

## ADMISSION TO STUDENT TEACHING

The next checkpoint through the teacher education program on the road to teacher certification is admission to student teaching. The teacher candidate must submit an application for admission to student teaching in March to be eligible to student teach in the Fall semester or in October to be eligible to student teach in the Spring semester.

### *Whitlowe R. Green College of Education Student Teaching Program*

The primary goal of the Whitlowe R. Green College of Education Student Teaching Program is to create a learner-centered clinical experience for Education majors. The program brings together a diverse population of teacher education candidates' experiences as individuals and learners, to help them transition into the teaching profession.

### *Student Teaching-16 weeks*

Student teaching is a sixteen (16) week course culminating with an innovative Teacher Work Sample. The work sample is explained in detail in the Teacher Work Sample Rubric. Student Teachers are placed in a local school district within a sixty-mile (60) radius of Prairie View A&M University. When a student teacher enters a public school, he/she is no longer just a college student, but is a teacher, especially in the eyes of the students, the parents and the community. Candidates will be accepted into student teaching when all the requirements are completed on the Student Teaching Checklist.

Candidates are provided opportunities to meet regularly with the Director of Student Teaching and Field Experiences and other field experts as outlined in the Student Teaching Seminar schedule. Candidates participate in a variety of enriching activities that should enhance their student teaching experience. For a more in-depth description of the course, please refer to the Student Teacher Handbook and Student Teaching Syllabi.

### *Placement*

The candidate's certification area outlined in their degree plan is the indicator in the number of placements and grade level of the student teaching agreement. The Student Teaching Application will indicate the certification area and level. A single placement keeps the candidate with a single teacher for the entire sixteen (16) week period. A candidate seeking certification in all levels or over a wider developmental range will be placed with two different cooperating teachers at different levels, each for eight weeks. Alternately, the teacher candidate may be placed in two different schools and/or districts at different levels for eight (8) weeks per assignment. This process will offer the candidate an opportunity to experience a more extensive range of developmental stages.

As noted in the Student Teaching Handbook, the main goal of this experience is for the candidate to gain an understanding of the quality expectations placed on teachers in a diverse society. The candidate will benefit from this experience in many ways including; highly relevant experiences in a classroom setting and exposure to the policies, programs, and activities of schools. Extended

periods of time in a classroom setting allows study of classroom organization and management, instructional strategies, curriculum planning, and many other teaching practices and procedures. The exposure to content curriculum, resources, technology, the Texas Essential Knowledge and Skills (TEKS), the State of Texas Assessments of Academic Readiness (STAAR), etc.; as well as opportunities to study ethnic, racial, and cultural diversity is very useful. We make sure the candidates are assigned a field supervisor that is trained and equipped with all necessary resources to supervise student teachers.

### *Application*

The application for student teaching can be obtained from the Office of Student Teaching and Field Experiences' website. It should be completed prior to the semester planned for student teaching.

**NOTE:** Applicants must meet the requirements in effect at the time of consideration for admission. An application must be filed even if you previously filed an application and did not meet the requirements or withdrew from student teaching.

### **CRITERIA FOR ADMISSIONS TO STUDENT TEACHING**

Candidates are eligible for admission to student teaching after the following requirements of the Student Teaching Checklist have been met:

- Completion of the respective EC-6, EC-12, 4-8, or 8-12 major requirements with a minimum 2.50 grade point average. **Only grades of C or above will be accepted.**
  - Completion of the professional development requirements with a minimum 2.50 grade point average. **Only grades of "C" or above will be accepted.**
1. Completed Student Teaching application (**Must be TYPED and SIGNED**).
  2. Copy of Driver's License (front and back).
  3. Banner Registration form completed with correct student teaching course(s) per degree plan (**SIGNED by Advisor**).
  4. Official Transcripts from all Academic Institutions to include transfer grades.
  5. Updated degree plan (**SIGNED by Advisor**).
  6. Admission to Teacher Education letter of acceptance.
  7. Degree Program Approval Form (**SIGNED by Advisor and Dept. Head**) to include GPA for each program area.
  8. Copy of 4 (CUIN) Validation forms documenting completion of 60 hours of field experiences/observations.
  9. Documentation of a clear criminal background check.
  10. Documentation of TExES® Preparation Review Hours (Minimum of 12 hour; 6 hrs. for Content and 6 hrs. for PPR. (**SIGNED by TExES® Assessment Coordinator**).
  11. Documentation of Representative TExES® content and PPR examinations have been taken and passed with a score of at least 90%.
  13. Documentation of a passing score of  $\geq 290$  on CertifyTeacher for both PPR and Content Area.
  13. Copy of Professional Resume.

14. Copy of TB Test results (**No more than six (6) months old**).
15. Printout of successful completion of on-line graduation application (**SIGNED by Advisor**).
16. Criminal history form from school district where student teaching will take place (**Student Teaching office**).

The Admission to Student Teaching Committee reviews all the applications submitted for acceptance. Students must meet all of the required criteria or they will be denied and will have to re-submit another application the following semester. Upon approval (or disapproval) by the Committee, the Chair of the Committee will notify candidates by letter. A candidate may appeal the decision made by the Committee for Admission to Student Teaching by the Director of Student Teaching and Field Experiences if denied admission to student teaching or student teacher placement (see the Appeals Procedure section of this handbook).

