



2018-2019

Early Childhood Education

Extended Learning

Handbook

# Welcome!

Welcome to SMSU's Early Childhood Distance Learning Program. Since 2006, SMSU has been the leader in Minnesota in working with our Community/Technical College partners in providing opportunities to earn a degree in Early Childhood Education. Through approved articulations between SMSU and our 11 Community/Technical College partners, students from across the entire state of Minnesota can access our online Early Childhood degree from around the state.

This online degree completion program is designed to meet the needs of individuals who are not able to relocate to a college campus, or desire to pursue a teaching degree while maintaining their current job status, or prefer an online delivery system. Whatever the reason, SMSU is committed to facilitating connections and a commitment to making the learning experience one of the highest quality possible.

We are excited to have you join SMSU and look forward to working with you in the future. We want to make your experience with our program one that is collaborative, positive, and one that will support and challenge your ambitions of becoming a licensed teacher in Minnesota. Our motto is simple - *Where You Belong!* We truly believe we have a great program that will prepare you for the 21<sup>st</sup> Century classroom through interactions with highly qualified instructors and support personnel that will enrich your experience with us. SMSU has a long-standing tradition of excellence in developing and

preparing teacher educators, and it is with this tradition in mind that your experience will be positive, enriching, and one that will put you on a path to success.

*We wish you the best as you begin this journey with us!*

*Addendum Fall 2017~ At the point of editing and posting, Transfer Pathways is under consideration with potential for adoption. Should Transfer Pathways be implemented changes to how the Early Childhood Extended Learning Program may be forthcoming. Information will be shared as it becomes available.*

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# Registration and Enrollment

## Overview Statement

Distance Learning provides students the opportunity to turn associate degrees into bachelor degrees through its Associate to Bachelor's degree completion program. SMSU has formed many partnerships with community and technical colleges within the state giving their graduates the opportunity to continue their education toward a baccalaureate while attending classes at their local community or technical college location.

SMSU classes are delivered via online coursework. Additional courses that can be taken at a community and technical college are typically available in a face-to-face classroom setting, hybrid classroom, and online coursework.

Students must complete an AA, AS or AAS degree from an articulated, accredited program to qualify for the degree completion program. Students admitted to a program may take classes from their local community college and SMSU simultaneously. Please contact Dr. Lori Wynia, Asst. Director of Extended Learning.

[Lori.Wynia@smsu.edu](mailto:Lori.Wynia@smsu.edu)

*Please note that online students will be required to come to campus for a number of informational meetings and culminating coursework projects. These are some of those requirements with additional times to be added as needed: ED 423 Clinical, and all student teaching meetings.*

## Transferring to SMSU

You can earn a Bachelor of Science (B. S.) degree that prepares you to receive licensure to teach children ages birth through third grade.

Students in the Associate to Bachelor Degree Program first complete an Associate of Arts or Science degree from an approved Minnesota Technical and Community College. The junior and senior years are completed by enrolling in a specific sequence of upper-division courses offered by SMSU with one additional semester of student teaching.

## Admission Fees and Transcripts

All students interested in transferring to SMSU's Early Childhood Education Program must send a \$20 non-refundable admission fee. This fee is required. Checks should be made out to "SMSU". Please mail \$20 fee to:

Office of Extended Learning and Academic Outreach  
Southwest Minnesota State University

1501 State Street  
Marshall, Minnesota 56258

**Official Transcripts:** Free electronic transcripts are now available from MnSCU institutions. SMSU may be able to obtain your official transcript from any of the Minnesota State Colleges or Universities at no charge to you, providing you do not have any holds. If we are not able to obtain the free e transcript, we will contact you. However, printed official transcripts will need to be mailed to the Office of Extended Learning and Academic Outreach Learning for any institution outside the MnSCU system (i.e. private institutions; University of Minnesota campuses; out of state colleges & universities; etc.). Send your official transcripts from all previous colleges and universities to the following address:

SMSU Office of Admission  
1501 State Street  
Marshall, MN 56258

## Online Application Link

To complete the Application Form, please use the following address:

<https://www.smsu.edu/admission/applyonline.cfm>

Upon admission, students will receive a DARS report outlining how the courses transferred into SMSU's Liberal Education Program (LEP).

