Arkansas Tech University
College of Education
Conceptual Framework

Required for ELED 2003, MLED 2003, SEED 2002, MAEC & MAMS
# Table of Contents

POLICIES AND PROCEDURES MANUAL .............................................................................. 1

  College of Education Vision and Mission ................................................................. 1
  Teacher Education Council ....................................................................................... 1

Undergraduate Policies and Procedures .................................................................... 2

  Unconditional Admission to Stage II ...................................................................... 3
  Conditional Admission to Teacher Education Program ............................................. 4
  Retention and Advising ............................................................................................. 4

Repeating of Professional Education Courses .......................................................... 4

Grade Point Average Computation ........................................................................... 5

CLEP Credit ................................................................................................................ 5

Online Transfer Credit for Methods Courses ........................................................... 5

Transfer Credit for Courses in Professional Education ............................................ 5

Field Experience ........................................................................................................ 5

Admission to Internship ............................................................................................. 6

  Requirements for Admission to Internship ............................................................ 6
  Admission of Individuals Holding a Baccalaureate Degree .................................... 6

Internship Placement ................................................................................................ 6

Site Selection Policy ................................................................................................ 7

Late Registration for Internship .................................................................................. 7

Internship Attendance Requirements ....................................................................... 7

Dress Code .................................................................................................................. 8

Exit Portfolio .............................................................................................................. 8

Appeals Policy ........................................................................................................... 8

Paper Work Required to Apply For an Initial Arkansas License ............................. 8

The Criminal Background Check ............................................................................... 9

Graduate Policies and Procedures ............................................................................ 10

  Admission Policy .................................................................................................... 10

Academic Advisors .................................................................................................. 10

Admission to Candidacy ......................................................................................... 10
Degree Requirements for the Master of Arts in Teaching (MAT) Degree and the Master of Education (ME) Degree ........................................................................................................ 11

Special Conditions of Graduate Credit ........................................................................................................... 11

ACADEMIC CLEMENCY REQUEST ............................................................................................................. 13
The governing unit for teacher education programs on the Arkansas Tech University campus is the College of Education. The responsibility and authority for teacher education programs reside with the Dean of Education. The Teacher Education Council serves as a campus wide advisory body on matters of policy and curriculum for teacher education.

College of Education Vision and Mission

**Our Vision**

Students are "Professionals of the 21st Century" who will internalize, initiate, and sustain a professional commitment to impact learners in diverse and evolving learning communities.

**Our Mission**

The mission of our Educational Unit at Arkansas Tech University is to positively impact student learning by educating, sustaining, and nurturing professionals who interact within dynamic educational systems through research-, performance-, and standards-based preservice and graduate education programs.

We will do this by modeling best practices, by being committed to continuous learning and purposeful reflection, and by working collaboratively with internal and external constituencies.

**Mission Statement**

Arkansas Tech University a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

The mission of the unit is founded upon a set of core values, which, in turn drive the conceptual framework, which guides the development of programs and the delivery of courses within each program. The core values are born of our consideration for our goal of excellence in teaching, which is related to the "primary" function of Arkansas Tech University; the examination of established national, state, and unit standards for teaching and learning; and the review of curriculum experiences and expectations in all programs with a vision of "impacting learners in diverse learning communities."

**Teacher Education Council**

The Teacher Education Council consists of seventeen members including the Dean of Education who serves as the permanent non-voting chair and the Dean of Graduate Studies who serves in a non-voting, ex-officio capacity. Other permanent members of the Council are the Director of Teacher Education Student Services, the Department Head of Curriculum & Instruction, and the President of the ATU National Education Association - Student Program. The Vice President for Academic Affairs appoints all other members for a term of one calendar year in consultation with the Dean of Education.
The Council is constituted as follows:

Chair – Dean of Education (non-voting)
Vice-Chair – Department Head, Curriculum & Instruction
Secretary – Director of Teacher Education Student Services
Representatives – College of Education (3)
Representative – College of Engineering and Applied Sciences (1)
Representative – College of Natural and Health Sciences (1)
Representative – College of Arts and Humanities (1)
Representative – College of Business (1)
Representative – Public School Administrator (1)
Representatives – Public School Teachers K-12 (3)
Representative – ATU National Education Association - Student Program President (1)
Graduate Student (1)
Dean of Graduate College (Ex-Officio, non-voting)

Function of the Council

The council serves as an advisory body to the Dean of Education, reviews and recommends changes in the teacher education programs, approves course additions and deletions, studies and recommends changes related to policies and admission standards, and coordinates the transmission of information from faculty and committees to the Council and other University committees. The function of the council is enhanced and supported by working committees.

