

**Undergraduate Program Advisory Meeting
Teacher Education Faculty Meeting
August 31, 2012 12:15 p.m. Room 112 Carr**

Minutes

Present: Agan, Bain, Banker, Bullion-Mears, Burnett, Bustos, Gee, Lucksinger, Maxedon, McGilvery (Skype), Miazga, Pruitt, Purkiss, Seibert, Solomon

Absent: Eisenwine, Hakes

Meeting called to order at 12:15PM

Announcements:

- Congratulations to Dr. Banker for helping to get the special education program CEC-SPA approved
- If you wish to participate this year in SAISD's EGO program on campus, please contact Rebecca Flores (rebecca-flores@saisd.org)
- Student/Student Teacher Relationships & Copyright Issues
 - NO relationships
 - Encourage student teachers not to use internet for instructional resources due to copyright issues
 - CITR will be offering a workshop in copyright laws. Also, if you have questions contact Maurice Fortin in the library.
- SACS will be on campus March 19-21
- Dr. May has said "No More" -
 - University Professorship
 - National memberships fees paid by university
 - University cell phones & stipends
- Do not leave graded projects or papers in hallway for students or in the main office – keep students' work in your office or hand out during class time – due to student privacy issues
- Do not put items on walls with nails or screws in the hallways
- Do not place tables in the hallways - it impedes traffic
- USTD 1201/1301 – are looking for peer mentor - contact Andy Wallace if you are interested in being a mentor
- Be sure to post leave time at the end of every month - August 23 & 24 are considered official work days – you only have to submit a report if you miss
- Many students on campus this semester will be English-as-a-second-language students, contact the international studies office for support information for these students if needed
- Patty Rush has been employed as a graduate assistant by Dr. Purkiss for the NOAA grant and will be working out of CARR 118 - No one else can use her, because she is paid by federal funds
- Lauri Trice is paid out of department funds and is available to everyone – however, she is currently helping Dr. Eisenwine cover for Dr. Hakes' classes, as well as helping Dr. Bustos with ED 2309

- Dr. Hakes will not be here next Tuesday & Wednesday as she had planned - she has not been released by her doctor.

Agenda Items:

1. NCATE Update & Information – Dr. John Miazga (standing in for Dr. Eisenwine)

- The SPED program has been recognized by CEC-SPA
- “Effects on student learning” need to be added to all practicum courses.
 - How will the department address this?
 - At the present time, faculty are looking at practicums and the structure of practicums - both the state & NCATE’s emphasis are on “the effects on student learning”
 - What do we know about the practicum students’ effects on student learning out in the field?
 - Student Teachers are using a standard lesson plan based on TxBESS format - Are our student teachers collecting information/data to learn what their students are learning?
 - Currently redoing the Principal’s evaluation system & a new Teacher evaluation system that has to do with their effect on student learning in the schools - how will we address this?
 - Observation hours - all candidates should be "actively engaged" –
 - Create list of acceptable activities that candidates can engage in during observations
 - Observations should not be just "seat time"
 - What you need to be measuring is the candidate’s engagement at the observation site.
 - Teacher Candidates need to provide evidence of their effect on student learning
 - How do they know if their lesson was effective or not?
 - Data collection/cause and effect
 - And, based on data collected, what are they planning to do next for student learning?
 - Candidates need to be actively involved in analyzing their effect on student learning
- Extra questions on IDEAs –
 - Need to review the questions department currently uses and revise for better use of feedback
 - How many questions are needed? 1 or 10 – However many are needed to collect data to help improve the program
 - Identify characteristics of the program and how to use them to improve the program
 - Spring 2012 program results for additional questions:
 - 48. Content was appropriate for goals of the course. = 4.6
 - 49. The assignments were relevant to the course. = 4.6
 - 50. Information and instructions given for assignments were clear. = 4.2
 - 51. The Blackboard course website was easy to navigate. = 4.4
 - 52. Candidate’s responsibilities to successfully complete the course were clear. = 4.5

