES Alternative / Nonstandard Testing Accommodations for All Levels

A candidate requiring alternative or nonstandard testing accommodations must follow the registration instructions available online at <http://www.texas.ets.org/alternativeTesting/>. Please contact the Certification Advisor for additional assistance.

TExES Registration Instructions for All Levels

The certification examination registration process requires three steps: establishing an account with TEA, establishing an account with ETS and registering for the test(s).

- 1) Establish an account with TEA
- 2) Establish an account with ETS
- 3) Register for a test

See detailed instructions below.

Texas Education Agency Account Setup

Before you can register to take a certification test, you must establish your personal account with the TEA. Establishing your account will provide you with a TEA ID number. If you already have a personal account with TEA, you will need to access your account to obtain your TEA ID number.

- Go to the TEA website at www.tea.state.tx.us
- If you have not previously established a personal account in TEA, select New User? in

the column on the right-hand side of the page under the Educator Login heading.

- Enter your last name, Social Security number and date of birth.
- Under Application you are Applying for, select Candidate Participating in an Educator Preparation Program.
- If you already have a record in the TEA database, you will get a message to that effect. If you do not remember your username and password (or never received one), you will need to retrieve that information by going back to the home page and selecting Forgot User Name and/or Password? under Educator Login. When you successfully log in, you will see your TEA ID number at the top of the page. Keep this number as you will need it to register on the testing website.
- If you do not have a record, you must complete the profile accurately because this information must match what you enter into the testing website or you will not be able to register.
- While in your personal TEA account, select View Examinations to see if you have been approved to test and, if so, determine which route to certification is indicated. This route will be entered into the ETS system when registering to test. If you choose, you may apply for your teaching certificate and your at this point, but it is not necessary to register to take a certification test.

Registering for TExES

You will not be able to register for a certification test until you have been approved to take the test(s) and set up your TEA Account. Refer to the previous approval and TEA Account sections for details.

- Go to ETS website at www.texas.ets.org
- Select Your Account, then New User. Enter your TEA ID number and complete your profile.
- If the information entered does not match the data in the SBEC, you will receive a message such as “The information you have entered does not match your profile in the SBEC system. Please verify your personal information as well as your route to certification.”

- Create an account user name and password.
- Select Register for a Test. If you have not been approved to test by your certification program, a screen will appear informing you that you are not approved to test. If you need an approval for a test that is not listed, please contact the Certification Advisor for instructions. Be sure to read over the online registration requirements. Then choose Register to begin registering for a test.
- Read the compliance and applicable rules. Check the box next to each statement acknowledging compliance and then choose Next.
 - Then, you will make selections regarding these testing details: Type of test, Location, Testing center, Date, and Test options
- After these five details are established, select Add Test to save your selections. Once you are finished selecting your tests, choose Next. (When you select “Add Test,” you may be directed to another screen just like the previous one. Simply scroll down to the bottom of the screen and select “Next.”)
- The next step is reviewing your test selections. Check to make sure you have selected the correct test properties. This screen also shows you the cost for the test(s) selected. If you need to make changes to any selections, choose Edit.
- Select Next when finished reviewing the test selections. Fill in your billing address and credit card payment information. Once all required fields are entered, choose Next to continue.
- After entering your billing address and payment information, you will then verify that the information entered is correct. Once all the information is verified, select Next to submit your test registration.
- After submitting your registration and payment, you will be presented with your Admission Ticket. This screen displays user information, selected test information, tips and the total paid. To print your Admission Ticket, select Print. Your test registration is now complete. Choose Your Account to return to your account page.
- Changes to test registration may be made through the registration site (Note: fees may apply).

Although you will be registering for your test online, it is your responsibility to read the electronic version of the TExES Registration Bulletin to find out about testing policies and procedures (including valid IDs and what to bring to the testing center). The bulletin is online at www.texas.ets.org.

Re-Approval to Register for TExES

Candidates may take the exam as many times as necessary. However, the Certification Advisor must be contact to upload re-approval. When contacted for re-approval, try to determine if the candidate needs additional assistance or resources and attempt to refer them for help. Also, notify the Program Director for possible intervention. The Certification Advisor should refrain from recommending particular programs or study aids to purchase, but is free to re-approve for registration, simply follow the same instruction for uploading original approval. The information will already be uploaded, but the eligibility status will need to be updated to Approved (1) again.

TExES PACT Registration for Post Baccalaureate Candidates

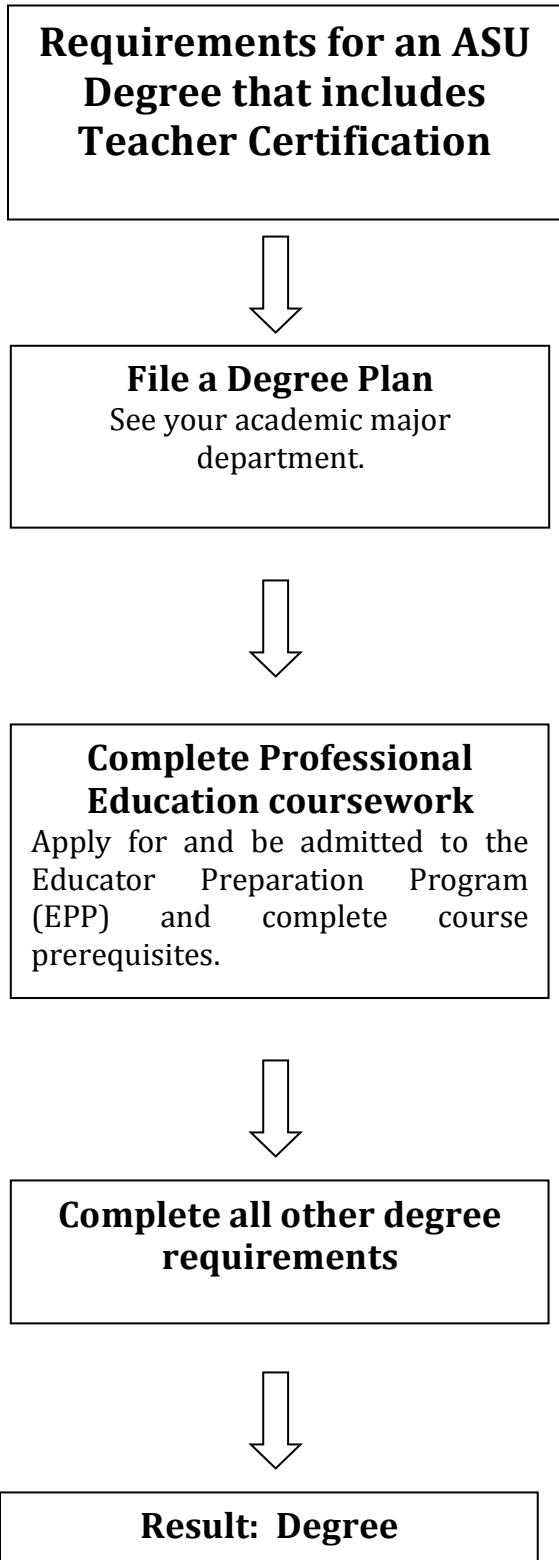
The Pre-Admission Content Test is required for those wishing to be admitted to the EPP as a post-baccalaureate candidate. To be eligible for the PACT, a candidate must not have been admitted to any EPP or have an account with TEA. To register:

- Go to ETS at www.texas.ets.org
- Choose Educator Preparation Programs (EPPs)
- Choose Pre-Admission Content Tests (PACT)
- Choose How to Register
- Choose online registration system
- Scroll to the very bottom to click New User
- Click on no TEA ID
- Scroll to the bottom to 'You are seeking admission to an EPP by taking a content test' and click on pre-admission content tests (PACT)
- Complete the information requested
- Click next to verify information and to certify that you hold a bachelor's degree
- Follow the prompts to complete the test registration necessary

Texas Initial Certification Requirements for All Levels

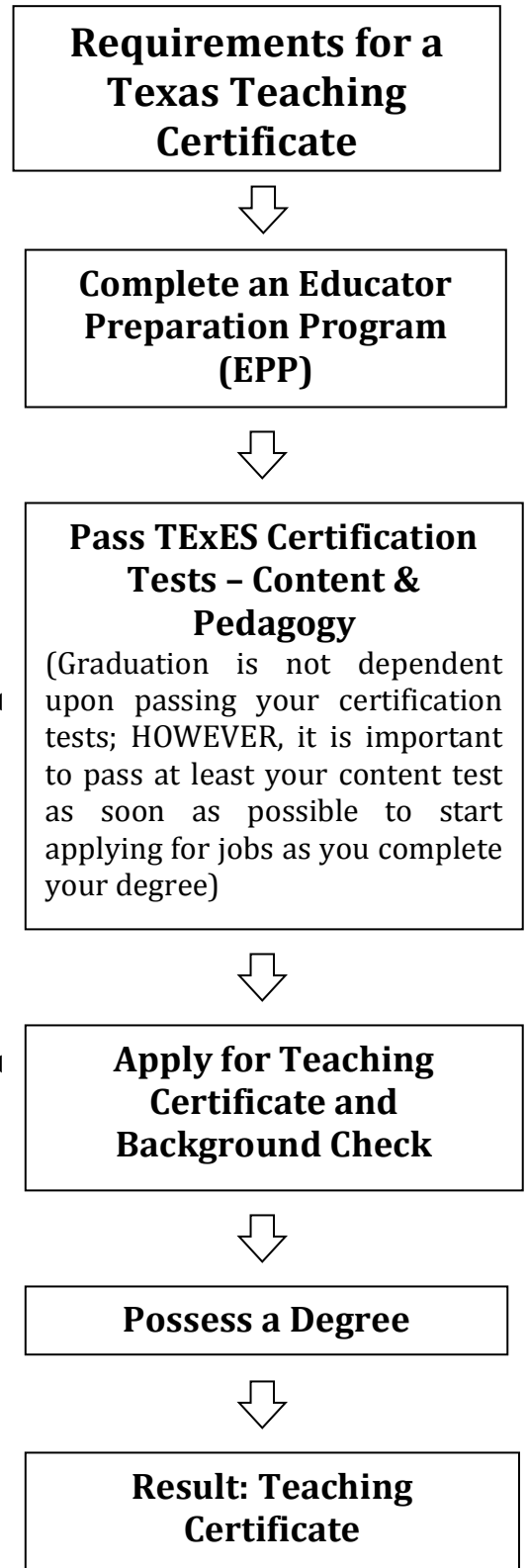
- Complete the Educator Preparation Program (EPP)
- Graduate (or already possess a Bachelor degree)
- Pass all appropriate state certification exams (TExES) – content (teaching field) and Pedagogy and Professional Responsibilities (PPR)
- Apply online for certification with the Texas Education Agency (TEA)
- Pass a federal *background check & fingerprinting through TEA

*A Request for Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual's self-reported criminal history, by the agency's educator investigations staff. The evaluation is a service provided to the requestor for a non-refundable fee made by credit card. The requestor will receive a preliminary criminal history evaluation letter by email from the agency advising the requestor of a determination of potential ineligibility for educator certification. The evaluation is based solely on the information that is provided by the requestor. Participation in the evaluation will not preclude you from being required to submit to a national criminal history review at the time you apply for your educator certification. This means you will be required to be fingerprinted and to pay the applicable fees at that time. Your criminal history will be reviewed at that time and you may be subject to an investigation based on that criminal history, including any relevant information regarding the criminal history evaluated that you failed to submit for evaluation. For further information or to request this service, please visit the TEA website at www.tea.state.tx.us.



For questions about degree requirements or graduation, contact your academic major department.

Can be completed before or after graduation.



For questions about certification, contact Certification Advisor

Online Certification Application for All Levels

Application for certification is typically done during the semester of student teaching. However, it may be completed at any time since it will remain active until a recommendation is made or is the application is removed. Candidates apply directly to the Texas Education Agency (TEA) to process their teaching certificate applications. Once a candidate has applied, TEA will make that information available to the Certification Advisor at ASU. The Certification Advisor will then verify all requirements have been met and recommend the candidate for the area(s) the candidate is eligible for a teaching certificate.

- Go to the TEA website at www.tea.state.tx.us
- Select Educator Login/Account Set Up from the left menu
- Choose New User? Create New Account
- Fill in last name, social security number and date of birth.
- Under application Applying For select Candidate Participating in an Educator Preparation Program. Choose Search button at the bottom of the page. TEA will search their database to make sure there is not already an account established.
- Complete a form to set up a new user account. After completing that form, establish a user name and password to use for each log in.
- Once logged in, a TEA ID number will be assigned.
- Make note of the user name, password, and TEA ID number for all future dealings with the TEA website as well as setting up an account with the Education Testing Service (ETS) for test registration.
- Choose Application in the menu, then Standard Certificate Texas Program, and then Apply for Certification. Follow the prompts to complete your application.
- Payment must be made online with credit card or electronic check to complete the application process.