**Transferology** is a free web-based system for transfer information and will indicate if a course may transfer into SMSU.

**Mntransfer.org** Minnesota Transfer Curriculum (MnTC)

Minnesota's public colleges and universities have established a state-wide general education plan to help students transfer in their general education courses. Completion of the MnTC at one institution enables a student to earn SMSU's Liberal Education Program.

## Registering for Classes

SMSU requires all degree-seeking students to meet with their academic advisor (SMSU Education Dept. Faculty) before registering for classes each semester. An access code will be provided by your advisor at the conclusion of the meeting. The role of the advisor is to assist Distance Learning students with meeting graduation requirements and making sure the right path is being followed for greatest success. Registration access codes are not required to enroll in summer term courses.

To access your Academic Advisor's name, go to:

- 1) [www.smsu.edu](http://www.smsu.edu)
- 2) On the menu bar, click on 'Quick Links' and select E-services
- 3) Log in using your StarID and Password
- 4) Choose 'Interactive Degree Audit Report' (DARS) from the menu options

Advising takes place during one day fall and spring semesters-please see the Academic Calendar and watch for an email from your Education Advisor. [Academic Calendar](#)

## Tuition Information

For information related to current tuition rates, information, and payment options, please use the following link:

<http://www.smsu.edu/administration/businessservices/?Id=172>

## Payment Options

SMSU offers several methods of payment:

- Check
- Credit Card
- On Campus @ Cashier's Window
- Online
- Nelnet Payment Plan

To see what option works best for you, please use the following link:

<http://www.smsu.edu/administration/businessservices/?Id=3537>

## Financial Aid Information

The mission of the Student Financial Aid Office is to provide fair, equitable, and unbiased service to students seeking financial aid. This mission supports the mission of the University by helping students find financial means that enable them to enroll in and complete their academic programs. The office guarantees delivery of federal and state financial assistance to students within rules and regulations established by the respective departments of education. The Student Financial Aid Office coordinates all federal, state, and institutional financial assistance including grants, scholarships, student employment, and student loans. To learn more, go to: <http://www.smsu.edu/campuslife/financialaid/>

## Consortium Materials

Any semester when you take classes from your host college that applies towards your SMSU degree requirements, you need a Consortium Agreement. Host colleges would include any of the 2-year colleges. You do not need to complete a Consortium Agreement if you only take courses from SMSU.

**Why do I need to fill out a consortium form?**



- To receive Financial Aid for those host college's credits you must have a Consortium Agreement for the term.

### **When does a student have to complete a Consortium Agreement?**

- Any semester when you take classes from your host college that applies towards your SMSU degree requirements, you need a [Consortium Agreement](#).
- To receive Financial Aid for those host college's credits you must have a Consortium Agreement for the term.
- A Consortium Agreement is not needed for your SMSU courses; simply register for them.
- As an official SMSU student and if aid eligible, you will receive Financial Aid for your SMSU credits without a Consortium Agreement.
- To receive aid, consortium agreements are due no later than 2 weeks into the semester. Exact dates will be listed on the form.
- Complete your Consortium Agreements early so you do not risk losing Financial Aid!

### **What is the process for completing a Consortium Agreement?**

- As soon as you register for the courses at your host college, complete Section A of the [Consortium Agreement](#).
- Print out this agreement and fill in Section A
- Give the agreement to the Financial Aid Office of the college you have registered with (other than SMSU)
- They will complete their section of the form and will send it on
- You need a new Consortium Agreement for every new semester you are enrolled with another school other than SMSU.

### **Can a student be enrolled for only consortium credits and no SMSU credits and still be eligible for aid?**

- Not the first semester of the degree program. During the first semester students must have at least one SMSU course.
- After the first semester, yes, as long as the student is a regularly admitted student to SMSU and the consortium credits are applicable to the SMSU degree you can take community college courses only in a semester.

Extended Learning students are eligible for scholarships from SMSU, such as department scholarships. Applications come out in early February and are typically due in early March. Information is posted on EMSP listserv and is also available online at

<http://www.smsu.edu/academics/departments/education/?id=5206> .

