## McPherson College Teacher Education Program



## Advisor/Advisee Handbook 2022-2023

## Preface

The purpose of this document is to provide concise information to candidates entering the Undergraduate Teacher Education Program of McPherson College and to assist in the advisement of those candidates. The leadership in the Department of Curriculum \& Instruction has prepared the Advisor/Advisee Handbook with the assistance of departmental leaders in endorsement areas. The Teacher Education Board has approved the policies in this handbook.

This handbook will be issued to all faculty members advising students and is available online to all students who are accepted into the undergraduate program. This handbook and other handbooks/manuals are available online. Students usually apply for acceptance into the program during their sophomore year. Junior-level transfer students should be advised to apply for acceptance into the program during their first semester on campus.

The handbook is intended to be accurate and complete. However, errors and/or omissions may have occurred in compiling and interpreting KSDE-approved documents that detail McPherson College's licensure programs. In every case, the final authority governing program requirements is the original KSDE-approved documents, not this interpretive handbook.

The Department of Curriculum \& Instruction would appreciate being notified of any errors, omissions, misprints, or unclear language that are found in this handbook.

## Professional Education Overview

The McPherson College Undergraduate Teacher Education Program provides preparation for elementary, secondary, and PreK-12 endorsements. A solid base for professional careers is provided through courses in educational foundations, psychology, methodology, early observation and practicum experiences, and student teaching.

There are provisions for multiple field experiences. In addition to Introduction to Education Practicum, all endorsement areas engage in a minimum of fifty contact hours of practicum and/or observation. In addition to these practica, some methods classes require microteaching or have time in the schools as part of their requirements. Seniors student teach for at least an entire semester.

The Teacher Education Board (TEB) consists of faculty from the Department of Curriculum and Instruction, representatives from all divisions at McPherson College, the Registrar, a K-12 educator, and two teacher education students. This board carefully screens and systematically interviews students applying for admission into the Teacher Education Program and seeking approval for student teaching. This board also is responsible for curriculum development of the Teacher Education Program. The TEB operates under a set of bylaws. A copy of these bylaws can be found online in the Policies and Procedures manual. http://www.mcpherson.edu/teacher-education/

## Teacher Education Mission

The McPherson College Teacher Education Program is committed to carrying out the mission of the college emphasizing scholarship, participation, and service in the professional development of the students. In addition to the college mission, the Teacher Education Board and all concerned stakeholders have developed and are committed to a more specific mission.


## The mission of the McPherson College Teacher Education Program is to develop serviceORIENTED EDUCATORS WHO EFFECTIVELY BLEND THE ART AND SCIENCE OF TEACHING.

## Goal I The candidate has the knowledge bases necessary to be an effective teacher in her/his field.

To accomplish this goal, the service-oriented educator will:

## Objectives:

1. Acquire a broad liberal arts knowledge base.
2. Demonstrate proficiency in his/her major area of licensure.
3. Acquire effective strategies of teaching in all appropriate content areas and for all learners.
4. Recognize how students learn and develop.

## Disposition:

- Appreciate the connections between various areas of knowledge and commit to continuous learning.


## Goal II The candidate can apply effective teaching strategies to meet the needs of all learners.

To accomplish this goal, the service-oriented educator will:

## Objectives:

1. Use appropriate best practices for specific content areas and for diverse learners.
2. Reflect upon his/her teaching and analyze the practices.
3. Demonstrate understanding and use of formative and summative assessments and make modifications based on them.
4. Provide motivational techniques based on student's developmental and environmental needs.

## Disposition:

- Value and respect students' varied talents and abilities and project enthusiasm for teaching all learners.


## Goal III The candidate fosters relationships and collaborates with school constituencies.

To accomplish this goal the service-oriented educator will:
Objectives:

1. Communicate effectively in both written and oral formats and through the use of technology.
2. Solicit input from students, parents, colleagues, and the greater community.
3. Act on information received from stakeholders.

## Disposition:

- Value the many ways in which people seek to communicate and encourage various modes of communication.


## Advising/Enrollment Checklist

This is a brief summary. Complete details of these policies and procedures can be found elsewhere in this handbook or in the Policies and Procedures Manual.

Candidates must complete 1) the McPherson College General Education program, 2) the Professional Education Curriculum (see page 12) and 3)) Content Area Courses

- The three areas are identified as the three columns on the checklists at the end of the handbook.
- Even if a candidate transfers in an AA degree, s/he still must meet the MC Gen. Ed. program.
- Candidates entering with a BA/BS will not need to meet the general education requirements.