Online Fingerprinting and Federal Background Check Application for Initial Certification Applicants

All candidates who are applying for an initial teaching certification in Texas must submit their electronic fingerprints for review by state and national law enforcement agencies through TEA. This application automatically prompts following the Online Certification Application. Candidates must complete the form for Fast Pass and pay with credit card to complete the transaction. Instructions from Fast Pass for making a fingerprinting appointment will be sent to the email address provided by the candidate.

Certification Application Recommendations for All Levels

Once a candidate has applied for certification, it becomes available for review and possible recommendation by the Certification Advisor on the Educator Certification Online System, commonly referred to as the ‘green screen’ at https://secure.sbec.state.tx.us/SBECOnline/entity_login.asp. Check for recommendations at least weekly, but more frequently during peak times such as directly following graduation, previous to the end of the defined year (August 31st), and especially when a certification is being discontinued before the last date for recommendation. Ensure that applications for previous years are checked regularly also.

- Logon to the green screen
 - Choose Standard Certification
 - Choose Recommendation List to view all available applications or Search for Educator to view a specific candidates application
- *Note the sort options near the middle of the page
- *All applications that are not recommended remain in the system until removed or recommended. Keep applications for two years then remove from system.

- Click on the candidates name –
 - ✓ To be eligible for initial certification, all corresponding state exams must be passed and EPP/Bachelor degree must be completed.
 - ✓ To be eligible for other school personnel certification, a Master’s degree must be completed, the corresponding exam must be passed, and a service record verifying two years of classroom experience must be on file.
- Click on View Examinations Passed – verify that corresponding required state exams have been passed.
- Enter New Degree Information
- Double-click corresponding certification description for recommendation
- Enter Requirements Completed Date – this will be the final date all requirements were met for certification. It will either be the graduation date or the date of the last exam taken.

*A perfect world example, John Hay passed his last state exam February 2, 2010 then graduated May 7, 2010. His Requirements Completed Date would be May 7, 2010.

*Another example, Sue Smith graduated in December 9, 2006, but she did not pass her exams until July 10, 2007. Her Requirements Completed Date would be July 10, 2007.
- Check the Hearing Impaired Exemption if applicable
- Click Recommend
- A prompt will appear to verify the Recommendation is accurate and complete

*Note: This is just a recommendation to the state to verify that the candidate is eligible for certification by meeting all requirements. However, this is not a confirmation of actual certification. That is dependent completely on the processing of the background check and fingerprinting and the turn around time of TEA.
- Update the EPP database accordingly.

Probationary Certification Recommendations

This is available primarily for the Graduate students seeking Initial Certification that have obtained a one-year internship in place of the semester of student teaching. Probationary Certifications are only available for Principal or Superintendent with direct permission from the Dean of the College of Education. School Counselor Probationary Certification is not allowed at all. Notify the Program Director and Field Experience Advisor immediately upon receiving notification that a candidate is attempting Probationary Certification. Be sure to follow up with them whether the recommendation is or is not made. Update the EPP database accordingly. The following requirements must be met before ASU will recommend for Probationary Certification:

- Completed Bachelor degree
- Enrolled in Graduate Program
- Passed PACT for teaching field to be taught – PACT taken must match the field to be taught for the hiring district. For example, if a candidate took the Life Science 8-12 then only Life Science 8-12 may be taught for the hiring district
- Eligible for enrollment in C&I 5360 – verify with the Program Director
- Applied and paid for Probationary Certification as well as fingerprinting and background check online
- Completed Statement of Eligibility for Internship form. See following page for example form. The original and detailed instructions may be found on the TEA Wiki as well as the Certification Advisor files.
 - ✓ Candidate completes applicant portion – the applicant is responsible for delivering to the hiring school district and ensuring that it is returned to the Certification Advisor
 - ✓ Certification Advisor completes EPP portion and ensures Certification Officer/Dean of College of Education approves and signs it
 - ✓ Employing School District completes last portion and returns to candidate or Certification Advisor

(1) Social Security Number
<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="width: 20%; height: 15px; background-color: black;"></div> <div style="width: 20%; height: 15px; background-color: black;"></div> <div style="width: 20%; height: 15px; background-color: black;"></div> <div style="width: 20%; height: 15px; background-color: black;"></div> </div>

Statement of Eligibility for Internship

Instructions: After admission to a preparation program, an applicant seeking certification through an approved Educator Preparation Program will use this form to verify eligibility for employment to complete internship requirements for certification.

THIS IS NEITHER A CERTIFICATE NOR A PERMIT. This document verifies that the applicant has been admitted to a preparation program leading to certification through a Texas approved Educator Preparation Program. An employing school district should use item (4) to verify the applicant's employment as an intern in the area(s) of eligibility indicated in item (3) by the approved preparation program. **This form must be returned to the certification officer or program administrator of the approved Educator Preparation Program.** The preparation program will then recommend the applicant for a probationary certificate, which must be issued to provide the employing school district assignment coverage during the internship year.

(2) Applicant's Name					
Last	First	Middle	Maiden Name		
TO BE COMPLETED BY THE APPROVED EDUCATOR PREPARATION PROGRAM					
(3) Verification of Eligibility for Internship: Indicate the grade levels and certification areas for which the individual is seeking certification through a Texas approved Educator Preparation Program.					
Grade(s) Taught		Description of Certification Area(s)			
Lowest Grade	Highest Grade				
Name of Recommending Entity				County-District Number	
				--	
Typed Name and Title of Program Administrator or Certification Officer		Date		Telephone / email ()	Signature
		MM	DD		
TO BE COMPLETED BY THE EMPLOYING SCHOOL DISTRICT					
(4) Verification of Internship Assignment					
Beginning Date of Duties			Grade(s) Taught		Description of Subject/Assignment
MM	DD	YYYY	Lowest Grade	Highest Grade	
Campus/Building Assignment			Name of Mentor Teacher		Telephone / email ()
Name of School District				County-District Number	
				--	
Typed Name and Title of Superintendent or Authorized Representative		Date		Telephone / email ()	Signature
		MM	DD		

NOTE TO APPLICANT: This form must be completed and returned to the Educator Preparation Program before the applicant can be recommended for the probationary certificate. (SBEC-013R2005-Revised 2011)

EPP Transfer

If a candidate chooses to or must withdraw from one EPP and wishes to enroll in another, a Candidate Transfer form must be completed by all three parties involved. The candidate completes the first section; the current EPP completes the second section; and the final section is completed by the EPP admitting the candidate. This form with detailed instructions may be found on the TEA website under ASEP Hand Books, Forms, etc. A sample form may be viewed below.

