Welcome!

Greetings from SMSU Education Department! We are thrilled you have chosen to pursue a career in education. There is no other field so demanding and yet so rewarding! The education of our children is critical to the development and sustainability of our country's democracy, economy, and security. This guide is intended to provide you with the basic information needed to successfully navigate program requirements and attain a teaching license. If at any time you feel lost or confused, please contact the Education Department, 507-537-7115, and we will direct you to the person who will be able to answer your questions. Again, welcome and we hope you find the SMSU Teacher Education Program engaging and exciting!

Sincerely,

Dr. Sonya Vierstraete
Chair, Education Department
IL 234
507-537-7254

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<th>Name</th>
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<th>Office</th>
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<td>Beach, Michelle</td>
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<td>Christensen, Amy</td>
<td>6212</td>
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<td>Claussen, Wendy</td>
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<td>IL 150B</td>
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<td>Johnson, Faye</td>
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Important Dates for Education Majors*

Secondary Pre-student Teaching, Elementary/ECE Jr. Yr. Experience, & ECE Leadership

➢ Applications for secondary pre-student teaching are due the last week of September. Secondary and K-12 majors must also be sure to register for ED 304 Professional Development & Classroom Applications for Spring semester, as this class is tied to the pre-student teaching experience. The prerequisite for ED 304/Pre-student Teaching for Secondary and K-12 majors is ED 301 Teaching & Learning Processes and your content methods course. These must be taken either prior to or concurrently with pre-student teaching.

➢ Elementary majors and Early Childhood Education (ECE) majors complete the Jr. Year Experience Applications in Ed. courses; these include lab placements for ED 344 Social Studies Methods, ED 361 Elementary Math Methods and ED 443 Action Research I in the Fall, and ED 363 Elementary Science Methods, ED 302 Developmental Reading, ED 444 Action Research II, and ED 304 Professional Development and Classroom Applications in the Spring. The lab placement for all of these courses will be with the same teacher/students throughout your Junior year and for your pre-student teaching.

➢ Early Childhood Education majors (ECE) should take ED 455 Leadership Issues during the Spring semester of their Junior year. They also complete ED 456 Practicum in ECE Leadership, a 60 hour field experience. Applications for the Practicum in ECE Leadership are due during the first week of November for placements that spring, and during the last week of March for placements in summer or the following fall semester (complete the application form during advising week). The Practicum in ECE Leadership can be completed concurrently with taking ED 455, during the summer following your junior year experience, or the following fall. Make sure to indicate your preference on the application!

➢ Applications for all field experiences are available from the Placement and Licensure office (IL 151), and completed forms should be returned to them.

Pre-student teaching is 10 full days
✓ 5 days during SPRING BREAK
✓ 5 days immediately following the end of spring semester

Informational Meetings (dates are approximate*)
➢ Pre-student Teaching Orientation - Feb./Mar.
➢ Student Teaching Application Meeting - Nov./Dec.
➢ Fall Student Teaching Orientation - Aug.
➢ Spring Student Teaching Orientation - Dec./Jan.
➢ Fall Student Teacher Portfolio Review - Monday of finals week for fall semester
➢ Spring Student Teacher Portfolio Review - Monday of finals week for spring semester
➢ Fall Student Teaching Placement Meeting – Apr./May
➢ Spring Student Teaching Placement Meeting - Nov./Dec.

*Specific dates and times are posted each year on the Education listserve.
General Notes and Hints

- Read through this entire booklet carefully; register with EMSP (Education Minnesota Student Program) each fall to keep your liability coverage in force (required for field placements). To renew, go to [www.educationminnesota.org](http://www.educationminnesota.org) and follow the links for the Student Program.

- Stay in contact with your advisors!
  
  - ECE and Elementary Majors have their advisor in the Education Department
  
  - Secondary Majors have their main advisor in the content area; you should also have a secondary advisor in the Education Department that you visit with on a regular basis

- You must pass all three of the Basic Skills Tests (formerly Praxis I, now MTLE) **prior** to becoming a licensed teacher. If Writing is a weak area for you, use the Writing Center to improve your writing skills (5th floor of Library). If Math is a weak area for you, use the Math Lab for assistance (Academic Commons, IL 224).