Application to the TEP usually occurs the sophomore year or, for junior transfers, the first semester on campus

- Applications are due October 15 in fall and March 15 in spring. Late applications may delay student teaching and possibly graduation. Candidates may appeal a late application, but must appear before the TEB.
- Minimum requirements for application
- 2.5 cumulative GPA ( 2.5 residential for junior transfer students)
- "C" or higher in G-EN 110, G-EN 111, college-level math class, and G-CI 150
- Transfer students: successfully complete (2.5 GPA) one semester at MC
- Candidates may apply while currently enrolled in a requisite course. However, candidates with a low GPA or not enrolled in all courses named above will be denied admittance.
Junior Practicum Prerequisites: EE 375 and CI 351
- Full admittance to the TEP
- Minimum grade of "C" in CI 220 Principles and Strategies of Teaching

Student Teaching

- Applications are due September 15 and February 15. Late applications may delay student teaching and possibly graduation. Candidates may appeal a late application, but must appear before the TEB.
- All professional education and content coursework must be completed prior to student teaching
- Must have a cumulative GPA of 2.5 for all college work
- Must have a grade of "C" or better in the core methods courses in your licensure area
- Successful completion of junior practicum as defined as submission of all reflective journals, lesson plans, self-evaluations, and a cooperating teacher evaluation score at developing level or above
- Student teaching away from McPherson (more than 60 miles), excluding Chicago Center
- Submit formal letter for request with rationale
- Pass ALL Praxis II exams (PLT and content)
- GPA of 3.5
- "A" in junior practicum
- Letters of support from major professor, junior practicum coop, practicum professor
- Pay on-site supervisor
- Make arrangements to complete CI 476 Professional Seminar in Education

Assessment of General Knowledge

- To assess a candidate's general knowledge skills and abilities, a candidate must earn a "C" or higher in
- G-EN110 College Composition I
- G-EN111 College Composition II
- A general education mathematics course

Field Experience Placements

- The Director of Field Experiences makes all placements. At times it is appropriate to make requests, but candidates should not make their own placement arrangements. Additionally, The Director of Field Experiences may seek assistance from the content advisor when making placements.
Service
- Service is defined as a work or activity performed for the betterment of the community or its institutions. Candidates are expected to record a minimum of 25 hours of service per year.
Dispositions (see page 5)
- Candidates complete self-evaluations at admittance to the program and application to student teach
- The Department meets weekly to discuss dispositions.
- After 2 observations an email will be sent to the candidate
- After 5 reports of negative dispositions a formal letter and conference will established
- After 7 concerns, the candidate may be counseled out of the program


## AsSessment and Evaluation

The Teacher Education Board at McPherson College is committed to planning curriculum and developing procedures to take advantage of candidates' strengths and to meet candidates' needs by gathering the information needed for planning through the process of continual assessment. Of utmost importance is using assessment to inform instruction. Effective assessment takes place most often in the midst of instruction.

Inevitably, there are times when the assessment (gathering the data) must move to evaluation (making decisions based on the data). Even though quite often those two acts are done simultaneously, it is important to try to place key benchmarks for students in the program.

## Principles to Guide Educational Assessment

Recognizing that becoming an effective educator is a developmental process has resulted in new concepts about how that process can be assessed. McPherson College's Teacher Education Program uses the following principles to guide data gathering:

1. Assess in authentic situations as much as possible.
2. Assess in a variety of contexts.
3. Assess the environment, the instruction, and the students.
4. Assess processes as well as products.
5. Clarify and use standards in assessment.
6. Involve the entire educational community in the assessment process.
7. Make assessment an ongoing part of everyday opportunities and instruction.

## Ways to Collect and Record Assessment Data

There are several ways to collect and record assessment data. In practice, the Department of Curriculum \& Instruction of McPherson College does not approach these as discrete methods; several are employed simultaneously. Both internal and external sources are used to provide data on the teacher education students.

When students take CI 220 Principles and Strategies of Teaching they begin creating their developmental portfolio. That portfolio will be one of the major means of collecting data.

Students are expected to add to the contents of the portfolio as they proceed through the program. A list of required and suggested documentation is distributed in CI 220. During the student teaching interview, students will be expected to address the data they have collected and relate it to their potential as a professional.

There are formal evaluations at key points in the program. Obviously, informal evaluations occur throughout the program. The points of formal evaluation are:

- Admittance to the Program
- Completion of Student Teaching
- Admittance to Student Teaching
- Licensure


## Dispositions

Candidate dispositions are assessed at multiple times as they proceed through the program. At application to the program and at application to student teach, candidates complete a self-assessment of dispositions using the department's standard form. Prior to the student teaching interview the department faculty also review the candidates' dispositions and a candid discussion is held as part of the interview.