- Summary data is available for college and posted on the web - data is quite good in comparison to ASU & other IDEA responses
 - What feedback does the program want from teacher education students to improve our program? Degree program specific data needed
 - What types of questions/statements needed on IDEA? – “Content of this course seems appropriate to the degree I am seeking.”
 - C&I uses questions concerning the relevance of course to program, as well as content and assignments demonstrate professional skills needed
 - It was agreed upon to use the 2 following questions instead of the 5 that have been used:
 1. The relevance of this course to my intended program was clear.
 2. The content and assignments in this course helped me develop valuable and useful professional knowledge and skills.
- Ella Burnett, Office Coordinator, will have these prepared and ready with the IDEA when they arrive. FIF for Fall 2012 must be submitted by September 25 she has to send them to IRA by Sept. 26.

2. Test Prep Online – Meghan Siebert, Instructional Designer

- Megan Siebert is our new technology integration specialist
- Developing online test prep for all program candidates - TEA expects this as a requirement and it is currently missing in our program
- Not required to keep track of who uses it or the success of those who take tests - must be free and outside of a course – it is an "opportunity" that must be available
- It has great potential to be a tool for research data
- PPR Test Prep - undergraduate & graduate - possibly students from other departments
- Blackboard graded & student driven
- PPR/Counseling/Principal are areas that are initially covered
- Questions come from ETS manuals
- EPP students will automatically be enrolled when accepted into program
- Concern over copyright issues – double-check rights to use current test questions

3. Blackboard Shell - Meghan Siebert, Instructional Designer

- Graduate program is using a common Blackboard shell - structure will look the same - layout will repeat from course to course for students to become familiar/comfortable navigating from course to course
- Blackboard shell is available to all College of Education faculty who wish to use it – contact Meghan to get the zip file if you wish to use it for your courses
- The key to the Blackboard shell is consistency - so students can always find information easily
- New “Support” tab - now offers other information besides I.T. – such as the accessibility statement
- “My Career” tab – new Career Center - job & internship searchable database

- “Smart Online” tab - Writing Center/Math Lab/ Supplemental Instruction
- Plans are to build an “Education” tab - with general college/department information modules
- Meghan will be building in 2nd Life and she will also be the Smart Board expert
- Her lab is CARR-EFA 124 – she is available to help you with your courses
- Meghan’s office is located in CARR-EFA 155 - if you need help with Blackboard, TaskStream, 2nd life, etc. contact her.

4. Blue/Gold Event – Friday, Sept. 7, 2:00-5:00 PM, Drs. Purkiss & Bustos

- Dr. Lucksinger has requested table & flag for this event
- Drs. Purkiss and Bustos have volunteered to help facilitate flag making
- Asked Megan Word to help since she has department display from SOAR
- This event is focused on freshman
- This event is in lieu of the traditional convocation – it is a celebration to welcome freshman to campus
- Volunteers include – Purkiss, Bustos, Solomon, Word
- Need to have census report run to contact new Education freshman
- Would like junior/senior level students to participate - good project for student organizations - at least 2 students from each organization
 - Charlene Bustos - CEC
 - Gee - TSTA
 - Purkiss - KDP
- Meeting at 2pm in CARR-EFA Spine – for flag making
- Dr. Lucksinger will provide water for the walk over to the Junell Center
- Department information & club information should be available at the Auxiliary Gym

5. QM Update & Information & 2nd Life Update – Dr. Banker

- Trying to have another training on September 15th or 22nd - mostly adjuncts this time around
- QM will be required for any class that is online only and web-blended
- Courses will go through campus peer review - probably happen in spring
- 2nd Life – the Dean is getting an “island” and hoping to get EPI set-up for virtual academic advising
- Dr. Banker has 3 SCH release to work on QM and 2nd Life

6. Core Curriculum – Dr. Purkiss

- ED 2323 is currently department’s only core course
- Core curriculum is changing - classes will now be “competencies” – should be in place by 2014
- Changes in core will mean changes in program
- It does not look like algebra will be in the core, though that may change