Committees of the Council

Membership on Council committees may be expanded to include faculty and/or student members involved in teacher education who are not members of the Teacher Education Council. This arrangement broadens the base of teacher education in the University community. All committees are chaired by Council members. All non-designated members are appointed by the Chair of the Council.

Appeals, Admissions, and Retention Committee

The Appeals Committee is composed of five members: the Director Teacher Education Student Services of the College of Education (Chair), and four additional faculty members. The committee, chaired by the Director Teacher Education Student Services, monitors admission & retention standards, receives admission appeals and makes recommendations to the Department Head of Curriculum and Instruction who then forwards this recommendation to the Associate Dean of Education.

Undergraduate Policies and Procedures

Admission Policy

Admission to any phase of the Teacher Education Program at Arkansas Tech University will be granted to those students who meet the admission requirements as determined by the Director
Unconditional Admission to Stage II

**Students wishing to enter Stage II must submit a Stage II Application to Teacher Education Student Services by March 31 for Fall admission and October 31 for Spring admission.** Applications and application instructions are available online at https://www.atu.edu/teachereducation/.

The requirements for unconditional admission to the undergraduate teacher education programs, referred to as Stage II, are:

1. Maintaining a cumulative grade point average of 2.70 on a 4.0 scale.
2. Completing the Praxis™ Core Academic Skills for Educators (Core) with a score on each sub-test equal to or exceeding the following: Reading-156; Writing-162; and Mathematics-150. In completing the application for the Praxis™ Core Academic Skills for Educators students must designate on the form that scores be sent to Arkansas Tech University (Code – 6010) and the Arkansas State Department of Education (Code – 7031) or have equivalent ACT scores (Reading-22, Writing-22, Math-22) with a 24 composite on a single ACT test.
3. Submitting an online application to Teacher Education Student Services by October 31 if the request is for the following spring semester or March 31 if the request is for the summer or fall semester(s) of the succeeding academic year.
4. Completing one of the following options (as applicable to the selected degree program) with a grade of “C” or better.
   a. ELED 2003: Educational Research and the Teacher as Lifelong Learner
   b. MLED 2003: Introduction to Education
   c. SEED 2002: Introduction to Secondary Education
5. Completing all of the following with a grade of “C” or better:
   a. Six (6) hours of general courses in written communication (English Composition – ENGL 1013 and ENGL 1023)
   b. Three (3) hours of oral communication (SPCH 2003 Public Speaking or SPCH 2173 Business and Professional Speaking contingent upon the major program of study)
   c. Three (3) hours of Mathematics (Math 1113 College Algebra)
6. ELED and MLED majors require a “C” in all courses required for completion of the degree
7. Completing an interview and receiving recommendation from an advisor in the field of specialization (if a secondary major, interview and recommendation by your education advisor).
8. Applicants for admission to Stage II must meet all requirements that are in effect at the time of application.
9. Approval of the Associate Dean of Education.
Conditional Admission to Teacher Education Program

**Students with disabilities.** In order for a teacher candidate to be eligible for special services due to a disability, the teacher candidate must be registered with the Office of Disability Services located in Doc Bryan.

All admission criteria are in compliance with the Americans with Disabilities Act. A qualified individual with a disability will not be excluded from nor denied the benefits of services, programs or activities. Teacher candidates who require special accommodations should contact their advisor for assistance in completing a Stage II admission application by March 1 for Fall admission and October 1 for Spring admission.