Additionally, dispositions of candidates are discussed at each department meeting. If a candidate is discussed at two meetings, an email is sent highlighting the praise or concern. If a negative issue arises a fifth time, a conference is set up with the candidate to discuss the concern(s) face to face. If the issue is not resolved on the seventh time, a formal action plan is developed. This could include counseling the candidate out of the program.

Undergraduate Candidate Assessment Plan

| Checkpoints | Item | Instrument and/or Indicators Those in italics under development |
| :---: | :---: | :---: |
| Admittance to the Program | GPA | 2.5 cumulative ( 2.5 residential for transfers) |
|  | - Second semester freshmen status or later <br> - Transfer students only: successful completion of one semester at Mac (2.5 residential GPA) | Transcript <br> - Grades of C or better in English Comp. I, English Comp. II, math gen. ed., and Intro to Ed. |
|  | Recommendations | - Content Area Professor <br> - Character Reference$\quad$- Two Other <br>  <br>  <br> - Faculty/Instructor <br> Resident Life form |
|  | Interview | Uniform Questions |
|  | Disposition Forms | Self-Evaluation |
| Admittance to Student Teaching | GPA | 2.5 cumulative |
|  | Recommendations | - Content Professor - 1 LI Professor <br> - C\&I Faculty (Pedagogy) - 2 Faculty <br> - Resident Life form  |
|  | Interview | Uniform Questions |
|  | Disposition Form | - Self-Evaluation <br> - Department Evaluation |
| Completion of Student Teaching | Cooperating Teacher, College Supervisor, \& Content Major Professor | K-CAT comment sheets |
|  | Lesson Plans | Supervisor Evaluation |
|  | Content Area Final Evaluation | Content Area Final Evaluation Form (most content areas) |
|  | Mid-term and Final Evaluations | K-CAT |
|  | Exit Conference | Uniform Questions |
|  | Kansas Teacher Work Sample (KTWS) | KAPCOTE developed assessment tools |
| Licensure | PLT | 160 |
|  | State Content Exams | Qualifying scores are below |

State Board Established Qualifying Scores See also: www.ets.org/praxis/ks

| Test NAME | Test NuMBER | PASSING ScORE |
| :--- | :---: | :---: |
| Elementary Education: Content Knowledge for Teaching | 7811 | You must receive a passing <br> score on each subtest |
| $\bullet$ Reading and Language Arts CKT Subtest | 7812 | $\mathbf{1 5 9}$ |
| $\bullet$ Mathematics CKT Subtest | 7813 | $\mathbf{1 4 7}$ |
| $\bullet$ Science CKT Subtest | 7814 | $\mathbf{1 5 0}$ |
| $\bullet$ Social Studies CKT Subtest | 7815 | $\mathbf{1 5 7}$ |
| English Language Arts | 5038 | $\mathbf{1 6 2}$ |
| Mathematics | 5161 | $\mathbf{1 5 2}$ |
| History/Government | 5081 | $\mathbf{1 5 8}$ |
| Physical Education | 5091 | $\mathbf{1 4 8}$ |
| Health | 5551 | $\mathbf{1 5 3}$ |
| Music | 5113 | $\mathbf{1 5 2}$ |
| Art | 5134 | $\mathbf{1 6 0}$ |
| Spanish | 5195 | $\mathbf{1 6 5}$ |
| Speech/Theatre | 5221 | $\mathbf{1 4 8}$ |
| Biology | 5235 | $\mathbf{1 5 0}$ |
| Chemistry | 5245 | $\mathbf{1 5 2}$ |
| English to Speakers of Other Languages | 5362 | $\mathbf{1 4 9}$ |
| Special Education - Core Knowledge and Mild to Moderate Applications | 5545 | $\mathbf{1 5 5}$ |

## Admissions Procedures and Policies in Teacher Education

## Procedures: Non-Degreed Students

The following chart shows what happens, and when it happens, as candidates progress through the Teacher Education Program at McPherson College. Candidates and advisors should be familiar with the process.
Candidates must take responsibility in meeting deadlines and providing the necessary documentation at all points moving toward program completion.