Part A: To Be Completed by the Candidate											
TEA ID Number								Date of Birth: MM/DD/YYYY			
Last Name			First Name			Middle Name		Maiden Name			
Transferring From:											
Transferring To: _____ (name of program)											
Reason for Transfer: _____ (name of program)											
Signed _____											
Candidate's Signature						Date					
Part B: To Be Completed by the Current Educator Preparation Program											
Name of Original Entity								County-District (TEA) Number			
								--			
Candidate Identified as Completer: ___No ___Yes Year:								Date Test Approval(s) Removed:			
Certification Area(s):											
Program Record:				Number of Coursework Hours Completed		Field Experience Hours Completed		Practicum Time Completed			
Is the candidate in good standing? _Y _N											
Name and Title of Program Administrator or Certification Officer				Date		Fax # / Email		Signature			
				MM DD YYYY ()							
Part C: To Be Completed by the Educator Preparation Program Admitting the Candidate											
Name of Admitting Entity								County-District Number			
								--			
Area and Level of Certification Sought (include language area if appropriate)								Anticipated Completer Year			
Name and Title of Program Administrator or Certification Officer				Date		Fax # / Email		Signature			
				MM DD YYYY ()							

Instructions for Completion

Presentations and Events

It is important to keep candidates, staff, and faculty as up-to-date as possible on all certification and testing information. Therefore, the Certification Advisor will present in several courses throughout the semester as well as major events such as Discover, Soar, and Group Advising. Usually, presentations are in cooperation with faculty and the Undergraduate Advisor.

Advising – Bachelor of Interdisciplinary Studies, Professional Education Minors, Secondary/All-Level Certifications, and Post Baccalaureate Certification Only Candidates

- Bachelor of Interdisciplinary Studies (BIS) with a Professional Education minor – BIS students will be advised by the Certification Advisor. It is important to work in cooperation with the departments of the other two minors as well as the College of Arts and Sciences to ensure all degree requirements are met. The Curriculum and Instruction Department Head and the Dean of the College of Arts and Sciences must approve modifications. Update the BIS Advising database each time a student is advised.
- Professional Education Minors – Students that are completing only a minor in Professional Education will seek guidance from the Certification Advisor regarding Education coursework and what options will be available to them for certification purposes after post baccalaureate. Since the ODP is not within the College of Education, these students must be manually admitted to the EPP once requirements have been met.
- Secondary/All-level certification – These candidates are advised primarily by the department of their major. However, the faculty advisors will often refer the candidates to the Certification Advisor to assist with advising in regards to the Education coursework and certification and testing requirements. Update the database each time a student is advised.
- Post Baccalaureate Certification Only – These candidates are advised prior to enrollment in the program and may seek guidance before admission to Student Teaching.

Transcript Evaluations

The Certification Advisor is responsible for evaluating transcripts for all post baccalaureate students interested in seeking certification in an Undergraduate or Graduate Program. Coursework equivalency as well as overall and content GPA must be determined and noted for the student record for admission purposes and determining which certification the student would be eligible for.

Maintaining the EPP Database

The EPP Database provides the majority of information necessary regarding all EPP candidates. This information is vital for required reports. Therefore, the Database must be updated consistently, accurately, and completely.

Local and State Reporting

Various agencies, departments, committees, staff, and/or faculty at various times will request particular information regarding candidates, certification, and/or testing. The majority of their requests should be easily obtained from the EPP Database. The following are a few consistent examples:

- Test Results (local) – monthly results should be provided to each Department Head and Program Director.
- 12th Day Census (local) – gathered and distributed each term to the Undergraduate Advisors, Department Heads, and Program Directors.
- TEA (State) – ASEP requires a full report regarding all EPP candidates per institutional program by September 15th of every year. The results are broken down to provide pass rates and diversity percentages.
- LBB (State) – a list of the previous year graduates for undergraduates for the Education programs is uploaded to the TEA site. The information is broken down to provide pass rates and a breakdown of certifications obtained within one year of graduation.
- Title II (Federal) – Higher Education Act Report

For additional Certification information please refer to the Certification Procedure Manual located on the College of Education homepage.

- www.angelo.edu/dept/ceducation/
- On the left navigational menu hover over Educator Preparation Program (EPP)
- Certification Procedure Manual

**FIELD
EXPERIENCE
ADVISING**

Student Teaching/Field Experiences FAQ's

What are the eligibility requirements for student teaching?

All candidates must be admitted to the Education Preparation Program before they can apply for student teaching.

Early Childhood to Grade 6 and Grades 4-8

- Candidates pursuing Early Childhood to Grade 6 certification must complete all courses in their interdisciplinary major to be eligible to student teach (Internship II). All candidates are required to complete Internship I (ED 4309, ED 4311, ED 4314 and RDG 4602) as a block prior to Internship II (student teaching) when part of the degree plan.
- Candidates pursuing Grades 4-8 certification in English Language Arts and Reading, Generalist, Mathematics, Science and Social Studies must complete all courses in their interdisciplinary major to be eligible to student teach (Internship II). Candidates are required to complete Internship I (ED 4309, ED 4311, ED 4314 and RDG 4602) as a block prior to Internship II (student teaching).
- Candidates must complete all courses in the interdisciplinary major and in pedagogy and professional responsibility with grade point averages of at least 2.50. Candidates pursuing ECH to Grade 6 and Grades 4-8 certification must have completed all required advanced education courses with grade point averages of at least 2.50 (cumulative and in residence). Except for courses used as electives, a grade of "C" or better is required on all course work.

Grades 8-12

- Majors for which the semester hour requirement is 30-42 hours: Candidates must have grade point averages in their major of at least 2.50 (cumulative and in residence) and no grade lower than a C in all required completed courses. They must also have completed a minimum of 24 semester credit hours (including nine advanced hours).
- Majors for which the semester hour requirement is more than 42 hours: Candidates must have grade point averages in their major of at least 2.50 (cumulative and in-residence) and no grade lower than a C in all required courses completed. They must also have completed a minimum of 48 semester credit hours (including 18 advanced). Music majors must also satisfy music proficiency requirements.
- Candidates must have completed all required advanced pedagogy and professional responsibilities courses (ED 4321, ED 4322, EPSY 3311, KIN 3357 for all-level physical education) and RDG 4320 with grade point averages of at least 2.50 (cumulative and in residence) and no grade lower than a C. Candidates seeking additional certification areas must meet the same requirements as listed above.