A teacher candidate with disabilities will be granted conditional admission status pending the determination that the teacher candidate is qualified to perform the essential functions of each clinical assignment. A detailed description of the essential functions of each clinical experience will be provided in the application process. The teacher candidate is responsible for advising the Director of Teacher Education Student Services of the type(s) of accommodation(s) which will be needed. The Director of Teacher Education Student Services and the Appeals, Admission, and Retention Committee of the Teacher Education Council will determine the final admission status of the teacher candidate.

**Other teacher candidates.** Those teacher candidates who have successfully completed the basic skills testing requirement, but who do not meet all of the remaining requirements for admission, may submit a written petition to the Appeals, Admission, and Retention Committee for a special dispensation which would allow them to proceed in the teacher education program. Approval to enter the program under these conditions would be subject to the approval of the Dean of Education upon recommendation by the Appeals, Admission, and Retention Committee. Admission to the Internship component will be contingent upon meeting all requirements for admission to the program.

**Retention and Advising**

Advising for secondary education teacher candidates is accomplished through dual advisors: one from the area of specialization and one from the secondary education area. The advisors work cooperatively to counsel and plan the program of study for the teacher candidate. Advising for elementary education and middle level is accomplished through a single advisor from the College of Education.

Teacher candidates admitted to the teacher education program must maintain a cumulative GPA of 2.70. A teacher candidate cannot enter internship unless his or her GPA is 2.70 or higher.

During the period of enrollment for each term, the faculty advisors review with the teacher candidate the progress made toward the completion of the program. Pertinent information including, but not limited to, grade point average, identified strengths, essentials of professional competency, deficiencies and/or concerns is reviewed. This information is used to plan the teacher candidate’s schedule for the subsequent semester.

**Repeating of Professional Education Courses**

Professional education courses that are more than eight years old may not be counted toward completion of the Teacher Education Program’s requirements. In the case of work more than eight years old, the courses must be repeated regardless of grade. The teacher education candidate should be aware that the Praxis Series of tests required for licensure in Arkansas are
revised frequently based on the increasingly evolving research and knowledge base in education. Candidates should consider this factor when considering whether or not to re-enroll in a course(s) that was/were previously completed.

**Grade Point Average Computation**

For the purpose of computing grade point average in the area of specialization and professional education for admission, the highest grade in a given course shall apply. Adjustment in the number of hours attempted and quality points earned shall be made to reflect that the course was taken only one time for the highest grade. The computation of grade point average shall include all work accepted by ATU in transfer.

**CLEP Credit**

CLEP credit will not be accepted as a substitute for any Stage II course.

**Online Transfer Credit for Methods Courses**

Online transfer credit will not be accepted for any methods course offered by the College of Education.

**Transfer Credit for Courses in Professional Education**

Teacher candidates wishing to transfer credit for professional education (Stage II) courses must provide evidence that they had been admitted to the teacher education program at the institution granting credit at the time the courses were taken. The institution must be accredited by the Council for the Accreditation of Educator Preparation (CAEP) or an equivalent accreditation.

**Field Experience**

Field experience is a necessary component to obtaining teacher licensure. Many ATU education courses require field experience as part of the curriculum. During field experience, ATU students receive classroom experience while working with local educators.

The Office of Teacher Education Student Services will place students in area schools for these experiences. Placement guidelines include:

- Students must have an approved McMAT or AELS background clearance before receiving notification of placement.
- Students must complete field experiences in a variety of school settings to achieve an understanding of diverse populations.
- Students will NOT complete field placement in schools where the following applies:
  - He/she is employed.
  - He/she has children in attendance.
  - He/she graduated, if a secondary education major.

During field experience, students should be engaged in the teaching/learning at all times. Therefore, it is important that ATU field experience students maintain professional behavior at all times, follow the ATU dress code, and refrain from cell phone use when completing their field experiences.
Experiences and specific assignments will be supervised by ATU course instructors. Students are responsible for securing transportation and scheduling visits with assigned area educators. Failure to complete field experience could result in an “I” (Incomplete) or an “F” in the course.

