

# TEACHER LICENSURE

## POST-BACCALAUREATE REQUIREMENTS FOR INITIAL AND ADD-ON ENDORSEMENT

### Conceptual Framework

A Teacher-Student Dynamic of Sensitivity, Reflection and Faith

### Mission Statement

The mission of the Teacher Education Program is to prepare highly effective teachers within an environment of sensitivity, reflection, and faith.

### Description of the Statement

Effective educators demonstrate knowledge in their respective fields, sensitivity to students' diverse learning needs, reflection in scholarship and inquiry, motivation of their students' becoming life-long learners, and a careful examination of their worldview and integration of the fruit of the Spirit (Galatians 5:22-23).

### Goals

On completion of the Teacher Education Program, students will have developed:

1. Understanding of the growth and development of children and adolescents and sensitivity to their diverse learning needs;
2. Academic competence in a broad base of general education and in a major appropriate for the licensure being sought
3. Knowledge of a variety of effective teaching methods and materials which utilize skills that effectively apply content knowledge and knowledge of children and adolescents to the learning environment;
4. Awareness that teachers need continuing professional growth to remain effective and desire to pursue further study;
5. Knowledge of the ethical and professional responsibilities of teachers and an understanding of the teacher's role as a leader in the community;
6. A desire to have a lifestyle that demonstrates Christian values.

### NCATE Accreditation

The Teacher Education Program is accredited by the National Council for Accreditation of Teacher Education (NCATE) 2010 Massachusetts Ave., N.W., Suite 500, Washington, DC 20036; phone 202-466-7496. This accreditation covers initial teacher preparation programs and advanced educator programs.

### Profile of the Teacher Education Program

To be licensed to teach in the State of Tennessee, prospective teachers must earn a bachelor's degree with a major in an academic field and meet specific competencies needed in the teaching profession.

Areas of licensure: Union offers both initial licensure and additional endorsement in the following areas:

Beginning Administrator, PreK-12

Biology, 7-12

Business Education 7-12 plus Business Technology, 7-12

Chemistry, 7-12

Early Childhood Educ., PreK-3

Economics, 7-12

Elementary, K-6

English, 7-12

English as a Second Lang., PreK-12

French, 7-12

Government, 7-12

History, 7-12

Library Information Specialist, Pre K-12

Marketing, 7-12

Mathematics, 7-12

Middle Grades, 4-8

Music Education:

Vocal/General, K-12 (no add-on)

Instrumental, K-12 (no add-on)

Physical Education, K-12 plus Health Education K-12

Physics, 7-12

Reading Specialist, PreK-12

School Social Worker, PreK-12

Spanish, 7-12

Special Education:

Modified, K-12

Comprehensive, K-12

Speech Comm., 7-12

Theatre, K-12

Visual Art, K-12

### Post-Baccalaureate Requirements

(For post-baccalaureate initial licensure and add-on endorsements)

**Official transcripts.** Students who seek post-baccalaureate teacher licensure must first complete the Graduate Studies in Education Application and a \$25.00 (non-refundable) application fee. The candidate must order official transcripts from all colleges and universities that have been attended; these transcripts must be sent directly to Union University and may not be stamped "Issued to Student."

**Transcript evaluations.** After the candidate has submitted the Graduate Studies in Education Application and \$25.00 application fee and official transcripts have been received, the candidate should call the Assistant Dean for Teacher Education and Accreditation for an appointment for a transcript evaluation. Post-baccalaureate candidates must have a transcript evaluation completed by the Assistant Dean prior to starting classes; if the licensure program takes more than two years to complete, the post-baccalaureate candidate should have another evaluation completed. At this meeting the candidate will be apprised of course work that remains, TEP status, Praxis II requirements, any proposed changes in licensure requirements, and alternative licensure options.

**Application to the TEP.** The application to the TEP is submitted with the Graduate Studies in Education Application. Due to the nature of class schedules on the graduate level, candidates may take courses that are required for licensure when they are available even if they require admission to the TEP on the undergraduate level. However, candidates must be fully admitted to the TEP prior to student teaching.

**Admission to the TEP.** Post-baccalaureate candidates for initial licensure must meet the following requirements for admission to the Teacher Education Program.

1. Satisfactory score on the Praxis II Speciality Area test for the endorsement being sought.
2. Minimum GPA of 3.0 from all undergraduate courses taken or provisional admission to graduate course work
3. Two positive reference forms
4. Three positive dispositional evaluations completed by professors of the student's first three classes.
5. Successful completion of Portfolio Stage 1.
6. Approval of the School of Education
7. Approval of the Teacher Education Committee

**Continuation in the TEP.** In order to remain in the TEP following admission, the post-baccalaureate candidate must maintain a GPA of 2.75 in all course work taken at Union since completion of the baccalaureate degree and a GPA of 2.75 in the professional education core. The candidate must successfully complete Portfolio Assessment Stage 2.