- Start a three ring binder in which you keep this guide, copies of evaluations, application materials, and other important pieces of information.

- Keep SMSU Teacher Candidate dispositions in mind at all times (see next page); consider yourself a teacher from this day forward. Your actions in class and in your field experiences should reflect that of a highly respected educator.

- Labs, pre-student teaching, and student teaching need to be a top priority. Health, family emergencies, and religion may occasionally take precedence; jobs, social life, etc. do not.

- As a candidate in SMSU’s Teacher Education Program, you will be responsible for demonstrating your ability with time management and organization. Know the difference between ‘**excuses**’ and ‘**reasons**’. Excuses come from things you should be able to plan ahead for, such as a flat tire, a dead battery, or your daycare person becoming ill. Plan ahead for what you would do for these situations! Reasons come for things you can’t realistically plan ahead for – a fire alarm going off during your teaching, a snow storm, or the electricity going out. Most situations can be dealt with if you think about ‘what if…?’ while planning your day. Make sure you have all materials you will need ready at least two days ahead of time to avoid problems with printing, etc. Situations beyond our control happen to everyone, so **reasons** for these events happen, but rarely. Most problems can be avoided with careful planning and thinking ahead – avoid the need for **excuses**, which do not make a good impression on anyone!
Southwest Minnesota State University
School of Education
Professional Dispositions Acceptance

The Professional Dispositions adopted by the Southwest Minnesota State University School of Education promote and support professionalism as outlined in state and national standards. These dispositional statements represent one of the foundational tenets of the SMSU Teacher Education Program.

These dispositional standards identified are developed in conjunction with the Teacher Education Conceptual Framework, Standards of Effective Practice, and are incorporated throughout the Teacher Education Program. Specifically, dispositions are patterns of behaviors and actions that occur frequently and in the absence of coercion, and constitute “habits of mind and heart.” They are intentional and directed toward particular people and situations, in order to achieve goals. Teacher Education must model and support the development of desirable dispositions and provide opportunities to weaken or eliminate undesirable dispositions. Dispositions that apply the knowledge and skills of teaching and learning are critical to becoming an effective candidate.

Such dispositions valued by the Teacher Education Program include, but are not limited to, the following:

- Shows eagerness and enjoyment working with children, adolescents, parents, and adults;
- Treats children, parents, and other adults with respect;
- Has the ability and enjoys working with children and adolescents;
- Displays an attitude of patience and looks at alternatives fairly;
- Uses reasoning, common sense, and a problem-solving approach in judgment;
- Displays a positive and problem-structuring attitude;
- Shows initiative and originates or starts activities;
- Exhibits a capacity to effectively listen to others;
- Expresses thoughts clearly and effectively to children, adolescents, parents, and adults;
- Values the collegial process and is open to adjustment and revision, based on learner needs;
- Values ongoing assessment and strategies for promoting learning;
- Dependability – someone that can be counted on to get things done;
- Shows a self-pride in appearance and uses best judgment with appropriate dress;
- Displays a personality as he/she interacts with others;
- Demonstrates potentiality and a capability for growth and development of becoming a teacher;
- Uses a positive approach plus tact when working with children, adolescents, parents, and adults; and
- Inspires others through his/her leadership qualities.
Program Information - Read Carefully!

The following information is intended to help you understand various pieces of the education program.

Education Minnesota Student Program Liability Coverage (EMSP)

Over the years our local chapter has been very successful, giving students a voice in matters affecting their interests in education and the teaching profession. Benefits of membership in this organization are many:

- $1,000,000 Professional Liability Insurance
- Opportunities to attend workshops on local, state, & national levels
- Current information on professional issues

The membership year runs from September 1 through August 31. Renew your EMSP membership each fall by going to: www.educationminnesota.org and following the links for Student Membership.

Stay Informed Via the Listserv

Notices are posted and students can use this to announce education related events. Sign on today!