**Admission to Internship**

Students wishing to enter Internship in the Fall must submit an Internship Application to an ATU education advisor by March 1. Students wishing to enter Internship in the Spring must submit an Internship Application to an education advisor by October 1.

**Requirements for Admission to Internship**

1. Admission to Stage II.
2. Completion of a minimum of ninety (90) semester hours with a minimum of twelve (12) semester hours in residence at ATU.
3. Have in progress all professional education courses (ELED, MLED, SEED) and have no more than six (6) semester hours left in the area of specialization at the completion of the semester prior to Internship.
4. A minimum cumulative grade point average of 2.70 and a minimum grade point of 2.70 in the area of specialization.
5. SEED majors – No grade below a “C” in either field of specialization or professional education. ELED and MLED majors no grade below a “C” in any course.
6. Submission of the application to the Director of Teacher Education Student Services by **October 1** if the request is for the spring semester of the same academic year or **March 1** if the request is for the fall semester of the succeeding academic year.
7. Maintain a satisfactory disciplinary record as well as behavior in classes and other University related events.
8. Completion of the appropriate specialty area test of Praxis II: Subject Assessments Specialty Area Test, with a score equal to that established by the Arkansas Department of Education. These scores can be found at www.ets.org.

School districts require photo copies of your Praxis I and Praxis II scores for hiring purposes; therefore, file your Praxis I and Praxis II scores in a safe place for future reference.

**Admission of Individuals Holding a Baccalaureate Degree**

Any teacher candidate entering the Teacher Education Program with a degree must meet the entire program requirements for the area of licensure sought as identified in the catalog, the College of Education Policies and Procedures Manual, and the rules and regulations for licensure of the Arkansas Department of Education.

**Internship Placement**

Placement decisions provide for the teacher candidate a quality experience. It is important that a prospective teacher have experiences in several schools. Teacher candidates will be exposed to students in a variety of cultural and philosophical environments. Teacher candidates submit their applications for internship through the Director of Teacher Education Student Services. Teacher candidates are not to make their own placements. *Any extenuating circumstances*
concerning a placement should be addressed to the Director before placement activities begin.

Site Selection Policy
Experience in the field is designed to complement the theory and applications presented in the various courses. The selection of quality field sites is of primary concern. The following guidelines will be used in the selection of sites. This guideline applies to individual school buildings since the State will accredit individual schools as well as districts.

1. The district will have a written agreement with Arkansas Tech University outlining the appropriate responsibilities of each party.

2. The district will cooperate with the Director of Teacher Education Student Services in the placement of Arkansas Tech University students.

3. Field sites must be in approved locations to Arkansas Tech University to allow for adequate campus-based supervision.

4. In cases where teacher candidates are allowed to intern at a distance that will not allow Arkansas Tech University faculty to supervise, a CAEP or an equivalent accredited school must agree to provide supervision with the teacher candidate absorbing any additional expense of the placement.

5. Field sites may vary semester to semester and are evaluated each semester of placement.

Late Registration for Internship
Teacher candidate registration cannot be accomplished after the first two days of class due to the short duration and intensity of these courses.

Internship Attendance Requirements
Promptness and dependability are professional characteristics. Any employing school district has a right to expect that teachers of that district possess these characteristics. Therefore, any school district accepting placement of a teacher candidate has a right to expect the same characteristics. The teacher candidate should be aware that during field experience(s) a cooperating school may request to have the teacher candidate removed from the school should she or he not exhibit the behaviors and dispositions expected of today’s education professionals. If a student is removed from a field experience, it may result in both course and/or program repercussions.

The Internship experience is a full day requirement for 15 weeks. Secondary interns are required to be concurrently enrolled in SEED 4503 during their internship experience. The full day is defined by the policy of the school as to what constitutes the school day. For example, Russellville schools define the school day as being from 8:00 a.m. to 4:00 p.m. Each intern is expected to observe the full school day. Any deviation might include such things as arriving late, leaving early, or leaving campus during the conference or planning period. Continuous infractions may result in being dropped from internship. Any absence requires that the Campus Based Supervisor, Mentor Teacher, and the Director of Teacher Education Student Services be notified as early as possible. If the cause is an emergency, the Campus-Based Supervisor, Mentor Teacher, Building Principal, and Director of Teacher Education Student Services should be contacted as soon as possible. Any days missed, for whatever reason, will be required to be made up.
Dress Code

Exit Portfolio
Guidelines for completion of your Exit Portfolio are found in your Internship Handbook and in the Taskstream Exit Portfolio.