- ED 2323 – It was agreed to continue to submit this course as department’s core course
- Core based on “competencies,” which include critical thinking, communication, computation, social responsibility, personal responsibility, and team work – a core course has to have all these areas and assess all these competencies within the course
- USTD 1201/1301 issues – now required of all freshmen and will add extra hours to degree. Future possibility of building USTD courses to fit program.
- Component area - requiring the USTD of everyone – the department needs to figure out how this will work in our program, but the course can possibly be built to go with individual programs - possibly add some ED 2302 information into an education specific USTD course
- Core will be 42 hours and only 42 hours (+ 2 lab hours = 44 hours)

7. Dispositions Update & Information – Dr. Purkiss

- Reworked DFRs - new forms have been sent out
- Disposition Incident Report (handout) - opportunity to fill out form for a student in class who you feel may cause major problems for our program - major issues are mainly in the secondary level (i.e. physical threatening/student teaching issues), because that is the first time they are in the classroom environment – discovering anger management issues
- Want to catch problems before student teaching - now hoping that others on campus will be able help inform us of problems before students get to student teaching

8. 2012-2013 Timeline Date for Annual Evaluations, Tenure & Promotion – Dr. Lucksinger (handout placed in mailboxes this week)

- Peer Review Committee – Bullion-Mears (chair), Purkiss, & Gee
 - A. 2nd Year & Annual Evaluations
 - B. Tenure & Promotion
 - C. Post Tenure Review: Eisenwine & Bullion-Mears
- Those doing Post Tenure Review must also do an Annual Evaluation

9. Region 15 – Dr. Lucksinger

- Region 15 representatives are speaking to ED 3314 – asking for students to sign up for workshops and explaining how to create accounts to fill out registration information for workshops
- Dr. Eisenwine says department may only need a few more classes to catch students for registration for REGION 15 workshops – What courses are those?
- RDG 3332 classes are receiving the SCOPE presentation
- It is up to individual faculty to contact Region 15 to visit your classroom – contact Karan Duwe (karan.duwe@netxv.net)

10. OP Policies – Dr. Lucksinger

Please be aware of the following Operating Policies:

- OP 52.04 Attendance (was placed in your box) - no change, just review
- OP 44.00 Security - make sure you are following the security policies
- OP 44.01 Information Technology & Security
- OP 04.12 Definition, Calculation of Credit Hours - no real change
- Please review other OPs as they are distributed via emails from Brenda Stewart
- Appendix D - Do faculty still have to sign those every year? OP 04.11

11. Field Experiences & Placements – Tia Agan (handout)

- Handout showing courses & what schools they will be in was distributed
- Professional Education minors - every college now has information on the required observation hours for the courses required for this minor
- Criminal background checks - must be done by Sept. 6
- Sexual harassment training not needed for practicums, only student teachers
- Tia Agan will inform faculty when students have cleared the criminal background check
- Planning to create separate Field Experience application for next semester

12. Admission to EPP “Interview” Component – Wendy Storms/Chris Pruitt/ Meagan Word

- Department of Teacher Education Minors:
 - Professional Education = leads to future certification
 - Education = just a minor, no practicum (aka Reading minor)
- New interview process for EPP – the college was lacking an interview process to be accepted into EPP
 - Effective Spring 2013 - advisors will be asking students to sign-off on information received during advising - once a student has signed, a hold will be lifted enabling them to enter EPP
- Advising - once students are in EPP, Christine Pruitt will assign them to a faculty advisor
- Dr. Evans’ advising students have been advised by Megan since his departure – they will be split among faculty. Dr. Bustos (in 2nd yr) is now allowed to advise. Dr. Hakes will not be assigned any new students due to her current health issues.