Here's how:
1. Send an e-mail to: Lyris@smsulist.smsu.edu
2. Leave the subject line blank
3. In the body of the message, type “subscribe emsp” (leave quotes off)
4. The rest of the body of the message should be blank
5. You will receive an automated response that lets you know you are now subscribed.
6. If you have problems, contact Carol Bossuyt at carol.bossuyt@smsu.edu

Field Experiences

What are Field Experiences? A major component of professional education coursework involves clinical experiences in area schools. By this time you have already completed the first of these, during the Introduction to Education course. You spent 15 hours observing, tutoring, planning, and then teaching a lesson alongside a licensed teacher.

Elementary and Early Childhood Majors complete the Junior Mentoring experience. During your Junior Mentoring year several opportunities are offered during the “Lab time” for each methods course. The successful completion of each experience is necessary for progression in the program. Our department works with many school districts across the state. Although the Marshall District is part of this cooperative arrangement, not everyone will be assigned to one of those schools. Be prepared to carpool with others if needed.

Elementary majors will have more hours of field experiences than Secondary majors. Faye Johnson, the Field Experience Coordinator, assigns each experience as quickly as possible. You will be given a form to complete indicating where you are living and what days/times you have available for completing your field experiences. Consideration is given to areas closest to you; however, final decisions are made in accordance with availability of mentor teachers at school sites.

Secondary majors will be assigned to a grade 5 or 6 classroom during their content methods course. You will teach lessons in your content area under the direction of your campus methods instructor and your classroom mentor teacher. You will also complete a 2-day Clinical lab experience as part of ED 301 Teaching & Learning Processes.
Pre-Student Teaching

Pre-student teaching experience is the step between general field experiences and Student Teaching. This is an opportunity for you to spend 10 full days in the classroom under the direction of a licensed mentor teacher. During this time you will teach a mini-unit and several entire lessons and complete a sample EdTPA. A University supervisor will observe once. A positive evaluation from the mentor teacher is necessary to be eligible for student teaching.

Teacher Licensure

The University recommends a student for licensure upon satisfactory completion of our program, including student teaching. However, licensure does NOT occur automatically through graduation and receiving a diploma. You need to apply for a MN teaching license after meeting all program requirements and successfully passing all licensure exams - formerly Praxis I, now MTLE (Basic Skills in Reading, Writing and Math, and the Pedagogy and Content exam for your area). Information on the MTLE tests can be found online at http://www.mtle.nesinc.com. Information on applying for your teaching license can be found on SMSU’s website under Academics/Education Department/Placement & Licensure at http://www.smsu.edu/academics/departments/education/?id=5081

Portfolios

All students in the SMSU Education Program are required to complete a portfolio for demonstrating program outcomes aligned with the 10 Standards of Effective Practice. This online Livetext portfolio will contain material that you have collected throughout your years, showing examples of your growth as a professional in the teaching field. The portfolio will be presented during a peer review in ED 304 and also during the Graduation Portfolio Review immediately after student teaching.

Background Checks

Many of our cooperating school districts are requiring a background check to assess misdemeanor and felony conviction records maintained at the Minnesota Bureau of Criminal Apprehension. This information is provided to districts for their determination of suitability. If needed, the school district will provide the forms for this. There may be a charge as well.

Student Teaching

When does one apply for student teaching? In January, approximately ONE YEAR PRIOR to the semester in which you plan to do so! When you have met these criteria you will be placed:

- Completion of 90 credits toward a degree (Senior standing)
- Cumulative GPA of 2.8 or higher
- Satisfactory completion of Pre-student teaching
- Completion of all methods courses
- Recommendation from advisor
- All X and IP grades are completed satisfactorily
- Passing scores for MTLE Basic Skills Tests for licensure Reading, Writing, and Math

Student teaching at Southwest Minnesota State University is a result-oriented, performance-based, 15 week program. You will complete the EdTPA (Teacher Performance Assessment) as part of this experience. You will be observed approximately 6-8 times during this time by an assigned University Supervisor.
Students in the Education Program at SMSU are afforded due process rights related specifically to the Teacher Education Program. Student appeals include, but are not limited to, programmatic issues, sub-committee decisions and/or field experience related issues. Grade appeals and other issues normally covered by university-wide policies will continue to be handled through the institutional process. Refer to the SMSU Catalog / Student Handbook for the grade appeal process and other student issues not specific to the Teacher Education Program.