| When | What | REQUIREMENTS | DeCision |
| :---: | :---: | :---: | :---: |
| Second semester Freshman - Junior year | Apply for admission into program | - Application Forms <br> - Recommendations <br> - C or higher in: G-EN110, G-EN111, GE math, G-Cl150 <br> - $\quad 2.5 \mathrm{GPA}$ <br> - Transfer students only: Successful completion of one semester ( 2.5 residential GPA) at McPherson College | $\Rightarrow$ Full Admittance or Restricted Admittance <br> - Begin Candidate Portfolio <br> - Continue Program Requirements <br> $\Rightarrow$ Denied <br> - Reapply after deficiencies are met <br> - Consult career counselor about other options <br> - Begin appeal process as outlined in the Teacher Education Bylaws |
| Interterm Sophomore year (Transfer students Junior Year) | G-Cl 251 Practicum diverse setting | - See Director of Field Experiences to ensure all records are completed. <br> - Complete all requirements as outlined on syllabus <br> - Continue building Candidate Portfolio | - If unsuccessful, contact career counselor about other options. <br> - If successful, continue on in the program |
| Pre-Student Teaching | Continue with course work <br> Complete advanced practica (Cl 351 and/or EE 375) <br> Apply for Student Teaching | - Consult with Academic Advisor <br> - See Director of Field Experiences to ensure all records are completed. <br> - Complete all requirements as outlined on syllabus <br> - Continue building Candidate Portfolio <br> - Full Admittance into Program <br> - Application Forms <br> - Recommendations <br> - $\quad 2.5 \mathrm{GPA}$ (cumulative) <br> - Candidate Portfolio Submission <br> - Interview - Subcommittee of Teacher Education Board | - If unsuccessful, contact career counselor about other options. <br> - If successful and all course requirements are met, apply for student teaching. <br> - If denied, contact career counselor about other options-or- <br> - Begin appeal process as outlined in the Teacher Education Bylaws. <br> - If approved, plan to student teach. |
| Student Teaching | Continue building Developmental Portfolio <br> Take PLT and Content Test <br> Apply for Licensure | Meet all requirements as outlined in the Student Teacher Handbook | - If unsuccessful, contact career counselor about other options. <br> - If successful, complete licensure requirements. <br> $\Rightarrow$ Principles of Learning and Teaching Test $=160$ <br> $\Rightarrow$ Content Tests (scores found on page 6) <br> $\Rightarrow$ Complete Forms |
| Post-Graduation | Continue contact with the TEP at McPherson College | - Complete Alumni Surveys <br> - Donate generously |  |

## Procedures: Middle Level Endorsement

Any candidate seeking a teaching license at any level may add a content area endorsement for late childhood through early adolescence (middle school level) by passing the content test in the particular licensing area. Candidates interested in the middle level endorsement are strongly encouraged to talk with professors in the department in order to facilitate practica experiences and suggest course work if needed.

## Procedures: Post BA/BS

A. Non-Licensed. McPherson College will accept people who have received their degree from an accredited institution. To obtain a teaching license, the completion of the professional education sequence and the appropriate subject matter sequence is needed. Transcript analysis will be used to determine equivalent course work where appropriate. The Chair of Teacher Education, the licensure officer, and the registrar will use her/his discretion to determine appropriate equivalencies. All analysis will follow Kansas State Board of Education's regulations for licensure
B. Previously Licensed-Same Level of Licensure. McPherson College will accept people who have received their initial license from an accredited institution. In order to be accepted into the TEP and subsequently to student teach, such persons must meet with a Department of Curriculum and Instruction advisor and fulfill the requirements of their licensure area.
C. Previously Licensed-Different Level of Licensure. If someone wants to change level of license, $\mathrm{s} / \mathrm{he}$ will need to meet with the Licensure Officer. Another resource person may be included, as a plan for completion is created. This plan will include time and means to meet the course requirements and the professional education requirement. The candidate will have to secure admission into the program, by completing the necessary forms. Arrangements will be made to ensure that there are student teaching experiences at the appropriate level.

## SERVICE

The Teacher Education Advisory Board has defined a service-oriented professional as a teacher who goes beyond the requirements of the job by seeking ways to improve the educational experience of each student.

Students completing McPherson College's Teacher Education Program must contribute to the profession by documenting significant service activities.

- Significant: The department quantifies significant through hours of service. During the student's college career $\mathrm{s} /$ he must complete and document a minimum of 25 service hours per year. These hours must be in the form of varying experiences that include at least four different activities.
- Documentation: Students are responsible for documentation. Faculty in the C\&I Department or the faculty members of the Teacher Education Board will review this documentation.
- Activities: The following is a list of possible service-oriented activities. The intent of this list is not to limit the future educator but rather to guide students as they develop their own sense of service.

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o Membership in KNEA and attendance at o Humane Society Volunteer
    meetings ○ Meals on Wheels Volunteer
- Volunteer at Circles of McPherson County ○ Blood Donor
\circ Tutoring ○ Red Cross Volunteer
\circ Faith-based Instruction ○ Food Pantry Volunteer
\circ Service at Shelters ○ YMCA work
\circ Library Volunteer ○ Camp Counselor
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Other activities - may be approved by C\&I faculty or faculty members of the Teacher Education Board.

