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: teachers who are sensitive to the diverse learning needs of their students; competent teachers who embrace reflective scholarship and a spirit of inquiry; and teachers who carefully consider their world view and integrate in their classrooms Christian values such as stewardship of the environment, belief in the dignity and worth of each individual, and grace to lead, empower, and motivate every student to enjoy learning and to continue learning for a lifetime.

Goals

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

- Understanding of the growth and development of children and adolescents and sensitivity to their diverse learning needs;
- Academic competence in a broad base of general education and in a major appropriate for the licensure being sought;
- 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;
- Awareness that teachers need continuing professional growth to remain effective and desire to pursue further study;
- Knowledge of the ethical and professional responsibilities of teachers and an understanding of the teacher’s role as a leader in the community;
- 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:

- Basic Business/Accounting, 7-12
- Biology, 7-12
- Chemistry, 7-12
- Data Processing, 7-12
- Early Childhood Education, PreK-4
- Economics, 7-12
- Elementary, K-8
- English, 7-12
- English as a Second Language, PreK-12
- French, 7-12
- Government, 7-12
- Health, K-12
- History, 7-12
- Library Information Specialist, Pre K-12
- Marketing, 7-12
- Mathematics, 7-12
- Middle Grades, 5-8
- Music Education:
  - Vocal/General, K-12
  - Instrumental, K-12
- Physical Education, K-12
- Physics, 7-12
- Spanish, 7-12
- Special Education:
  - Modified, K-12
  - Comprehensive, K-12
  - Early Childhood
- Speech Communication, 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-bac-
calaureate teacher licensure must first complete an
application for admission to Graduate Studies in
Education and submit 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
completed the application for admission to Gradu-
ate Studies in Education and submitted a $25.00 ap-
plication fee, and official transcripts have been re-
ceived, the candidate should call the Director of
Teacher Education for an appointment for a tran-
script evaluation. Post-baccalaureate candidates
must have a transcript evaluation completed by the
Director of Teacher Education prior to starting
classes; if the licensure program takes more than one
year 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 (NTE) re-
duirements, and any proposed changes in licensure
requirements.

Admission to the TEP. Post-baccalaureate candi-
dates must secure a copy of the Teacher Education
Program Handbook, Vol. I and meet the following
requirements for admission to the Teacher Educa-
tion Program.

1. Satisfactory scores on the PPST: Reading=174,
Math, 173, Writing=173), or CBT: Reading=321,
Math=318, Writing=319) or ACT (Composite of
22e), or SAT (Total of 1020) or MAT=35 or GRE
(Verbal=350, Quantitative=400, Analytical=400).
2. Minimum GPA of 3.0 from all undergraduate
courses taken or provisional admission to gradu-
ate course work
3. Two positive reference forms
4. Interview with the Teacher Education Screening
Committee
5. Approval of the Education Department
6. Approval of the Teacher Education Committee

Application to the TEP. The application to the TEP
is submitted upon entrance to Union University's
post-baccalaureate program. 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 admit-
tion to the TEP on the undergraduate level. How-
ever, candidates must be fully admitted to the TEP
prior to student teaching.

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 bacca-
laureate degree and a GPA of 2.75 in the professional
education core.

Admission to student teaching. Candidates must
file an application to student teach before the posted
deadline during the semester prior to student teach-
ing. Applications are available in the Education De-
partment. Other requirements for student teaching
are as follows:
1. Minimum scores on all applicable portions of the
Praxis II series (NTE) must be received by Union
before the student is admitted to student teach-
ing or before teaching experience can be substi-
tuted 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 and attendance is mandatory.

Teaching experience may or may not be allowed
to substitute for student teaching. Post-baccalaure-
ate candidates who have completed either two years
of successful experience on the Interim A in the area
of licensure or 3 years of experience on a permit or
combination of permit and Interim A may submit a
letter of appeal to the Dean of the School of Educa-
tion and Human Studies. The letter must include
the verification of Teaching Experience Form com-
pleted by the Supervisor or principal indicating grade, subject, and dates taught along with copies of local evaluations completed by the supervisor and/or principal and a copy of Praxis II (NTE) scores. 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.

**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 Director of Teacher Education.

**Appeals.** The Education Department 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 School 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.** To be admitted to student teaching, students must acquire passing scores on all applicable portions of the Praxis II (NTE) as determined by the Tennessee State Department of Education. The NTE 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 $125 will be charged all students engaged in enhanced student teaching. A fee of $35 is charged for extended field experience. 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.