## SMSU Email Account

All communication to students enrolled in the Distance Learning ECE Program will use the SMSU email address assigned, so be sure to utilize your SMSU email account when corresponding with staff or faculty. Unrecognized emails are often sent to a clutter folder that may not be viewed by the person you are attempting to contact. Using the SMSU will help to ensure the email is received.

The SMSU Information Technology Services (ITS) provides every student with their own Outlook E-Mail account. **Student Access**

Log in with your [StarID@go.minnstate.edu](mailto:StarID@go.minnstate.edu) and StarID password

Example: **ab1234cd@go.minnstate.edu**

**StarID not activated?**

Go to the [Self Service Portal](#) or watch our [tutorial](#) to learn how.

### Questions Regarding StarID

Visit the [StarID Self Service Portal](#) for assistance with your account and to reset your password.

If you *cannot send or receive e-mails, or are experiencing other issues* please contact the [Technology Resource Center Helpdesk](#).

The Information Technology Services hours on campus are 8:00 am – 7:00 pm; Monday-Thursday and 8:00 am – 5:00 pm on Fridays. They can be reached by phone at 507-537-6111.

## D2L/Brightspace

Students will have access to D2L Brightspace shortly after admission to SMSU. Course access will begin on the first day of the semester at 12:00 am. If you cannot access your D2L within a week of the beginning of the semester, please contact the TRC Helpdesk. Please allow 24 hours before accessing D2L so your name can be added to the class roster(s). D2L is SMSU specific, so if you are taking classes from your home institution, your log-in/access information will be different from SMSU. Access to the Information Technology Services page:

[Information Technology Services](#)

# DARS Use and Access Instructions

The DARS Report is designed to help you identify and understand your current academic requirements for degree completion. The Degree Audit Reporting System (DARS) is a self-directed, automated electronic tool for tracking your progress toward completing an academic program. DARS includes a degree audit system and automated transfer evaluation system that produces screen, print, web degree audit and transfer evaluation reports. It is also used as the main advising tool at SMSU.

You can find your DARS report online. Once you have been admitted to SMSU, you will be assigned a StarID number. This number will allow you to register, see an unofficial transcript, and locate your DARS report. Upon admission, you will be sent an Official DARS report stating which classes transferred. If you have any updates, they will be sent to you via email. This email will instruct you how to view your DARS online.

## Support Services

### Technology Support

Technology support can be found at: Technology Resource Center -TRC

#### **Contact Information**

#### **Technology Resource Center**

Help Desk, Library Main Floor Southwest Minnesota State University

1501 State St.

Marshall, MN 56258

Telephone: 507-537-6111

Email: [TRChelpdesk@SMSU.edu](mailto:TRChelpdesk@SMSU.edu)

### E-Services

E-Services is SMSU's way of keeping track of academic information online relating to registration, grades, academic records, DARS, email, ID's & PIN's and more. Once you are admitted to the University and have received a Mustang ID Number, you will be able to access this important site. You can access E-services by going under QuickLinks on the SMSU website, or use the following link:

[E-Services](#)

### Library Support

All students enrolled at SMSU have library access at both institutions - your articulated college and SMSU. You will also have access available either online or on each campus.

#### **[SMSU Library-McFarland Library](#)**

- Interlibrary Loan
- Ordering Books
- Database Tutorials
- Downloading Ebooks

- Know Your Copy Rights

## SMSU Barnes and Noble Campus Bookstore

All faculty members submit a list of textbooks that will be used with each course each semester. The SMSU Bookstore will have books on hand to help assist you in making sure you have the right books for the right course.

### [SMSU Bookstore](#)

Many courses also utilize online texts (e-books) or students can also rent textbooks for the semester. Students are not required to use the campus bookstore, but it is the responsibility of the student to make sure the proper books/titles/authors/editions are being used, as changes and revisions are made on a regular basis. Do not assume that the books that were used in a previous class are still the same books being used for new sections/semesters. To make sure proper books/titles are being used, the course professor will provide students with that information upon enrolling in the course. Please make sure to order your textbooks early to ensure you have them when needed for the start of classes.