## Field Experiences

To help teacher education candidates move from the role of student to student teacher to practitioner, several field experiences are required at McPherson College. These targeted practica placements in public school classrooms give teacher education candidates the opportunity to observe both teachers and students and to engage in specified activities in the classroom. These experiences allow teacher candidates to begin to practice what they have learned in actual classroom settings.

Research has proven that multiple and varied practical experiences are key components for producing effective teachers. For that reason, students in the TEP are required to complete a minimum of two practica prior to student teaching. Students are encouraged, however, to participate in more than two if at all possible. The first practicum is primarily an observation/aide experience; the second practicum requires students to take more initiative in the actual classroom responsibilities, and to practice instructional activities.

Students are required to do one practicum experience in an urban setting. Arrangements have been made for the first practicum, G-CI 251 - Introduction to Education Practicum, to be completed in Wichita, Chicago, or another urban setting. Transfer students, or students with extenuating circumstances may choose to complete one of the other practica in an urban setting. (See Diversity Policy)

## Diversity Policy

> The Teacher Education Program at McPherson College is committed to training teachers to meet the needs of a diverse society. One way to demonstrate that commitment is to ensure that every student has at least one experience in a diverse school community.
> For most students that requirement will be fulfilled in G-Cl 251 Introduction to Education Practicum. This is usually conducted in the Wichita School District.
> Transfer students and students with extenuating circumstances which prevent them from attending this Interterm practicum can fulfill the requirement in an alternative manner. If a student receives transfer credit for an initial practicum and can provide proof that it was done in a diverse setting, the requirement will be met. If a student receives transfer credit for an initial practicum in a setting that is not diverse, then that student will be required to complete either the junior level practicum or student teaching in a diverse community.
> The Chair of the Curriculum and Instruction Department or the Director of Field Experiences must approve any alternative method of meeting the requirement.

Students are placed in both grade- and content-appropriate practica settings. It is the student's responsibility to make travel arrangements to practica sites, and to bear any expenses that are incurred with the practica completion.

Before entering a public school under the auspices of McPherson College, every student must comply with the following requirements:

1. Show proof of liability insurance in the amount of $\$ 1,000,000$.

Forms for this insurance may be obtained in the Department of Curriculum and Instruction.
2. Show proof of a current negative TB (tuberculosis) test.

This test may be obtained from a personal physician or from any County Health Department for a nominal fee. In McPherson the Health Department is located at 1001 N. Main, phone 241-1753.
3. Complete an Inquiry Form.

This form is available in the Curriculum and Instruction Department office.
4. Wear an identification badge. (if applicable, may be required by some districts)

This badge will be provided by the Department of Curriculum and Instruction.

## Success in the Practicum

Once you receive notice of your practicum placement, it is your responsibility to contact the cooperating teacher(s) to plan the schedule for your observations. Exchange telephone numbers so that you can call the teacher if you find it necessary to be absent or late. The cooperating teacher should plan to call you if school is cancelled for some reason, or there is a change in the daily schedule that would prevent your observation.

On the first day, report to the principal's office to introduce yourself and be shown to the cooperating teacher's room. Plan to arrive at the school at least 15 minutes before classes begin. Once students begin to enter the room, the cooperating teacher will not have time to be assisting you. During this time, share your profile form and ask the cooperating teacher to read, sign, and date the contract. Sign your name, also, and return the form to the Director of Field Experience as soon as possible.

- Ask the cooperating teacher where s/he would like you to sit. You may not be asked to assist with any activities until you have been in the classroom several times. Use this time to study the students, as well as the cooperating teacher. Refer to the Observation Guide for specific items to observe.
- Take notes for your journal entries, and to help you get to know the class.
- Be alert! A bored, tired, or sleepy looking observer makes a poor impression.
- Avoid distracting students. Encourage them to focus attention on their work or teacher rather than on you.
- Except for discussions in an education class on campus or with your supervisor, never discuss incidents that occur in the classroom you observe. Discretion and confidentiality are important virtues for a teacher to maintain.
- Wear your ID badge.
- Dress appropriately as a staff member, not as a student.
- Notify your practicum supervisor and the cooperating teacher in advance if you must be absent.
- Notify the practicum supervisor immediately if any problems or questions arise.
- Read the syllabus for the particular practicum in which you are enrolled. Specific requirements and the assessment and evaluation procedures will be explained there.


## Required Practica

## The Director of Field Experiences in the Department of Curriculum and Instruction arranges all placements.

## Elementary Level Sequence

G-CI 251 Introduction to Education Practicum-1 credit hour
This practicum is conducted in the Wichita Public Schools or another diverse educational setting and must be completed before enrolling for EE 375. Students generally observe in their assigned classrooms for the full school day for one week, or for a minimum of 3 hours per day for two weeks for a total of 30 contact hours. Students are responsible for their travel arrangements. A faculty supervisor will oversee the practicum experience.