Appeals Policy
(NOTE: An appeal should follow the denial of admission to Stage II or Internship and be based upon exceptional or extenuating circumstances and/or other pertinent information not previously available or considered.)

1. Obtain an instruction sheet and appeals form from the office or Teacher Education Student Services (CRA 109).

2. Complete the form, supplying pertinent additional information.

3. Deliver the appeal to the Director of Teacher Education (CRA 109) who will forward the appeal to the Department Head and the Appeals, Admissions, and Retention Committee.

4. The Appeals, Admission, and Retention Committee will consider the additional information submitted in the appeal and make a recommendation to the Associate Dean of Education who will notify the teacher candidate of the decision.

5. If resolution is not achieved, a final appeal may be made to the Vice President for Academic Affairs. The decision at this level completes the appeals procedure. Refer to the Student Handbook for the procedure for all other types of appeals.

Paper Work Required to Apply For an Initial Arkansas License
ATU is required to submit the following for licensure:

1. Original designated score reports of Praxis I™ Core Academic Skills for Educators (Core) Scores. Code ATU (RA 6010) and the Arkansas State Department of Education (R 7031) when taking the test.

2. Original designated score report of Praxis II™ (Passing Subject Assessments Specialty Area and Principles of Learning and Teaching Test) scores. Code ATU (RA 6010) and the Arkansas State Department of Education (R 7031) when taking the tests. Effective September 1, 2002, the following major does not require the Praxis II PLT: Spanish.

3. Both the FBI and Arkansas State Police Background Check must be cleared and posted on the Arkansas State Department of Education Web Page located at https://adeaels.arkansas.gov/AelsWeb/Search.aspx.

4. Complete an application for Initial Teaching Licensure. (This will be provided at the end of internship exit meeting).

6. Submit a Transcript Request Form (found at http://www.atu.edu/registrar/transcript.php) to the ATU Registrar's Office to be delivered to the address below:

   Teacher Education and Licensure
   Department of Education
   Rooms 106 and 107 B
   #4 Capitol Mall
   Little Rock, AR 72201-1071


8. Submit the completed licensure packet (completed application, Ideas Certificates for Teen Suicide, Child Maltreatment, Dyslexia, and Parental Involvement) to:

   Arkansas Tech University
   Dr. David Bell
   Licensure Officer
   Crabaugh 310
   1310 N. El Paso Ave
   Russellville, AR 72801

9. The exit portfolio will serve as an assessment of the teacher candidate's essential professional competencies and must be completed prior to licensure.

10. Licensure paperwork will not be processed until the final surveys administered by the Office of Licensure are completed.

**The Criminal Background Check**

The Arkansas Department of Education requires a criminal background check for all first-time and renewal educational licenses. Rules governing the requirement of criminal background check may be found at http://arkansased.org/ or http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/background-check-requirements.

Forms for the completion of the required background check are available in Crabaugh 310.
Graduate Policies and Procedures

Admission Policy

Applicants for admission to the Master of Education or Master of Science in Education degree program must submit a completed application and provide official transcripts from each college attended both undergraduate and graduate (if applicable) to the Graduate College Office. For a full description of these processes and requirements, please refer to the Arkansas Tech Graduate College Catalog and Graduate College website.

Unconditional Admission

Applicants must meet the admission requirements of the Graduate College.

Conditional Admission

Applicants who fail to meet the grade point criteria specified for unconditional admission may be admitted to earn a maximum of twelve semester hours. To remove this condition, the student must earn a “B” average on the first twelve hours of graduate work attempted at Arkansas Tech University. Applicants who have satisfactory academic records at unaccredited colleges are also eligible for admission under these conditions, although in some instances transcripts might be declared deficient. In such cases the applicants would be assessed a maximum of thirty hours to be completed before being admitted to graduate study.