**Appeals – Field Experience Issues**

*Director of Placement and Licensure*

A student’s first contact regarding a field experience decision should be with the Director. The Director will keep written notes of the meeting and other communications. In many instances, the Director of Placement and Licensure reaches decisions relating to field experiences after consulting with the Field Experience Coordinator.

*Field Experience Issues Committee*

If a student wishes to appeal a decision made by the Director of Placement and Licensure relating to a field experience issue, the formal appeal is made to the Chair of the Education Department. The Field Experience Issues Committee is made up of the Chair of the Education Department, the Director of Placement and Licensure, and the Field Experience Coordinator. The professor of record for the class that the field experience is tied to will also be included.

Requests must be made in writing, must state the reasons for petitioning to the Field Experience Issues Committee, and must be received within 10 working days of the student being notified of the initial decision. The written appeal must state the reason(s) for the review and provide factual information substantiating one of the following:

- Procedures not followed,
- Regulations not applied correctly,
- Information not known or available at the time of the original hearing which could alter the outcome, or
- Action not appropriate.

The written appeal to the Field Experience Issues Committee must also include:

- A copy of the original decision and any documentation relating to the Director of Placement and Licensure decision.
- Any other documentation the student thinks would enhance his/her position with this appeal.

The Committee will respond in writing within 10 working days. During that time, the student’s placement will remain on hold until the issue can be resolved.
**Education Department**

If the decision reached by the Field Experience Issues Committee is not satisfactory to the student, he/she may appeal to the Education Department on the Marshall campus. A hearing will be scheduled to occur within 15 working days after the formal appeal is filed (based on the SMSU Academic Calendar).

Student Rights:
- The student has the right to appear at the hearing.
- The student may bring and/or use expert resource persons, e.g. college faculty and staff or other appropriate professionals, to support the appeal.

Required Documentation:
- Original appeal letter and supporting documentation submitted to the Field Experience Issues Committee
- The decision rendered by the Field Experience Issues Committee.

Hearing steps:
- Student and/or expert witness(es) present evidence.
- Faculty members ask questions and review relevant data with student present.
- Student and expert witnesses (if present) are excused from the hearing.
- Faculty members deliberate and take action.
- The decision of the Education Department is communicated in writing to the student, the academic advisor, Director of Placement and Licensure, the professor for the course the field experience is tied to, and/or other individuals impacted by the decision rendered.

**Dean: College of Business, Education, and Professional Studies**

If a student is not satisfied with the decision of the SMSU Education Department, an appeal may be filed with the Dean of the College of Business, Education, and Professional Studies or his/her designated representative. This appeal must be filed within seven (7) days of notification of the Education Department’s decision. The Dean will review all associated documentation, decisions rendered by the previous individuals/committees, and other evidence pertinent to this case. The Dean’s decision will be relayed back to the Education Department Chairperson, who will be responsible for communicating to the student and other related parties. The decision of the Dean is final.

**Appeals - Non-Field Experience Issues**

Appeals not related to field experiences follow the established due process policies and procedures of Southwest Minnesota State University.

**Appeals Related to Recommendation for Licensure**

Appeals related to recommendation for licensure from Southwest Minnesota State University’s Teacher Education Program should be brought initially to a committee composed of the Director of Placement and Licensure, the Chair of the Education Department, and the Dean of Business, Education, and Professional Studies. If the appeal is not resolved at this level, the Board of Teaching, at the request of a postsecondary student preparing for teacher licensure or a licensed graduate of a teacher preparation program, shall assist in resolving a dispute between the person and a postsecondary institution providing a teacher preparation program when the dispute involves an institution’s recommendation for licensure affecting the person or person’s credentials. At the board’s discretion, assistance may include the application of chapter 14. This appeals process is in accordance with MN Statute 122A.09 subd. 4(c).