Note: Candidates should consult their degree plans for reference to required courses in their major and minor. Any deficiencies or requirements listed below must be corrected and/or completed:

- **By the end of the second summer term for fall student teaching - or -**
- **By the end of the fall semester for spring student teaching.**

How and when do I apply for the Education Preparation Program?

To be eligible to apply for the Education Preparation Program, all candidates must have completed:

- At least 60 semester credit hours (SCH) with a cumulative grade point average of at least 2.50
- At least 12 SCH in their major/teaching field coursework with no grade lower than a C and a GPA greater than 2.50
- Course work to demonstrate proficiency across several subjects. Candidates must have earned a grade of C or better in these courses:
 - Reading – History 1301, 1302 AND Political Science 2301, 2302
 - Writing – English 1301, 1302
 - Mathematics – Mathematics 1302 or an equivalent course
 - Communication – Communication 2301 or 2331

Candidates must also have met the requirements of the Texas Success Initiative (TSI). The TSI skill requirements are normally met at the time of admission to the university or through required coursework. For more information about the TSI, visit the Angelo State University TSI website.

All applicants must possess sound physical health, sound mental health and acceptable moral character. The admission committee may require the candidate to undergo physical and/or psychiatric evaluation.

TEExES Eligibility and Registration Procedures

For candidates to be eligible to take the Texas Examination of Educator Standards (TEExES), they must have completed the approved certification program requirements for each examination. Candidates should consult with the appropriate ASU department or college concerning certification program requirements.

What is the application process for student teaching?

Before you can apply for student teaching, you must attend a **mandatory** student teaching application meeting during the long semester **before** your student teaching semester. For times and dates of these meetings, contact the EPI Center at (324) 942-2209.

Candidates applying for the student teaching program must submit these materials to the EPI Center:

- An application for student teaching
- A detailed degree evaluation
- A copy of a post-baccalaureate certification plan (if the candidate already has a degree)
- Biographical data/philosophy of teaching
- Two faculty recommendations, one recommendation from upper level content coursework and one recommendation from pedagogy coursework
- If previously employed by a school district, submit an official copy of district service record to prove one year or more of service to waive nine hours of student teaching. (Note: the corresponding block class – ED 4315 or 4323 – must still be taken.)

The field experience advisor must approve all applications. Candidates applying after the

deadline for the student teaching semester must petition the field experience advisor.

At the time of application, candidates must have completed:

- All of the criteria for admission to the Education Preparation Program
- A minimum of 95 semester credit hours (SCH) with a cumulative grade point average of at least 2.50
- The process of establishing that they possess sound physical health, sound mental health and acceptable moral character. The admission committee may require the candidate to undergo physical and/or psychiatric evaluation.

Where will I be placed for my student teaching?

Candidates may request an assignment in San Angelo or outside of the San Angelo area in school districts with which ASU maintains a Student Teaching Cooperative Agreement. We have 40 school districts that have agreed to host our student teachers. However, there are several factors that determine whether a student teacher will be placed in one of those districts.

Geographical distance from the university is an important consideration in the most effective use of faculty and resources. Candidates who student teaches in a district more than 50 miles from San Angelo will be charged a Remote Student Teaching Fee of \$600.

After candidates have been accepted into the student teaching program, their assignment requests are routed to the receiving schools. The building principals at those schools will approve and assign cooperating teachers for those student teachers.

How do I register for student teaching?

Upon final approval into the student teaching program, candidates will receive an e-mail indicating which courses to enroll in (12 credit hours of student teaching courses will be shown on their degree or deficiency plan). We will also release the holds on those courses, thus enabling the candidate to register. Candidates registered for 12 hours of student teaching are not allowed to enroll in any other classes conflicting with responsibilities of the student teaching semester (7:30 a.m. to 4 p.m. Monday-Friday). Candidates may register by phone, online or in person.

Before you register, view your holds on RamPort. If you have any holds, identify the department that has entered the hold and clear it as soon as possible. Candidates are allowed until the end of the previous term to become fully eligible for student teaching. Applications are screened after the final term grades are posted. Any applicant not meeting requirements will be withdrawn from student teaching.

Any candidate taking a correspondence or online class is responsible for grade transfers to ASU. Candidates are encouraged to take correspondence and online final exams as early as possible to allow time for the final grade to transfer to ASU prior to the first week of classes. No grade is official until the registrar posts the grade.

How long is the student teaching semester?

Certification candidates must each complete 14 weeks of a full-day teaching practicum. Candidates must make serious decisions about any absences for personal reasons that would interfere with the requirements of the student teaching days. **Lack of required minimum attendance will result in the candidate not meeting the state attendance requirement.**

Student teachers must follow the public school calendar during their assignments and are expected to be in school every working day. Student teachers will also be required to attend planned in-service events. In the case of any situation in which a student teacher must be absent from school, the cooperating teacher(s) and the university supervisor should be notified as soon as possible.

All absences will be documented and must be made up according to a plan that is jointly developed by the student teacher, the university supervisor and the cooperating teacher(s). Normally, there should be no reason for the student teacher to be late for school or other responsibilities. If the situation is unavoidable, the cooperating teacher(s) and university supervisor should be notified. A full day of missed classes will be made up with a full day of instruction. After-hours tutoring, study hall, etc., will not be allowed to make-up missed teaching time.

How can I obtain more information about student teaching?

Contact the Educator Preparation (EPI) Center: **Lesley Casarez** Field Experience Advisor lesley.casarez@angelo.edu (325) 942-2209

Field Experience Advisor Roles

STUDENT TEACHING

Placement of Student Teachers

Once candidates have been approved to student teach, the field experience advisor will begin working on placements in the schools.

- If they are seeking EC6 certification, they are placed at an elementary school. They will do seven weeks in one class and seven weeks in another class. The preference is for them to do one placement in a state testing grade and one placement in a non-testing grade.
- If they are seeking 4-8 certification, they are placed at a middle school/junior high school. They will do one placement for fourteen weeks. Candidates may request to do an older elementary grade. If so, they will still do one placement for fourteen weeks.
- If they are seeking 8-12 certification, they are placed at the high school level. They will do one placement for fourteen weeks. The exception is when candidates are seeking the math/science certification. They will do seven weeks in math and seven weeks in science.
- If they are seeking all-level certification, they are placed for seven weeks at an elementary school and seven weeks at a middle school or high school. The exception to this is all-level music. These are placed and supervised by the music department.