13. iPad Cart and Access to CARR 124 - Ella Burnett

- The iPad cart can be used in your classrooms or used in CARR-EFA 124 – Must be checked out via Ella Burnett.
- There are 30 iPad 3s – low end not a lot of storage so do not download a bunch of Apps.
- Dr. Lucksinger used them this summer with success

- In order to use the iPad cart, please reserve it through Ella Burnett. She will keep track of reservations and keys to the cart lock.
- To gain access to CARR 124, contact Audrey at extension 6563 and she will set you up a PIN for this room – access PIN will only work on the door next to CARR 127 and not to the door in the Spine

14. Library Rep – Dr. Bullion-Mears

- No information on budget, but send any request information to Dr. Bullion-Mears
- Remember, if requesting purchase of videos be sure to ask for streaming rights at the same time, it is much cheaper to do it this way than to ask for streaming rights later – Streaming rights usually cover a 3-year period
- If you request videos and streaming rights, be sure to actually use them in your courses

15. Other items

- Professional goals – a new form being created watch your emails- to be submitted with your annual evaluation packets; Second Yr Faculty due by Sept. 17.
 - Be sure to take previous goals and discuss your results as well as add new goals
- Dr. Gee wanted to clarify that the Department of Teacher Education now houses the secondary education courses – It was confirmed that the Department of Teacher Education now encompasses ALL undergraduate education courses
- Concern was also raised about practicum classes with more than 58 or 59 students enrolled
 - Doing more with less faculty
 - Using room size to help set maximum class enrollment
 - Try to schedule practicums in classes that are in rooms that do not hold over 30
 - Drs. Gee & Purkiss are willing to move practicums to M/W to free times for Dr. Busto’s practicum on T/TH but this does not help the situation, so best to stay with the T/TH for ED 4309 and Ed 4314.

Meeting ended at 3:05pm

Next Teacher Education Advisory Committee/Faculty Meetings:

Fall 2012

Friday, October 5	1:00 – 3:00 p.m.	112 Carr
Friday, November 2	1:00 – 3:00 p.m.	112 Carr
Friday, December 7	1:00 – 3:00 p.m.	112 Carr

Submitted by Ella Burnett, 9-5-2012

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Agenda**

Sign-in

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 - SPED recognized by CEC spa, effects on student learning added to all “practicum” courses. How will we address that?
 - Extra questions on IDEAs – review the ones we have and revise for better use of feedback (need 10?)
2. Test Prep Online – Meghan Siebert, Instructional Designer
3. Blackboard Shell - Meghan Siebert, Instructional Designer
4. Field Experiences & Placements – Tia Agan [handout]
5. Blue/Gold Event – Friday, Sept. 7, 2:00-5:00 p.m., Drs. Purkiss & Bustos
6. QM update & Information & 2nd Life Update– Dr. Banker
7. Core Curriculum – Dr. Purkiss
 - ED 2323
 - USTD 1201/1301 issues
8. Dispositions Update & Information – Dr. Purkiss
9. 2012-2013 Timeline Date for Annual Evals, T&P – Dr. Lucksinger (placed in boxes this week)
 - A. 2nd Yr, Annual Evals
 - B. T&P
 - C. Post Tenure Review: Eisenwine & Bullion-Mears
10. QM update & Information & 2nd Life Update – Dr. Banker
11. Region 15 – Dr. Lucksinger
 - Speaking to ED 3314 -sign up for workshops/registration accounts (Eisenwine/Hakes)
 - RDG 3332 classes – SCOPE presentation [Eisenwine/Hakes]
 - Contact Region 15 Karen Duwe to schedule these.

12. OP Policies to be familiar with – Dr. Lucksinger

- OP 52.04 Attendance (was placed in your box); 44.00 Security ; 44.01 Information Technology & security; 04.12 Definition, calculation of Credit hours; and others as you see them distributed via emails from Brenda Stewart

13. iPad cart and access to room 124 Carr – Ella Burmett

14. Library Rep – Dr. Bullion-Mears

15. Other items...

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ASU Educator Preparation Program Disposition Incident Reporting

NOTE: Benchmark courses provide Disposition feedback on Candidates using Taskstream; the Incident Reporting is intended for major violation issues only as stated below.