## The Writing Center

The SMSU Writing Center provides support in the area of writing for all SMSU students. Students will need to make an online appointment and upload their document. Writing Consultants will then work with you via email, assisting students at any stage of the writing. Whether you need help identifying a topic, organizing the ideas, learning how to cite appropriately, or using punctuation correctly-the Writing Center is available.

Links to Writing Center:

### [Writing Center](#)

### [Writing Center's Online Scheduler.](#)

## Transferology (course transfer)

For students wanting to transfer courses to SMSU, Transferology is a free web-based system for transfer information. Transferology offers students the convenience of obtaining accurate information about how courses will transfer into Southwest Minnesota State University's LEP/MTC and degree programs.

### [Transferology](#)

## Advising Guides

Advising guides provide the required courses needed for each major. For the ECE advising guide please go to this link and select Early Childhood Education. [ECE Advising Guide](#)

## Degree Checks and Graduation Process

Before students are allowed to Student Teach, they must complete a Degree Check to ensure that all required courses, prerequisites, and required applications and forms have been approved.

**The Degree Check Process is required so that the Registration & Records Office can process the following:**

1. Degree plan and expected degree completion term
2. Approval to participate in a Commencement Ceremony

**Please Note:** ALL ECE Distance Learning students must request the Degree Check Form from Dr. Lori Wynia, Extended Learning Assistant Coordinator. Please plan to do a Degree Check in the fall of your second year with SMSU. Students will also be required to secure signatures from their Academic Advisors and the Chair of the Education Department before submitting the Degree Check to the Registration Office for final approval.

**The Campus Clearance Process is required so that the Registration & Records Office can verify the following:**

1. Verification of final mailing address
2. Completion of the following 3 surveys for undergraduate degree seeking students:
  - a. Senior Survey - Feedback from Graduating Students concerning their experiences at SMSU
  - b. MNSCU Employment Survey – Feedback from Graduating Students on future plans
  - c. Civic Engagement Survey – Feedback from Graduating Students on civic engagement activities

[Degree Check/Campus Clearance Process](#)

## Graduation Related Information

Attend Grad Expo (It is strongly recommended that you attend the [Graduation Expo](#))

- Buy graduation apparel
- RSVP for Commencement (Apply Online)
- Final Check for Commencement Program Information
- Final Check for Diploma Information
- Students registered for courses in their Last semester - Complete

**If you do not attend the Grad Expo, you must complete the following:**

- Final Checks in Registration Office after the Grad Expo date - IL 148 (507-537-6206)
- Buy graduation apparel at the book store
- RSVP for Commencement (Apply Online)
- Students registered for courses in their Last semester

Additional Graduation information can be found at: <http://www.smsu.edu/commencement/?id=2997>

## Early Childhood Education Program

# Program Overview

Students enrolling the Early Childhood Education Distance Learning Program will earn a Bachelor of Science (B.S.) degree in Early Childhood Education at the completion of all requirements. Depending on the articulated program, students will be completing approximately 52-60 credits from SMSU. Students will put together an academic plan in order to identify which courses will be completed during the required semesters. A list of online courses has been created that serves as a guide for enrolling in sequential courses. Many of the required courses and methods courses also have field experiences connected to them, so students will need to make sure there is time available during the day to complete the required hours during the semester in which the lab is taken. Student Teaching is an independent semester in which all qualified students will complete a student teaching placement for the entire semester.

Students enrolled in the Early Childhood Distance Learning program must declare and complete ECE as their major. Students wishing to add an additional major along with ECE may do so provided that they complete the ECE major. This will ensure that students who are enrolled in the Early Childhood Distance Learning program and utilize the articulated ECE courses meet Minnesota Department of Education licensure and Board of Teaching requirements as per the articulated agreements.

*Addendum Fall 2017~ At the point of editing and posting this fall 2017, Transfer Pathways is under consideration with potential for adoption. Should Transfer Pathways be implemented changes to how the Early Childhood Extended Learning Program may be forthcoming. Information will be shared as it becomes available.*

## Course Sequence and Timelines

The following courses are required for the Early Childhood Education major. Some may be included in an articulation agreement with a two-year school, while others must be taken through SMSU.