EE 375 Elementary Education Practicum and Seminar - 2 credit hours (may be taken for more) Students enrolling in EE375 must have completed the Teacher Education Program admittance application process. Twenty-five contact hours in the classroom constitutes one credit hour. Students certifying in Elementary Education only, must take this practicum for a minimum of two credit hours (fifty contact hours). This placement may be at either the primary level (K-3) or intermediate level (4-6), and should be at the opposite level from the one in which the student will do student teaching. A faculty supervisor will oversee the practicum experience. Prerequisite: C or better in CI 220.

EE 465 Elementary Student Teaching - 6-12 credit hours
Requires minimum of fourteen weeks full time in the assigned classroom and attendance at the student teaching seminars held on campus periodically throughout the semester. Students seeking special education certification will be scheduled for seven weeks in a traditional setting and seven weeks in a special education setting. A faculty supervisor will make regular visits to the student teacher's classroom to observe and evaluate his/her performance.

## Secondary Level Sequence

G-CI 251 Introduction to Education Practicum - 1 credit hour
This practicum is conducted in the Wichita Public Schools or another diverse educational setting and must be completed before enrolling for CI 351. Students will observe in their assigned classrooms for the full school day for one week, or for a minimum of three hours per day for two weeks. Students are responsible for their travel arrangements. A faculty supervisor will oversee the practicum experience.

CI 351 Secondary Education Practicum and Seminar - 2 credit hours (may be taken for more)
Students enrolling in CI 351 must have completed the Teacher Education Program admittance application process.
Twenty-five hours in the classroom constitutes one credit hour. Students certifying in Secondary Education only must take this practicum for a minimum of two credit hours (fifty contact hours). Students will be placed in a classroom of their major area. A faculty supervisor will oversee the practicum experience. Prerequisite: C or better in CI 220.

CI 475 Secondary Student Teaching - 6-12 credit hours
Requires a minimum of fourteen weeks full time in the assigned classroom and attendance at the student teaching seminars held on campus periodically throughout the semester. Students seeking special education certification will be scheduled for seven weeks in a traditional setting and seven weeks in a special education setting. Faculty supervisors from the department of Curriculum and Instruction and the endorsement area will make regular visits to the student teacher's classroom to observe and evaluate his/her performance.

## PreK-12 Level Sequence

G-CI 251 Introduction to Education Practicum-1 credit hour
This practicum is conducted in the Wichita Public Schools or another diverse educational setting and must be completed before enrolling for CI 351/EE 375. Students will observe in their assigned classrooms for the full school day for one week, or for a minimum of three hours per day for two weeks. Students are responsible for their travel arrangements. A faculty supervisor will oversee the practicum experience

EE 375 \& CI 351 Elementary/Secondary Practicum and Seminar- 1 credit hour at each level (may be taken for more) Students enrolling in CI 351/EE 375 must have completed the Teacher Education Program admittance application process. Art, Music, Spanish, and PE/Health are PK-12 endorsements. Students certifying in these areas must take both EE 375 and CI 351 for a minimum of one credit hour. Twenty-five hours in the classroom constitutes one credit hour. Fifty hours of contact time are required to fulfill this practicum. Twenty-five hours will be scheduled for both the elementary level and secondary levels. A faculty supervisor will oversee the practicum experience. Prerequisite: C or better in CI 220.

EE 465 \& CI 475 Elementary\& Secondary Student Teaching - 6 credit hours at each level.
Requires fourteen weeks full time in the assigned classroom, and attendance at the student teaching seminars held on campus periodically throughout the semester. Seven weeks will be scheduled in an elementary school and seven weeks in a secondary school. Faculty supervisors from the department of Curriculum and Instruction and the endorsement area will visit regularly to the student teacher's classroom to observe and evaluate his/her performance.

## ObSERVation Guide for Reflective Thinking and Journal Entries

All Teacher Education Program practica require reflective thinking and subsequent journaling by the candidate. These reflections and journal entries will be based on the Goals, Objectives, and Dispositions of the Teacher Education Program at McPherson College. The candidate should reference the syllabus for each practicum experience to find specific observation guidelines for reflective thinking and journaling as instructors may have varying requirements.