Disposition Incident Report Form¹

(College of Education web page as a Word document.)

May be completed by any person who works with a teacher certification preparation candidate; original signature required.

Incident Reports are for major issues only as stated below:

Ethics violations – ASU policies on academic dishonesty, plagiarism, or that violate key elements of the College of Education Disposition Statement, or that violate the state Educator Code of Ethics Title 19 Part 7 Chapter 247 Rule § 247.2

Threatening behaviors of a physical or verbal nature

Tracking Reports

Completed report goes to the (TEC) Admission, Review, & Dismissal (ARD) Committee via the Chair

(EPI Center provides a confidential location for reports to be stored yet be accessible to appropriate personnel.)

ARD Committee Decision Options

Minor infraction:

Send back to the Person making the Report
Refer to EPI Center for counseling
No action, dismissed

Major infraction:

Refer case to University
Department/office if ASU policy violation
EPP/Educator Code of Ethics violation - ARD Committee meets

Final ARD Committee Report Posted

(EPI Center assists in posting and tracking reports. Access only by EPI Center Director, Field Experience Advisor, and Chair of the ARD Committee)

ARD Committee Chair routes final action report to appropriate individuals.

Final report sent to EPI Center Director for posting in file.

Revised 7-12-2012

¹ See Incident Reporting Form attached.

Disposition Incident Reporting Form

Incident Reports are for major issues only:

Ethics violations – ASU policies on academic dishonesty, plagiarism, or that violate key elements of the College of Education Disposition Statement, or that violate the state Educator Code of Ethics Title 19 Part 7 Chapter 247 Rule § 247.2

Threatening behaviors of a physical or verbal nature

Instructions: Complete the following information. Your signature is required.

Send original to the TEC-ARD Committee Chair. Keep a copy for your records.

Name of Candidate: _____ ASU CID #: _____

Educator Certification Area: _____

Name & Position of Person Reporting Incident: _____

Contact information: Phone: _____ Email: _____

Campus & Office location: _____

Nature of Incident and Location of Incident: *(Provide a full detailed description of the incident.*

Attach additional sheet if needed.) _____

What action did you take, if any, with regards to this incident? _____

Signature: _____ Date: _____

Action by ARD Committee: _____

Chair Signature: _____ **Date:** _____

(Attach additional information if needed.) ARD Committee Chair sends final report to EPIC Director.)

2012 - 2013 Timelines: Personnel and Curriculum

Annual Faculty Evaluations/Post Tenure Review

	2nd Year Faculty	1st Year Faculty	Annual Faculty Evaluations	Post Tenure Review
Dept Chair to Dean	10/5/12	1/25/13	11/9/12	3/4/13
Dean to Provost	10/26/12	2/8/13	12/7/12	3/20/13
Provost to President	11/19/12	2/15/13	12/21/12	4/5/13

Tenure and Promotion

	Tenure	Promotion
Dept Chair to Dean	10/12/12	10/12/12
Dean to College Committee on T&P	11/2/12	11/2/12
Committee to Provost and VPAA	12/7/12	12/7/12
Provost to President	1/4/13	1/4/13

Curriculum Changes

	October 12 Board Meeting*	December 13-14 Board Meeting	Feb 28-Mar 1 Board Meeting	May 16-17 Board Meeting	August 8-9 Board Meeting	TBA Board Meeting*	December 12-13 Board Meeting
Dept Chair to Dean	N/A	9/21/12	11/2/12	2/8/13	4/5/13	N/A	9/13/13
Dean to College Curriculum Committee	N/A	9/28/12	11/9/12	2/15/13	4/12/13	N/A	9/20/13
Registrar to University Curriculum Committee	N/A	10/5/12	11/16/12	2/22/13	4/19/13	N/A	9/27/13
University Curriculum Committee / Provost	N/A	10/12/12	11/30/12	3/1/13	4/26/13	N/A	10/4/13
Provost to President	N/A	10/19/12	12/7/12	3/8/13	5/3/13	N/A	10/11/13
Board of Regents Meeting	10/12/12	12/13-14/2012	2/28-3/1/2013	5/16-17/2013	8/8-9/2013	TBA	12/12-13/2013

* For special curriculum items only

College of Education Minors Undergraduate Catalog 2011-2012

Education Minor (18 hours)

This minor will *not* fulfill all requirements for a Texas Teaching Certificate and is meant for those individuals who have an interest in Education.