**Admission to student teaching.** Candidates must file an application to student teach before the posted deadline during the semester prior to student teaching. Applications are available in the Office of Teacher Education. Other requirements for student teaching are as follows:

1. Minimum scores on all applicable portions of the Praxis II series must be received by Union before the student is admitted to student teaching or before teaching experience can be substituted for student teaching
2. A recommendation from the department of the student's endorsement area or a minimum GPA of 2.75 in all undergraduate and graduate courses in the endorsement area
3. Satisfactory completion of a field experience at an appropriate level
4. Completion of the professional education core

5. Lack no more than one course for completion of the endorsement requirements
6. Completion of one term of full-time professional education
7. Approval of the Dean of Students
8. Approval of the Teacher Education Committee.

No courses may be taken during the semester of student teaching. During the semester of student teaching, seminars are held on Thursday afternoons from 3:30-5:00 in Jackson, and attendance is mandatory.

Teaching experience may or may not be allowed to substitute for student teaching. Post-baccalaureate candidates who have completed either two years of successful experience on an alternative license or 3 years of experience on a permit or combination of permit and alternative may submit a letter of appeal to the Dean of the College of Education and Human Studies. The letter must include the Verification of Teaching Experience Form, copies of two local evaluations completed by the supervisor, and/or principal, a copy of Praxis II scores and copy of portfolio assessment for stage 3. If the Dean deems that the experience is within the guidelines of Union's policy, he/she will allow the experience to substitute for student teaching. If denied, the candidate may appeal the decision to the Teacher Education Committee.

**Application for teacher licensure.** Applications for Tennessee teacher licensure are completed during a student teaching seminar and are filed with the Tennessee State Department of Education when all requirements are completed. If the candidate appeals to the Dean to substitute teaching experience for student teaching, the candidate will use the application for licensure included in the packet. Candidates teaching on an Alternative Type II license must file the application and supporting documents with the TN Department of Education.

## Academic Policies

**Minimum GPA requirements.** Minimum GPA's are listed above. Following admission to the TEP, if the GPA drops below the minimum, the student is removed from the TEP and may not take any courses that require admission to the TEP. In this case it is strongly recommended that the student repeat courses that caused the GPA to fall below the minimum required. When the GPA is at or above the minimum, the student will be submitted for readmission to the TEP.

**Early field experiences.** As is required by national standards and by the Tennessee State Department of Education guidelines, early field experiences are a vital part of the TEP at Union. The purpose of these early field experiences is to introduce the prospective teacher to a variety of school settings, learners, and routine activities. The knowledge and skills introduced in course work will be refined in the early field experiences.

Proof of professional liability insurance is required of all students enrolled in courses with field experiences. This expense is the responsibility of the student. Options for this coverage include, but are not limited to, membership in Student Tennessee Education Association, Christian Educators' Association International, or Professional

Educators of Tennessee. Liability insurance is also available through Union University. Information about each of these options is available through the Assistant Dean.

**Background check and fingerprinting.** In accordance with TN Code Ann. §49-5-5632, all teacher candidates must supply a fingerprint sample and submit a criminal history records check by TBI prior to being placed in field experiences. Information available through the Office of Teacher Education.

**Portfolio.** The candidate must attend a LiveText workshop while enrolled in EDU 535 Portfolio Submission in the first semester of enrollment. A portfolio fee will be charged to the candidate's account. The candidate will submit portfolio stage 1 in the first semester. The Teacher Education Handbook, Vol. I is available in the portfolio template.

**Appeals.** The School of Education is charged with the responsibility to follow the established policies for admission to and completion of the TEP. The Teacher Education Committee, which includes representatives of the faculty from across the university, is the TEP coordinating and policy-making body for the unit and is responsible for assuring that the established policies are followed. If the student feels that established policy or practice is not being followed, the Teacher Education Committee should be contacted. The Teacher Education Committee is also the appeals committee for the TEP. All appeals for variance from established policy and practice should be presented in writing to the Dean of the College of Education and Human Studies. The Dean will consider whether the appeal may, within established policy, be granted. If the appeal

has been denied by the Dean, the student may choose to direct the appeal to the Teacher Education Committee. The student should contact the chairman of the TEC and present the appeal in writing. After the TEC has considered the appeal, the student will be notified in writing of the committee's determination.

**Assessment of student outcomes.** The candidate will submit a portfolio at three stages throughout the program. The portfolio will present evidence that the candidate has met performance standards in professional education as set by the TN Department of Education and based on INTASC standards. To be admitted to student teaching, students must acquire passing scores on all applicable portions of the Praxis II as determined by the Tennessee State Department of Education. The Praxis II should be taken at least one semester prior to the beginning of student teaching to assure receipt of passing scores.

## Financial Information

In addition to tuition, a fee of \$160 will be charged all students engaged in enhanced student teaching. This fee is used to meet part of the expenses of the cooperating teacher stipend and travel expenses incurred by the university supervisor.

A materials fee is also charged for student teaching and appropriate courses throughout the education curriculum and elsewhere in the university to cover costs directly related to the course or laboratory. Current materials fees are indicated in the "Financial Information" section of the *Catalogue*.