### I. Required Courses in Education:

- ED 101 Intro to Education and Lab Credits: 3
- ED 102 Technology: Classroom Applications & Portfolio Credits: 2

The following courses are taken as a block by sophomore students. Transfer students may take them separately if necessary.

- ED 320 Language Arts Methods and Assessment Credits: 3
- ED 251 Intro Child Growth & Development Credits: 3
- ED 315 Play & Creative Activities & Lab Credits: 3
- ED 318 Kindergarten Methods & Materials Credits: 3
- ED 330 Curriculum, Methods, & Assessments in Early Childhood & Lab Credits: 3
- ED 331 Infants and Toddlers Credits: 3
- SPED 290 Introduction to Special Needs and Lab Credits: 3

The following courses can be taken either before or after the student has been admitted to the Teacher Education Program: (See the Teacher Education application packet for admission process and criteria)

- ED 312 Human Relations for Teachers Credits: 3 OR SOCI 212 Human Relations: 2
- ED 275 Foundations: Parent-Child Relationships Credits: 2
- ED 346 Children's Literature Credits: 2
- HLTH 290 Wellness, Safety, & Nutrition from Birth to Grade 3 Credits: 3
- SPED 470 Collaboration in Educational Settings

**The following courses may be taken ONLY after the student has been admitted to the Teacher Education Program:**

This block of classes should be taken in the Fall and Spring of the Junior Year. *Note:* Courses taken during junior year have a common lab placement for the year.

- ED 302 Developmental Reading Methods/ Assessment & Lab Credits: 3
- ED 304 Professional Development & Classroom Applications Credits: 1
- ED 304L Professional Development & Classroom Applications Lab Credits: 0
- ED 344 Elementary Social Sciences Methods and Lab Credits: 3
- ED 361 Mathematics Methods/Assessments & Lab Credits: 3
- ED 363 Science Methods and Assessment & Lab Credits: 3
- ED 402 Early Literacy and Linguistics Credits: 3
- ED 423 Classroom Management Theories & Practices & Lab Credits: 3
- ED 443 Action Research I/ED 444 Action Research II (2 CR/1 CR)

Senior level courses also required for the Early Childhood Education Major:

- ED 455 Leadership Issues in Early Childhood Credits: 3
- ED 456 Practicum in ECE Leadership Credits: 2

Twelve (12) credits of student teaching are required for a semester-length experience: (12 Credits)

- ED 462 Student Teaching: Birth - Grade 3 Credits: 12

# ECE Degree Planning Sheet

Each student will be assigned an Academic Advisor from the SMSU Education Faculty at the Marshall campus. The role of the advisor is to ensure that transfer students are making the right choices in their program, as well as assisting students in becoming familiar with the program sequence, pre-requisites, and checkpoints that are followed throughout the program.

Students are responsible for making sure all program changes, alterations, and/or modifications are followed throughout their time enrolled with SMSU.

## Field Experiences and Labs

As you work toward your degree and license, you will be completing applications for field experiences, pre-student teaching, student teaching, and practicums. The applications needed along the way are provided by the Field Experience Office. Please review the other materials associated with Field Experience issues. You can reach the Placement office at 507-537-6212.

You will need to complete the applications and submit the documents following the instruction provided by the Field Experience office.

Field Experience Applications and Placement Forms are found at the following website:

<http://www.smsu.edu/academics/departments/education/?id=5081> Make sure to locate the forms for 2 + 2 students in the middle of that page.

*Please note that online students will be required to come to campus for a number of informational meetings and culminating coursework projects. These are some of those requirements with additional times to be added as needed: ED 423 Clinical and all student teaching meetings.*

## Education Minnesota Student Program (EMSP)

All students must have Liability Insurance Coverage before beginning any field (lab) experiences. The process can be completed at the [Education Minnesota website](#). Click on "Memberships: Student" on the left-hand side; "Join or renew your membership now"; "Apply online". Scroll to the bottom of the page and complete the application. The SMSU Office of Placement and Licensure will receive information indicating that you have completed this process and have coverage.

All placements must be made through the SMSU Placement Office; students should *not* attempt to find

## Listserve

The School of Education requires students to sign up for Listserve which is an email service the puts out pertinent information for Education majors.