In SAISD, high school placements are not made at Lake View in the fall semester. They can go to Central or Central Freshman. If a candidate is seeking certification in History, they must go to Central (Central Freshman only offers geography).

Students may be placed in districts outside of San Angelo. There must be a Cooperative District Agreement between ASU and that particular district. There also must be approval from the principal and adequate class time for that candidate's certification area.

Typically, three candidates are placed at each elementary campus. Some campuses can take four, but it is up to the principal on that campus. Candidates seeking Special Education certification are spread throughout the participating campuses.

Contacting Principals

Once the advisor makes potential placements, principals are contacted via email. The email should be similar to the following:

For elementary placements:

Good afternoon,

Below is a list of student teachers that I am hoping to place on your campus for the fall. Tuesday, August 23rd at 9:00 a.m. they will be on campuses for a Meet and Greet. They will be on campuses full time starting Wednesday, August 24th. The EC-6 GEN students will need to have two seven-week placements in any grade kinder-sixth. If at all possible I would prefer they are placed in a non-TAKS grade placement and a TAKS grade placement with at least one grade level between the two placements. The EC-6 SPED student will need to be assigned seven weeks to a SPED teacher and seven weeks to a Regular Education teacher.

1. Student Name CERT AREA

If you are able to host these students on your campus, could you please let me know who their cooperating teachers will be as soon as you can (with their grade level)?

If you have any questions or concerns, please do not hesitate to let me know. Thank you for all that you do!

For secondary placements:

Good afternoon!

Below is a list of student teachers that I am hoping to place on your campus for the fall. Tuesday, August 23rd at 9:00 a.m. they will be on campuses for a Meet and Greet. They will be on campuses full time starting Wednesday, August 24th.

Student Name CERT AREA

If you are able to host these students on your campus, could you please let me know who their cooperating teachers will be as soon as you can (with their grade level)?

If you have any questions or concerns, please do not hesitate to let me know. Thank you for all that you do!

Principals will then assign each candidate with a cooperating teacher or teachers. If

they are in SAISD, the appropriate Executive Director of Schools must approve the cooperating teachers before being sent back to the Field Experiences Advisor.

Once everyone is approved, the cooperating teacher and principal are listed in the database.

Assigning University Supervisors

A full time load for supervisors is nine student teachers. However, in the fall, most supervisors will have a lighter load.

Use the table below to assign candidates with supervisors. This will depend on whether they are undergraduate or graduate, what certification area they are seeking, and what district they wish to be placed in. The music department supervises all-level music candidates. The Agriculture department supervises the students seeking Agriculture certification.

Supervisor	Hire Date	Home Base	Students	Level	Previous Schools	Other Districts
Wetzel	1996	San Angelo	UG	4-8, 8-12	CHS, CFC, Lee, Glenn	
Ward	1996	San Angelo	UG	EC6	Reagan, Ft. Concho, Glenmore	
Hirschfelt	1999	San Angelo	UG	EC6	Crockett, Santa Rita, San Jacinto	
Jones	2000	San Angelo	UG	All-level, 4-8, 8-12		
Hill	2000	Sonora	UG/GR	Any	Any	Sonora, Ozona, Reagan County
Luce	2002	San Angelo	UG	Any	Any	Grape Creek, Water Valley
J. Hudgins	2002	San Angelo	UG	EC6	Bonham, Lamar	
D. Hudgins	2003	San Angelo	UG	Any	Any	
Hight	2005	Christoval	UG/GR	Any	Glenmore	Wall, Eldorado
B. Hudgins	2007	Colorado City	UG	Any	Any	
Parks	2009	Midland	UG	Any	Any	
Allcorn	2009	Winters	UG/GR	Any	Any	
Miller	2010	San Angelo	UG/GR	Any	Any	Miles, Veribest, Mertzon

Dividing Courses

Each level of student teaching is assigned one section the semester before it is

offered. ED 4975 is for EC-6, ED 4974 is for all-level certifications, ED 4973 is for 8-12 certifications, and ED 4972 is for 4-8 certifications.

After supervisors have been assigned to students, the section needs to be divided into a section for each supervisor. This can be done by the Office Coordinator for Teacher Education. This must be done after University Supervisor contracts have been approved by the Provost office and after they have been cleared in Banner. Once these are divided, a list is sent to the Registrar regarding which students go into which course.

There are two block courses. ED 4323 is for students seeking certification in all 8-12 areas, 4-8 Math, Science, and Social Studies. ED 4315 is for all EC-6, 4-8 Generalists, 4-8 ELAR, and all-level certificates.

Before the Semester Starts

After all approvals have been given, a list of approved students goes to the Office of Financial Aid. This should be done approximately two weeks before the semester begins if possible in order for Financial Aid to be awarded to students who qualify. The list should include CID, first name, and last name of approved students.

A list of approved students will also go to the Registrar's office. This list will contain CID, first name, last name, and any information related to which course they are assigned to for student teaching and block.

A list of approved students in SAISD goes to Linda Knowles in the HR department so she can complete a criminal background check on candidates assigned to SAISD. The students must apply online and she will check those who apply against the list to verify that they are eligible.

A list also goes to the CoE Dean's Secretary to advise her of anyone exempt from student teaching, block only students, post bacs, and withdraws.

Informing Students of Placements

Before the semester starts and once placements are confirmed with principals, an email is sent to the candidate to inform them of their placement for student teaching.

Good morning,

Your student teaching placement information is below. Student Teacher Orientation will be Monday, January 10th and Tuesday, January 11th. Monday we will start promptly at 8:30 a.m. In the CJ Davidson Ballroom in the University Center. Within the next couple of days I will send out a more in-depth email about Orientation.

Belaire Elementary
1st Seven Weeks:
Cooperating Teacher: Tami Rutland
Grade Level: 1st
2nd Seven Weeks:
Cooperating Teacher: Chris Sloan
Grade Level: 3rd

See you Monday.

Once these emails are sent, it is advisable to send the other students an email similar to the one below in order to prevent numerous phone calls and emails while waiting on final placement information:

Good afternoon everyone,

Today I sent out the student teaching placements that I have to date via email. Those of you who have not received an email that means I am waiting on your placement information from principals. I will send you your placement information as soon as I receive it. Please realize that campuses have been closed the last two weeks and most start back tomorrow, so I fully expect to have all information in from principals within the next few days.

Normally placement information is not given until the first day of Student Teacher Orientation, so please be patient. Continue to check your email because as soon as I get information from a principal I will email you your placement information.