Choose 9 hours from:

ED 2302 – Teacher Education and Practice

ECH 2305 – Socio-Cultural Influences on Child Development (10 hours field experience required)

ED 2323 – Introduction to Computer Technology

RDG 2306 – Teaching Reading Using Children's Literature

*SPED 2361 – A Survey of Exceptionalities (10 hours field experience required)

*ED 2302 is a prerequisite/co-requisite for SPED 2361

Choose 9 hours from:

RDG 3332 – Reading in the Content Areas

RDG 3335 – Reading Development in the Elementary School

RDG 3336 – Teaching Reading in the Language Arts Classroom

RDG 3339 – Reading in the Middle School Classroom

EPSY 3303 – Child and Adolescent Development

ED 3314 – Linguistically Diverse Learners

Professional Education Minor (18 hours)

This minor may be applied to requirements for a Texas Teaching Certificate.
Recommended for students seeking secondary certification.

ED 2323– Introduction to Computer Technology

EPSY 3303 – Child and Adolescent Development

**ED 4321 – Secondary School Organization and Curriculum (15 hours field experience required)

**ED 4322 – Teaching Techniques in the Secondary School (15 hours field experience required)

**ED 4323 - Teaching Techniques in the Secondary School

**RDG 4320 - Reading in the Secondary School Content Areas (15 hours field experience required)

**Require admission to the EPP (Educator Preparation Program)

Special Education Minor (18 hours)

*SPED 2361 – A Survey of Exceptionalities (10 hours field experience required)

SPED 3360 – Management Issues with Individuals with Disabilities (10 hours field experience required)

SPED 3364 – Problems in the Education of Students with Mild Disabilities (10 hours field experience required)

SPED 3365 – Principles of Assessment (10 hours field experience required)

SPED 4362 – Behavior and Discipline Management Theory (30 hours field experience required)

SPED 4363 – Learning Disorders (30 hours field experience required)

*ED 2302 is a prerequisite/co-requisite for SPED 2361

7-20-2012

Field Experiences per Course



PRE-BLOCK Observations

ECH 2305- 10 hours

ECH 4350- 15 hours

SPED 2361- 10 Hours

SPED 3360- 12 hours

SPED 3364- 15 hours

SPED 3365- 10 hours

RDG 4320- 15 hours plus teach two strategies, work one-on-one/small group 2 hours

ED 4321- 15 hours

ED 4322- 15 hours plus one mini lesson

BLOCK I

ED 4311 Social Studies Practicum

ED 4309 Math Practicum

ED 4314 Science Practicum

RDG 4602 Reading Practicum

SPED 4362- 4363 Special Ed Practicum

BLOCK II

ED 4315 BLOCK (EC-6, 4-8 Gen, 4-8 ELAR, All Level)

ED 4323 BLOCK (8-12, 4-8 Math, Science, Social Studies)

ED 4972 Student Teaching (4-8)

ED 4973 Student Teaching (8-12)

ED 4974 Student Teaching (All Level)

ED 4975 Student Teaching (EC-6)