Please register for this during the first semester at SMSU.



## Listserves Directions

To keep up-to-date on School of Education information such as scholarships, deadlines, job opportunities, meetings, events, etc, join the Listserve: · To subscribe, send a BLANK email to join-smsu-emsp@lists.minnstate.edu.

- Leave subject, and body of the email blank. This includes any “signature”. You will need to delete that.
- You will NOT receive a confirmation email. · Send an email to SMSUEducation@smsu.edu. In the subject line, type “subscribed to Listserve”. We will include this in your file for when you do apply to the Teacher Education Program.

## Fall and Spring Semester Courses

*Please note that online students will be required to come to campus for a number of informational meetings and culminating coursework projects. These are some of those requirements with additional times to be added as needed: ED 423 Clinical and all student teaching meetings.*

The following courses are offered in the Fall Semester:

ED 101 Introduction to Education (Yr. One) – 15 Hour Lab  
ED 102 Technology for Teachers  
ED 315 Play & Creative  
ED 312 Human Relations for Teachers  
ED 344 Social Studies Methods (Yr. Two) – 15 Hour Lab  
ED 361 Math Methods (Yr. Two) – 15 Hour Lab  
ED 402 Early Literacy (Yr. Two) – 15 Hour Lab  
ED 443 Action Research I (Yr. Two) –  
ED 456 ECE Leadership (Yr. One or Two) – 60 Hour Practicum/Non-student Contact

The following courses are offered in the Spring Semester:

ED 318 Kindergarten Methods (Yr. One) – 15 Hour Lab (self-placement)  
ED 302 Reading Methods (Yr. Two) – 15 Hour Lab  
ED 304 Professional Development/ PSTE (Yr. Two) –  
ED 304L Professional Development & Classroom Applications Lab Credits: 0  
Includes 5 Days in Jan plus 5 Days Spring Break  
ED 330 Early Childhood Methods & Assessment  
ED 346 Children’s Literature  
ED 363 Science Methods (Yr. Two) – 15 Hour Lab  
ED 423 Classroom Management Theories & Practices & Lab Credits: 3  
Includes 2 Day Clinical in Marshall Area School Setting  
ED 444 Action Research II (Yr. Two)  
ED 456 ECE Leadership (Yr. One or Two) – 60 Hour Practicum/Non-student Contact  
(Please note: ED 456 ECE Leadership Practicum requires a more extensive application and must be signed by your advisor. This form must be completed and returned to the Placement Office.)  
SPED 470 Collaboration in Educational Settings

The following courses are typically offered during summer session, but are enrollment dependent:

ED 320 ELA Methods & Assessment

ED 346 Children's Literature

ED 455 Leadership Issues in Early Childhood

ED 456 ED 456 ECE Leadership (Yr. One or Two) – 60 Hour Practicum/Non-student Contact

(Please note: ED 456 ECE Leadership Practicum requires a more extensive application and must be signed by your advisor. This form must be completed and returned to the Placement Office.)

SPED 290 Intro to Special Needs

SPED 470 Collaboration in Educational Settings

To help assist you with your planning and required courses, the Education Department has created a Program Planning Guide that identifies the courses necessary for degree completion. The Planning Guide for each articulated school can be found at:

<http://www.smsu.edu/academics/extendedlearning/?id=4544>

# Teacher Education Program (TEP)

## Application Information

Students need to begin this application process in the fall of their first year with SMSU.

Students must make formal application for admission to the Teacher Education Program if you are working toward licensure. Admission to the Teacher Education Program is a prerequisite for most 300 or 400 level Education methods courses. Plan to start this process in the fall of your first year with SMSU.

Link to application:

<https://www.smsu.edu/academics/departments/education/teacher-education-program.html>

There are several links found on this page that contain application requirements-please be sure to read through all of them carefully. Requirements are subject to change.

If this link does not work complete a search of the SMSU website in case the link was updated.

### **Admission to the Teacher Education Program**

All students will submit their application with LiveText. If you have not previously purchased LiveText, you may do so by contacting the Barnes & Noble Campus Bookstore at 507.337.1450 or [SM021@BNCollege.com](mailto:SM021@BNCollege.com).