Student Teacher Orientation will be Monday, January 10th and Tuesday, January 11th. Monday we will start promptly at 8:30 a.m. in the CJ Davidson Ballroom in the University Center. Within the next couple of days I will send out a more in-depth email about Orientation.

Sincerely,

During the Student Teaching Semester

After the first seven weeks of student teaching is complete, the Field Experiences Advisor will send all cooperating principals the results of the Effects on Student Learning 1 and 2. This information is pulled from TaskStream.

The email accompanying this information is as follows:

Dear PRINCIPAL,

TEA/SBEC is now requiring Educator Preparation Programs to provide student teaching benchmark scores to campus principals. ASU student teachers have four formal Effects on Student Learning (EOSL) benchmarks to evaluate a candidates progress throughout student teaching. Each semester I will send you the first two benchmark results mid semester and then all four benchmark results at the end of the semester. The benchmark results will be separated by tabs at the bottom of the document.

Student teachers are evaluated with a score of 1, 2, 3, or 4. A one means they need improvement is considered failing for our program, a two means they are doing okay, a three means they are doing good, and a four means they are doing excellent.

A new requirement this year is obtaining proof that administrators have received this documentation. Please reply to this email and just let me know that you received it. If you have any questions or concerns please do not hesitate to contact me.

Thank you for all that you do!

SBEC is now requiring that EPPs keep read receipts or other information that shows the principals have received this information. The Field Experience Advisor keeps a folder within her email of the responses that this information was received.

The same report will be sent out again at the end of the student teaching semester. However, this time it will have all four Effects on Student Learning.

Faculty Recommendations

When students apply to student teach, they are required to give the names of two faculty members who will do a recommendation form for the student. There should be recommendations from one content area professor and one pedagogy professor. The form is on the next page:

Student Teaching Recommendation College of Education

Please complete the recommendation form concerning your impression about the candidate's capacity to be a teacher. Please return the completed form to the Director of Field Experiences within two weeks.

Candidates Name:

Campus ID:

Evaluator:

Date:

Please Check One:

Content Recommendation

Pedagogy Recommendation

Please Check One and provide requested documentation:

I recommend this candidate for student teaching.
(Please list two characteristics of this candidate.)

I recommend this candidate for student teaching with concerns.
(Please list your concerns.)

I do not recommend this candidate for student teaching.
(Please list the characteristic/behaviors that are of concern to you.)

After all applications are turned in, the Field Experience Advisor will send all the requests to the specified professors. The email accompanying these forms is as follows:

Dear Professor,

Candidates that are applying to student teach must now submit two faculty member names with their student teaching application, a faculty member from their pedagogy coursework and a faculty member from their content coursework, that would be willing to give the candidate a recommendation for student teaching.

If a candidate receives two positive recommendations from faculty their application for student teaching will be evaluated to make sure they have all the criteria necessary to student teach. If the candidate receives any recommendations with concerns I will bring the candidate in and council them about the concern and what it will take to complete a successful semester of student teaching. If a candidate receives any negative recommendations they will be denied to student teach. With any denial to student teach, whether it be for GPA, missing coursework, or a negative faculty recommendation, the candidate will be advised of the appeals process and if they choose can appeal to the Admission and Retention Appeals Subcommittee.

Attached is a file that has the faculty recommendation form for each candidate that has asked to use you as a faculty recommendation for their student teaching semester. Please fill out the form and return it to me electronically by Friday, October 28. All candidates have signed the below disclaimer, and have acknowledged that they will not be able to see the recommendation that has been submitted. All recommendations will be held in confidence by my office.

I agree and understand that the information given by Angelo State University Faculty will be kept confidential from me so that the faculty member will be able to speak freely about my character/disposition. In that regard, I hold them harmless from any civil actions on my part regarding their comments. I waive any right to see the recommendation form at any time. I understand that the information given by an ASU Faculty member will be used to determine the eligibility to student teach at Angelo State University.

Student

Signature: _____

Date: _____

If you have any questions, or need any assistance please do not hesitate to contact me.

Thank you for all that you do!

If a student gets all positive recommendations, no further action is needed. If a candidate is recommended with concerns, the Field Experience Advisor will have the candidate make an appointment to come in and go over the concerns. If a candidate is not recommended, all of their application paperwork will go to the Teacher Education Council Subcommittee on Admission and Retention for review. The committee will decide whether to deny the candidate for student teaching or to admit them. If the candidate is denied, they may appeal to the Teacher Education Council Appeals Subcommittee in writing within five days.

FIELD EXPERIENCES

Classroom Orientation

During the second week of the semester, the Field Experiences Advisor will make arrangements with all professors who teach courses requiring field components to come in and speak with the classes. The Field Experiences Advisor will go over how to apply, how to do a background check through SAISD, and other information on the template on the next page:

Helpful Hints

Arriving early is being on time.
Dressing conservatively is the key.
Go in with a positive attitude.
Use appropriate language.
Ask appropriate questions.
Sign in at the Office for each visit.
You must get a SAISD name badge.

Do not include travel time as part of your observation time.
Special permission is needed from your Professor for concentrated observations.

Dress Code

1. Nothing may be worn that shows the midriff. To check stand up, lift up your arms, if you can see flesh you cannot wear it.
2. No low cut tops. To check lean over in front of a mirror, if you can see down your top do not wear it.
3. No Jeans.
4. No short skirts.
5. No spaghetti straps, tank tops, or visible under clothing.
6. No slogan shirts may be worn.
7. Earrings may be worn on the ears only. No body piercing is allowed. This includes tongue, nose, naval, eyebrows, lips, etc.
8. Wear appropriate size clothes, nothing too small or too large.
9. Tattoos are required to be covered. No visible tattoos (ankles, upper arms, etc).
10. No flip-flops of any kind.
11. NO FIREARMS or AMUNITION
12. NO TOBACCO PRODUCTS OF ANY KIND
13. NO CELL PHONES leave them in your car
14. NO GUM CHEWING

Dates To Remember

September 1st - Paperwork Due by 5:00 p.m.

(Field Experience Application (CARR 287) and Online Criminal Background Check)

September 12th, 12 p.m.- Field Experience Assignments and Principal Meeting Dates and Times will be posted on the wall outside the EPI Center (CARR 287).

September 14th -16th - Principal Meetings

After meeting go to the SAISD Administration Bldg to get name badge (\$2) 1621 University Ave.