Field Experience Information & Requirements



Calendar & Deadlines

September	
Thursday, 6	Fall Field Experience Application & Criminal Background Check Deadline by 5:00 p.m. Special permission is needed from your Professor for concentrated observations. CARR 287 (FMI: EPI Center 942-2209)
Monday, 17	Field Experience Assignments and Principal Meeting Dates and Times will be posted on the wall outside the EPI Center (CARR 287)
Wednesday-Friday, 19-21	Field Experience Principal Meetings On Various Campuses (as Scheduled) (Afterwards go get SAISD Name Badge \$2 <i>Cash Only</i>)
Monday, 24	Fall Field Experience Begins On Various Campuses (as Scheduled)
October	
Tuesday-Wednesday, 2-3	Mandatory Student Teaching Application Meeting (For Spring 2013 Placements) UC 203/204 All Students who wish to Student Teach in the Spring must attend ONE of the following: Tuesday- 11:00 a.m., 3:00 p.m., 6:00 p.m. Wednesday- 1:30 p.m.
Wednesday, 10	Student Teaching Application Deadline by 5:00 p.m. (For Spring 2013 Placements) CARR 287 (FMI: EPI Center 942-2209)
Wednesday, 17	Student Teaching Application Packet Deadline by 5:00 p.m. (For Spring 2013 Placements) CARR 287 (FMI: EPI Center 942-2209)

*You must submit a **Field Experience Application**:

<https://www.angelo.edu/dept/ceducation/>

or go to www.angelo.edu

Academics (Blue Tab at Top)

College of Education (Bottom Right Tan Box)

Educator Preparation Program (EPP) (Tab on Left)

Student Teaching/ Field Experiences

ST/FE Resources

Field Experience Application

(Do not do a search for the application, as there are some that are out of date on the website.)

*You must obtain a **Criminal Background Check** by applying through SAISD.

If you already have an SAISD student account

- 1) Go to www.saisd.org
- 2) Click on the tab at top of the screen titled "Employment"
- 3) From the drop down menu click on "Job Opportunities"
- 4) Under "University/College Students" click on "View the University College Job Board for more information about available positions." View "Student-University/College Programs"
- 5) After viewing the job, click on "University/College Students Click Here to Login and Apply."
- 6) Sign In with your username and password.
- 7) Read and "Accept" the Disclaimer
- 8) Update existing application as needed
- 9) Click on the "Jobs" tab
- 10) Click on "View/Apply" **select** "Student-University/College Programs."
- 11) Click on "Apply for this job"
- 12) There should be a "yes" next to the job you applied for upon completion.

If you do not have an SAISD student account

- 1) Go to www.saisd.org
- 2) Click on the tab at top of the screen titled "Employment"
- 3) From the drop down menu click on "Job Opportunities"
- 4) Under "*University/College Students*" click on "*View the University College Job Board for more information about available positions.*" View "Student-University/College Programs."
- 5) After viewing the job, click on "University/College Students Click Here to Login and Apply."
- 6) Click on "Create New Account"
- 7) Fill out the needed information
- 8) Click on "Save and Next"
- 9) Continue answering the questions in the application, click on "Save and Next" on the bottom of each page
- 10) You should get a "Success Screen"
- 11) Read and "Accept" the Disclaimer
- 12) Click on the "Jobs" tab
- 13) Click on "View/Apply" **select** "Student-University/College Programs."
- 14) Click on "Apply for this job"
- 15) You should end up back on the screen that lists the jobs and there should be a "yes" next to the job you applied for.

Other Requirements

You must get an SAISD name badge.

You must arrive at least 10 minutes earlier than your scheduled observation time.

(You may not include travel time as part of your observation time.)

You must sign in at the office & classroom for each visit.

You must go in with a positive attitude.

You must always use appropriate language.

You may not have firearms or ammunition in your car, purse, bag, anywhere.

You may not have tobacco products of any kind.

You may not have a cell phone. (Leave it in your car.)

You may not chew gum.