## Professionalism

Candidates in the Teacher Education Program at McPherson College should always remember they are representing themselves, the college, and the teaching profession. That representation must be done with dignity and integrity. The governing body of the Teacher Education Program has adopted the following policy:

Candidates in the Teacher Education Program (TEP) must recognize that they are guests in $P-12$ schools, and that school personnel can decide at any time, and for any reason, not to welcome a TEP student back to campus. Because they are guests, TEP candidates should be careful to show respect to their hosts by dressing and behaving like professionals.

When TEP candidates enter a school building for observation, practicum, or student teaching, they must dress in an appropriate, professional manner. It is especially important for TEP candidates not to dress in a manner that might (1) inhibit the performance of their duties in the schools, (2) cause a disturbance among P-12 students, or (3) violate the ordinary practice of professionals at the host school. Decisions about appropriate dress (or any other kind of bodily ornamentation) will be made by the Curriculum and Instruction Department, possibly in consultation with the Teacher Education Board.

## Required Professional Education Curricula

This section outlines requirements for licensure, both for the professional education program and for all program areas.

For each program area, the following information is provided:

- program objectives
- outline of required curriculum in the area
- advising checklist.

These checklists include all courses that a student must take in order to certify in each area (general education requirements, professional education requirements, and program requirements.)

For some programs, these advising checklists may seem to differ from program requirements as listed in the college catalog; such differences are usually the product of differences between an endorsement program and a major in the area. In addition, because of space limitations on the checklists, some programs have been rearranged, and courses duplications have been eliminated. A student should take any questions s/he may have to the program area advisor or to the Department of Curriculum \& Instruction faculty. Any errors in either the handbook or the catalog will be corrected by reference to documents by the Kansas State Department of Education. These documents contain the authoritative versions of all programs.

## Related Courses:

G-PY 101 Introduction to Psychology
PY 204 Child \& Adolescent Development

## Education Courses:

G-CI 150 Introduction to Education
CI 232 Educational Technology
G-CI 251 Introduction to Education Practicum
SE 210 Introduction to Infants, Children, and Youth with Special Needs

CI 220 Principles \& Strategies of Teaching
G-CI 333 Intercultural Education Seminar
CI 455 Teaching-Learning Process
CI 476 Professional Seminar in Education

For P-12:
3 CI 351 Secondary Education Practicum \& Seminar EE 375 Elementary Education Practicum \& Seminar 1
CI 315 Reading in the Content Field or EE 444
Reading/Language Arts II

3 For K-6:
EE 375 Elementary Education Practicum \& Seminar 2-4
For 6-12:
CI 351 Secondary Education Practicum \& Seminar 2
CI 315 Reading in the Content Field 2
3 Education Methods Courses:
Methods course(s) in academic major 2 or more
ELED core methods ( $R / L A$, math, science, $S S$ ) must be taken at McPherson College

## Student Teaching:

CI 475 Student Teaching in the Secondary School 6-12

EE 465 Student Teaching in the Elementary School 6-12
(Student Teaching for K-12, Art, Music, Health, Physical Education, Spanish, includes both of the above)

## Endorsement Area <br> Requirements and Checklists



## TEACHING LICENSE: ART P-12


$\qquad$
$\qquad$ Date:

$\qquad$
$\qquad$ Date:

$\qquad$
$\qquad$ Date:

## TEACHING LICENSE: ELEMENTARY EDUCATION K-6


$\qquad$ Date:

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$\qquad$ Date: $\qquad$

## ADDED ENDORSEMENT: English for Speakers of Other Languages ESOL K-6 \& 6-12

| Elementary or secondary licensure is required to be eligible for this added endorsement. <br> See attached for teacher licensure requirements. | ESOL REQUIREMENTS (cr. HRS.) | ESOL REQUIREMENTS (cr. HRS.) |
| :---: | :---: | :---: |
|  | K-6 Endorsement: (17) | 6-12 Endorsements: (17) |
|  | The following courses must be taken in addition to the Elementary Education Program. | The following courses must be taken in addition to any other 6-12 endorsement field. |
| TEACHER LICENSURE |  |  |
| K-6 Licensure | SO202 Minorities in the U.S. (3) | SO202 Minorities in the U.S. (3) |
| 6-12 Licensure | EN230 Linguistics (2) | EN230 Linguistics (2) |
| Content Area: | EN335 Adv English Grammar (2) | EN335 Adv English Grammar (2) |
| Content Area: | *CI428 Meth for Tchg ESOL in Sec \& Elem Sch (3) | *CI428 Meth for Tchg ESOL in Sec \& Elem Sch (3) |
|  |  |  |
| Other Added Endorsements | --Prerequisite: Acceptance into Teacher Ed Program | --Prerequisite: Acceptance into Teacher Ed Program |
|  | Observations \& Student Teaching: (7-14) | Observations \& Student Teaching: (7-14) |
|  | --EE375 Elementary Ed Practicum (1-4) | --Cl351 Secondary Ed Practicum (1-4) |
|  | --EE465 Student Teaching in an ESOL Program - | --Cl475 Student Teaching in an ESOL Program - |
|  | Elementary (4-8) | Secondary (4-8) |
|  | --Cl476 Prof. Seminar in Ed (2) | --Cl476 Prof. Seminar in Ed (2) |
|  | *Courses require C or better in Cl 220 |  |
|  |  |  |