### **Student Teacher Placement**

Student Teachers are placed in a local school district within a sixty-mile radius of Prairie View A&M University. PVAMU will make every effort to grant a student's request regarding a specific placement for the student teaching experience. However, the Office of Student Teaching and Field Experiences will not be able to accommodate every request. Below is a listing of the cooperating Independent School Districts for student teaching.

ALDINE	FORT BEND	NAVASOTA
ALIEF	GALENA PARK	PASADENA
	ISD	
BELLVILLE	GOOSE CREEK	ROYAL
BRENHAM	HEMPSTEAD	SEALY
BRYAN	HOUSTON ISD	SHELDON
BURTON	KATY	SOMMERVILLE
CALDWELL	KLEIN	SPRING
COLLEGE	LaGRANGE	SPRING
STATION		BRANCH
CONROE	LAMAR	TOMBALL
	CONSOLIDATED	
CYPRESS-	MAGNOLIA	WALLER ISD
FAIRBANKS ISD		
EAST BERNARD	MONTGOMERY	

Student teachers will **not** be placed outside the sixty-mile radius.

The candidate is not to contact a school district in an attempt to gain placement for student teaching. The placement of candidates for this experience is an agreement between the school districts and the College of Education that only the Director of Student Teaching and Field Observations will finalize.

## **ABSENCES**

The student teaching experience consists of a full semester. No absences are accepted except in cases of personal illness or death in the immediate family. Notify the cooperating teacher, university supervisor and the Director of student teaching if an absence is necessary. A doctor's excuse is required for student teachers who are absent for three or more days due to illness.

## **OTHER COURSEWORK**

Students cannot be enrolled in any undergraduate level courses during the student teaching semester. Special permission may be granted by the Director of Student Teaching to enroll in Graduate level coursework.

## **PROFESSIONALISM**

The student teachers' dress and behavior during the student teaching placement must be 100% professional at all times. During your student teaching placement your professors and the hosting school's staff have a chance to evaluate your performance in real life situations and settings. Failure to demonstrate professionalism may lead to dismissal from the program.

## **DRESS CODE**

You are expected to act and dress as a professional while you are on a school campus. Remember you not only represent yourself, but you represent Prairie View A&M University as well. Please adhere to the following dress code:

No jean material clothing: jeans, jean jackets, jean shirts, skirts, etc.

No low-cut tops (EX: bend over in front of the mirror, if you see something so do the kids)

No lower backs or stomachs should be visible

No off the shoulder tops

No visible tattoos

No Lycra pants or leggings

No athletic shoes

No flip-flops, however, wedge or heeled sandals are acceptable

### **Female Specific:**

Piercings: 1 earring per ear, no facial piercings allowed

Slacks should touch the ankle (no capris or Bermuda shorts)

Dresses and skirts may be worn, but pantyhose must be worn (No skorts)

**Male Specific:**

All shirts must have a collar

Facial hair must be neatly groomed

No piercings of any kind

**APPEALS/GRIEVANCE PROCEDURE**

**GRADE APPEALS**

If you receive a grade that you feel was not reported accurately you will need to follow the steps listed below in order to initiate the grade appeal process:

1. The student should speak directly with the instructor of record, preferably during his/her posted office hours. Go over your grades on assignments, tests, quizzes, projects, etc., and discuss the calculations of grades based on the grading rubric listed in the syllabus for the course. Supporting documentation should be presented to show that the grade should have been different.
2. If the issue is not resolved at the faculty level and the student wishes to pursue the issue further, the student will need to make an appointment with his/her Department Head.
3. The Department Head will then ask you to submit all of your documentation to him/her.
4. The Grade Appeals Committee will be given your information to review and will present their findings within one week to the Department Head.
5. You will be notified by letter of the decision. If the decision is favorable, the main office will initiate the proper paperwork to correct the grade. If the decision is not favorable, the office will consider this matter closed.

**APPEALS FOR DENIAL OF ADMISSION TO TEACHER EDUCATION**

In the event that you have been denied admission to Teacher Education, you can appeal by writing a letter of appeal to the University Teacher Education Council within 30 days of being denied. Your letter needs to clearly state why you feel you should have been admitted to Teacher Education and should present evidence that the reasons for denial were inaccurate or state that there are extenuating circumstances that merit review and possible reconsideration of your application for admissions.

**SEE STEPS TO FOLLOW LISTED BELOW.**

### **APPEALS FOR DENIAL OF ADMISSION TO STUDENT TEACHING**

In the event that you have been denied admission to Student Teaching, you can appeal by writing a letter of appeal to the University Teacher Education Council within 30 days of being denied. Your letter must show evidence that the reasons for denial are inaccurate. If there are any extenuating circumstances that you believe may merit review, you must list these in your letter of appeal.

The student may submit a formal appeal to the University Teacher Education Council. The following steps are to be completed:

1. Confer with the head of the Department of Curriculum and Instruction or the Director of Student Teaching and Field Experiences to determine the factors upon which the decision was based.
2. Confer with the faculty advisor to determine if there is evidence that may be presented to the University Teacher Education Council to support the appeal.
3. Prepare the evidence and a letter that states the request for a review and the rationale for such a request.
4. Present the materials to the Dean of the College of Education who will confer with the chairperson of the University Teacher Education Council about the request for a hearing.
5. Await notification of a hearing date by the office of the Dean of the College of Education.
6. Await written statement of the University Teacher Education Council's decision.

You will receive a written statement after review of your appeal listing a favorable or unfavorable decision. **NOTE:** If your appeal is denied you will need to re-apply.