You must always dress professionally & conservatively:

1. Candidates' hair will be clean and well groomed at all times and shall not obstruct vision.
2. Candidates must wear appropriate shoes at all times. (Flip Flops/ House slippers are not allowed.)
3. All forms of headgear (hats, caps, hoodies, bandanas, etc.) are not acceptable.
4. Shorts are not permitted.
5. Proper under garments must be worn and not be visible.
6. Any attire related to negative group behavior (gangs, etc.) will not be permitted.
7. Candidates may not wear slogan buttons or clothing with inappropriate or violent slogans or advertising.
(An example would be an alcoholic beverage or tobacco advertisement.)
8. Visible body piercing shall be limited to ear piercing. All other visible piercings, including retainers or spacers, are prohibited.
9. Over-sized style pants that would give the appearance of being baggy or saggy will not be permitted.
10. Shirts and Blouses must be tucked in unless they are shorter in length than the student's extended fingertip.
11. Sunglasses may not be worn in the buildings on the eyes, head, around the neck.
12. Candidates may not wear unusual costumes that attract attention and detract from the learning atmosphere. This includes unusual hairstyles or hair coloring.
13. Tattoos are not allowed to be visible.
14. Holes and/or shredding on jeans/pants are not permitted.
15. Female Candidates:
 - * Nothing may be worn that shows/ bares the midriff (front or back.)
 - * Skirts must not be shorter than the students' extended fingertips.
 - * Divided skirts, hemmed above the knee, are considered shorts and may not be worn.
 - * No spaghetti straps, tank tops or visible under-clothing will be permitted.
 - * All tops must be at least 3 fingers wide on the shoulder.
 - * Low-cut tops may not be worn.
 - * Skintight attire is not acceptable. (This includes bike shorts and spandex.)

Any other attire or grooming that is perceived by the campus administrator or university supervisor as being detrimental to the education process will not be allowed. If a candidate is found in violation of the dress code policy, the candidate will be asked to change.

ASU Field Experience Fall 2012

Pre-Block Observations	Schools
ECH 2305 Bain (10 hours)	Daycare(s) (Students Find Own Placements)
ECH 4350 Maxedon (15 hours)	Rio Vista Headstart
ECH 4301 Solomon	TLCA
SPED 2361 Yarborough/ Flores (on-line) (10 Hours)	Various
SPED 3360 Banker (10 hours)	San Jacinto & Reagan
SPED 3364 Banker (10 hours)	Lincoln & Lakeview
SPED 3365 Banker (10 hours)	Fannin
RDG 4320 Bustos/ Mears (15 hours plus teach two strategies, work one-on-one/small group 2 hours)	Secondary Campuses
ED 4321 McGilvery (on-line) (15 hours)	
ED 4322 Elliott/ McGilvery (on-line) (15 hours plus one mini lesson)	
BLOCK I Observations (Students observe during their class)	Schools
ED 4311 Bustos (Social Studies Practicum)	McGill & Belaire & Lee (6 th)
ED 4309 Gee (Math Practicum) ED 4314 Purkiss (Science Practicum)	Bradford
RDG 4602 Solomon (Reading Practicum)	Fort Concho & Santa Rita
SPED 4362- 4363 Bain (Special Ed Practicum) *Meeting with Denise Counts 9-4-12 @ 1:00	Sept 24-October 12 (Self-Contained/ Resource)
	Oct 15-November 2 (BMT/ Severe & Profound)

POLICIES REGARDING SAISD PLACEMENTS

- All placements must go through the EPI Center.
 - Although you may have talked to a principal to set up placements, I must be the liaison with SAISD HR.
- The information they will need:
- o **What school would you like to use?**
 - o **When are students going to start on campus?** (SAISD and principals are asking that placements start at least one month into the semester).
 - o **List of students** (If you will send me your **class rosters**, I will cross reference them and send **one list to SAISD** for the **Criminal Background Checks**.)
- It takes at least two weeks for them to process background checks.
 - Please do not send students to pick up badges until they get an "OK."
 - o I will send you the lists as soon as they are received.

Student Teaching Application Meetings

MANDATORY

If you are planning to student teach during Spring 2013,
YOU MUST ATTEND ONE of the following meetings:

Tuesday, October 2, 2012

11:00 a.m. in UC Room 203-204

3:30 p.m. in UC Room 203-204

6:00 p.m. in UC Room 203-204

Wednesday, October 3, 2012

1:30 p.m. in UC Room 203-204