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$\qquad$ Date: $\qquad$

## ADDED ENDORSEMENT: GRADUATE LEVEL High Incidence Special Education K-6, 6-12, or K-12



## TEACHING LICENSE: HISTORY_GOV 6-12




| GENERAL ED REQUIREMENTS_(cr. HRS.) | PROFESSIONAL ED REQUIREMENTS (cr. HRS.) | MUSIC REQUIREMENTS (CR. HRS.) |
| :---: | :---: | :---: |
| Foundation Courses: | Related Courses: (10) | Required Courses: (52) |
| Oral, Written, \& Informational Literacy: | PY101 Introduction to Psychology (3) | Musicianship (17) |
| Oral Communication (3) | PY204 Child \& Adolescent Dev (3) (S) | MU136 Music Theory I (3) |
| *EN110 College Composition I (3) | Cl232 Educational Technology (2) | MU236 Music Theory II (3) |
| *EN111 College Composition II (3) | G-CI333 Intercultural Education (2) | MU336 Music Theory III (3) |
| Language Intensive Courses: |  | MU436 Music Theory IV (3) |
| 1. G-ML108 Spanish I (3) | Education Courses: (15) | MU159 Sight Singing I (1) |
| 2.0 (Cl455) | *G-Cl150 Introduction to Education (3) | MU259 Sight Singing II (1) |
| *Mathematics (3-4) | G-Cl251 Introduction to Education Practicum (1) | MU359 Sight Singing III (1) |
| Religion/Beliefs/Values (3-4) | SE210 Introduction to Infants, Children | MU459 Sight Singing IV (1) |
| Wholeness/Health/Fitness (3) | \& Youth w/ Special Needs (3) | MU345 Conducting (1) |
| Global/Intercultural Experience (3-4) | ${ }^{*} \mathrm{Cl} 220$ Principles \& Strategies of Teaching (3) | Music History and Literature (12) |
| (GCI333 \& GCl251) | Cl315 Reading in the Content Field (2) (F) | G-MU161 Music Appreciation (3) |
| College Seminars: | Cl455 The Teaching Learning Process (3) | G-MU210 Intro World Music (3) |
| ID101 (2) |  | G-MU355 Music History I (3) |
| ID201 (2) | Methods Courses: (10) | G-MU360 Music History II (3) |
| Distribution Courses: | *CI/MU370 Instr Music (3) | Performance Study (19) |
| Humanities (6): | *CI/MU371 Choral Music (3) | MU150 Music Major Lab (0) |
| The Arts | *CI/MU372 General Music (3) | MU330K Piano (0-8) |
| Literature | *MU465 Advanced Conducting (1) | Piano Proficiency Exam (0) |
| Choice |  | MU330 Private Lessons (8) |
| Science \& Technology (7): | --Prerequisite: Acceptance into Teacher Ed Program | MU375 Junior Recital (1) |
| (one lab, one course from each area) | Observations \& Student Teaching: (16) | MU475 Senior Recital (2) |
| Life Sciences | --EE375 Elem Ed Practicum (1) | Ensembles required each semester (8) |
| Physical Sciences | --Cl351 Sec Ed Practicum (1) | Techniques Courses (4) |
| Social Sciences (9): | --EE465 Student Teaching in the Elem School (6) | MU385 Vocal Pedagogy (1) |
| (one course from each area) | --Cl475 Student Teaching in the Sec School (6) | MU390 Choral Tech I (1) |
| Behavioral Sciences (PY101) | --Cl476 Professional Seminar in Ed (2) | MU395 Choral Tech II (1) |
| Social Institutions (G-Cl150) |  | MU274 Instrumental Tech Lab (1) |
| History |  | ~OR~ |
| Electives: <br> (two courses from outside of major) |  | MU309 WW Tech (1) |
|  |  | MU310 Brass Tech (1) |
| 1. | Diverse Experience: | MU311 String Tech (1) |
| 2. | *Courses require a C or better | MU312 Perc Tech (1) |



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$\qquad$ Date: $\qquad$

## ADDED ENDORSEMENT: High Incidence Special Education K-6, 6-12, or K-12



## TEACHING LICENSE: SPEECH/THEATRE 6-12