September 19th – Field Experiences Begin

September 27th - Mandatory Student Teaching Meeting

(11:00 a.m., 3:00 p.m., 6:00 p.m. UC 203/204)

September 28th - Mandatory Student Teaching Meeting (1:30 p.m. UC 203/204)

Application

Candidates fill out an online application for field experiences, usually within the first three weeks of the semester. It lists the courses they need placement for and the number of hours needed, as well as contact information.

Once applications are in, a master list is compiled which lists the candidates' names and the campus they will be placed at. This list is sent to Linda Knowles at SAISD, so she can check the names against the SAISD application for background checks.

Placement

Once all applications are turned in, the Field Experience Advisor will send a list of possible placements to the principals. The email template is as follows:

Good evening.

I have attached a document that lists the students that have requested to do Field Experiences on your campus. Their professors would like for them to see everyday happenings in the classroom (lessons, activities, etc.). During observations these students can certainly sit with a small group of students or even sit with one particular student. If you can host these students on your campus, what day and time would you like to meet with them? Meetings usually only take a few minutes so you can tell them their assigned teachers name and contact information, as well as any other information you think they might need. Principal Meetings are at your preferred time September 14th, 15th, or 16th. I have attached the schedule from last semester so you can see what you picked.

Please let me know if you can host these students on your campus as well as the day and time you would like to meet with them. Thank you so much for considering to host ASU Field Experience Students on your campus!

The principals will respond with whether they are able to host the candidates, as well as when they would like to meet with them. The Field Experience Advisor will compile the dates into a Principal Meeting Schedule to be posted for candidates. The Field Experience Advisor will also compile a master list with the candidates' first and last names, and the school placement for their field experience.

The following information shows the field experiences required per course:

- ED 4321- 15 hours
Observation Only
- ED 4322- 15 hours
 - Observation and one mini-lesson
- ED 4323- 30 hours- block only
 - Teach 4 lessons
 - Give 1 assessment
 - Work with small groups and whole class
- RDG 4320- 15 hours
 - Teach Two Strategies (5-15 minutes)
 - Work one-on-one or with small groups for 2 hours
- SPED 2361- 10 hours
 - Observing SPED student in regular ed classroom
- ECH 4450- 20 hours
 - K-3 placement
- SPED 3360- 12 hours
- SPED 3364- 15 hours
 - SAISD SPED (Lubke) will make placements
 - Not offered in fall
- SPED 3365- 10 hours
 - Placed at Fannin Elementary
- 4360- DO NOT PLACE THESE STUDENTS, Reading Practicum,
will talk to courses about professionalism and dress code.

** Enter all applications in database regardless if making the placement or not. **

GRADUATE PLACEMENTS

Graduate placements are made for any student who is obtaining advanced certification: Counselor, Diagnostician, Principal, and Superintendent.

Application

Candidates must turn in an application for the following semester if they plan to do their practicum course at that time. The application gives the Field Experience Advisor the information needed to verify placements. The application is on the following page:

**Graduate Intern Application
Angelo State University**

Mail completed application to:
Educator Preparation Information Center,
Office of Field Experiences, ASU Station #10914, San Angelo,
Texas 76909.
You may also send as an e-mail attachment to:
edintern@angelo.edu

Name:		CID #:	
ASU e-mail:		Alternate E-mail:	
Mailing Address:			
City, State, Zip Code:		Phone:	
		Work Phone:	
Program:			
Supervising School/District where clock hours will be accrued: <i>(if in SAISD, skip to "degree seeking")</i>			
School Principal/District Superintendent:			
Supervising Certified School Counselor/Diagnostician			
Degree seeking? <input type="checkbox"/>			
Certification only (no degree) <input type="checkbox"/>			
Expected completion of all requirements:			
Fall 20 _____		Spring 20 _____	Summer 20 _____
Additional Courses to be Completed:			
Fall 20 _____		Spring 20 _____	
List up to a maximum of 4 courses:		List up to a maximum of 4 courses:	
CI/ED	CI/ED	CI/ED	CI/ED
CI/ED	CI/ED	CI/ED	CI/ED
Summer I		Summer II	
List up to a maximum of 2 courses		List up to a maximum of 2 courses	
CI/ED	CI/ED	CI/ED	CI/ED

To complete this application, you must submit the following:

1. Everyone: A letter (on school letterhead) from the school principal approving your conducting the practicum experience on his/her campus. If seeking Superintendent certification, a letter from the district superintendent approving your conducting the practicum in his/her district.
2. If seeking counseling certification, a letter from a certified school counselor stating his/her willingness to serve as site supervisor for your practicum experience. If seeking diagnostician certification, a letter from a certified diagnostician stating his/her willingness to serve as site supervisor for your practicum experience.
3. If seeking counseling or diagnostician certification, a copy of your liability insurance (example: ATPE insurance, Texas Counselor Association student membership & insurance, etc.)
4. If your school district does not currently have a cooperative agreement with Angelo State University, that must also be completed by the Superintendent before your practicum experience. The Office of Field Experiences will contact you if this is needed.

Once all applications are received, the Field Experience Advisor will get with the program advisor to make sure the candidate is qualified and ready for practicum. She will also check to see if a Cooperative District Agreement is needed, and if so, will send out to the district superintendent. The Field Experience Advisor will also secure a qualified observer to work with the program advisor and will get the contract for the observer processed. If any travel will be accrued by the observer, the Field Experience Advisor will also get that paperwork submitted for reimbursement.

Once all paperwork is in, the Field Experience Advisor will let the Curriculum and Instruction Office Coordinator know which candidates are approved for practicum. The Office Coordinator will approve them and send them an email on how to register.

APPEAL PROCESS

A candidate that has been denied to student teach has the right to the appeal process. Within five working days of being informed of the denial the candidate must submit an appeal letter to the Field Experience Advisor. The letter should be addressed to the Admission, Retention, and Dismissal Committee and should explain any circumstances that need to be considered as to why the candidate has not met the minimum requirements to student teach. The Field Experience Advisor will submit all appeals and any application information to the Committee Chair. The Committee Chair will call a committee meeting to consider all appeals. The Admission, Retention, and Dismissal Committee has the right to request a meeting with the candidate. The Committee will consider and discuss all appeals and relay their final decision to the Field Experience Advisor.

For additional Certification information please refer to the Certification Procedure Manual located on the College of Education homepage.

- www.angelo.edu/dept/ceducation/
- On the left navigational menu hover over Educator Preparation Program (EPP)
- Student Teaching/Field Experience
- On the right of the page under Helpful Links
- Field Experience Procedure Manual