Academic Advisors

The academic advising process for graduate degree students begins at the time that the student is admitted to graduate study. The office of graduate study assigns an appropriate advisor and notifies the advisor of the admission. The student’s department advisor, then, invites him/her to come for an advising and orientation session at the student’s earliest convenience. When the student meets with the department advisor, he/she is given an orientation, a master’s degree program check-off list that outlines all major steps in completing the degree, and a degree plan outline (list of courses to be completed). This initial advising session ensures that the student is informed of all degree requirements, policies, and procedures, and is familiar with the department and the department advisor. Subsequently, the academic department advisor and the Office of the Graduate College monitors the student’s progress as he/she progresses through the program.

The graduate academic advisor is responsible for:

1. Helping the student plan a balanced program of graduate work adapted to the student’s particular interests, needs, and abilities
2. Advising and assisting the student during the completion of the requirements for the degree
3. Assisting the student in preparing a thesis or action research project
4. Ensuring that the student is aware of assistance and services provided for graduate students by the various University Offices.

Admission to Candidacy

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point
average. Students who do not submit an “Application for Admission to Candidacy” prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

**Degree Requirements for the Master of Arts in Teaching (MAT) Degree and the Master of Education (ME) Degree**

Arkansas Tech University offers Masters of Arts in Teaching and Masters of Education in Instructional Technology, School Counseling and Leadership, Educational Leadership, Library Media Specialist, Special Education, and in Teaching, Learning, and Leadership. The following requirements apply to all degrees. **See the current graduate catalog for additional specific requirements in each degree.**

1. A minimum of 36 semester hours must be completed, 18 of which must be at the 6000 level.

2. An approved thesis/action research/portfolio capstone project must be successfully completed.

3. A cumulative grade point average of at least 3.00 must be achieved in all graduate work attempted at Arkansas Tech University with a maximum of six (6) hours of “C” grades. A student receiving 6 hours of “C” grades or three (3) hours of “F” grades is subject to dismissal from the graduate program. Grades lower than “C” will not be counted toward degree requirements.

4. Twenty-seven hours of graduate work must be taken while in residence at Arkansas Tech University. Full-time residence is not required.

5. The master’s degree program must be completed within six (6) years from the time of unconditional or conditional admission to the graduate program.

6. For the Master of Education degree, work counting toward the requirements for one master’s degree may not be applied toward requirements for another master’s degree.

**Special Conditions of Graduate Credit**

**Graduate Credit Taken Prior to Admission to Arkansas Tech University.** A maximum of nine semester hours of graduate credit with a grade point average of “B” or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student’s major department and the Dean of the Graduate College. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to the requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate department head and the Dean of the Graduate College. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

**Graduate Credit Taken After Admission to Arkansas Tech University.** If, after admission to the graduate college at Arkansas Tech University, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech, the student must, in
advance of enrollment, obtain written approval from the head of the student’s major department and the Dean of Graduate College.
ACADEMIC CLEMENCY REQUEST

Full Legal Name (Print)  Student ID#  Date

Semester(s)/Term(s) for which Academic Clemency is requested: __________________________

COLLEGE OF EDUCATION ACADEMIC CLEMENCY

Academic clemency for work at institutions other than Arkansas Tech University may be applied for as follows. A student must not have attended the institution for a period of at least three years. Clemency may be granted for grades and credits earned prior to the three-year separation. The student may request academic clemency through the Director of Teacher Education Student Services for approval by the Dean of Education. The student must specify the term or consecutive terms for which academic clemency is desired. Any petition for academic clemency must be requested and approved prior to admission to Stage II of the teacher education program. The provisions of this policy apply only to the teacher education programs at Arkansas Tech University and for the purpose of admission to those programs.

________________________________________  ______________________
Student Signature  Date

Semester(s)/Term(s) Granted Clemency________________________________________

________________________________________  ______________________
Dean of Education Signature  Date