Once a student has met all *Criteria for Admission*, he/she will start an application in LiveText. *Items to be Submitted* will be uploaded into your LiveText application. A student will share their completed application to Ms. Jen Swanson who will confirm that he/she has all criteria completed and that all items have been submitted. Ms. Swanson will then email you with further instructions letting you know that you can now send your document for review by your advisor. Your advisor will use an evaluation form to assess your items and create a recommendation. Your advisor will bring the recommendation to the School of Education faculty. The Education faculty will then review your file, including your dispositions in classes and demonstration of professionalism and responsibility. A final determination will be made during this meeting. You will be notified of the outcome. You will not be able to register for methods classes that require admission to the Teacher Education Program until you are formally admitted, so start this process early. **It is your responsibility to see that all forms are uploaded into your LiveText TEP Application.**

Deadlines: The School of Education professors will formally admit students at their meetings in February through April each year. Priority will be given to those candidates who have submitted their LiveText TEP Application before March 15, 2018.

# Teacher Candidates with a Previous Degree

## Teacher Candidates with a B.A. or B.S. Degree without Licensure

- Any teacher candidate already holding a bachelor's degree but who does not hold a teaching license, must meet the admission criteria identified above and be accepted into the program before taking most 300 or 400 level methods courses in Education toward the licensure program.

## Teacher Candidates with an AA Degree

- Can be admitted on a conditional basis if they have not taken ED 102 Technology
- Can be conditionally admitted, and moved to full admittance upon successful completion of required courses
- AND, Must be enrolled in these courses for the next semester
- Students in the ECE/ELED majors may register for the junior year experience classes (ED 402 Early Literacy and Linguistics & Lab, ED 344 Elementary Social Studies Methods & Lab, ED 443 Action Research I, and ED 361 Elementary Math Methods & Lab).

*Note: Employment in an educational setting will not count for credit in methods classes.*

## Licensed Teachers

Licensed teachers, who plan to add a new licensure, will be asked to submit the biographical data form, transcripts of all college or university studies, copy of current teaching license, and evidence of liability insurance. A plan based on course equivalency alignment between previous institutions and current SMSU courses will be developed upon review of the information provided.

*Note: Not all courses will be a direct match and are subject to PELSB licensure rule.*

# Last Date of Attendance (LDA) and Withdrawal Process

Students who stop attending class(es) will be marked with an LDA coding, which stands for Last Date of Attendance. Because of financial aid implications, all faculty are required to use this marking for students who stop attending class(es).

- Federal Financial Aid mandates that faculty must report a student who never attends a course that they registered for AND students who quit attending courses.
- Grades that document this process are NA (Never Attended) and FQ (Failure of course by quitting attending). Use of these grades began Spring Semester 2010.
- Withdrawal – last date to withdraw from a fall semester class is posted on the website Academic Calendar. This puts a 'W' on your transcript, but does not impact GPA. It may impact course completion rates and financial aid.

## LiveText

SMSU has adopted an electronic portfolio system called LiveText. Once students enroll with SMSU, they need to purchase a student account. Throughout the program, students will collect artifacts and materials to demonstrate levels of understanding of the Standards of Effective Practice (SEP).

Go to [www.livetext.com](http://www.livetext.com), choose Purchase/Register, choose the Student Membership with Learn 360, and complete the registration page. You will create your SMSU Teaching Portfolio in ED 102 Technology and will use this throughout the remainder of the Teacher Education Program.

## Standards of Effective Practice

The state of Minnesota uses a system of measuring student teacher evaluations and assessments based on the Interstate New Teacher and Support Consortium (INTASC) standards, which are referred to as the Standards of Effective Practice (SEP). Students will have multiple opportunities to incorporate knowledge-based activities and projects into their portfolios. To see the SEPs, go to the following website: [Standards of Effective Practices -SEP](#)

## Code of Ethics for Minnesota

### [Teachers Code of Ethics for Minnesota Teachers](#)

(taken from <https://www.revisor.mn.gov/rules/?id=8700.7500> )

The state of Minnesota has developed a set of expectations and guidelines that are enforced by the Board of Teaching. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching.

The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.

G. A teacher shall not deliberately suppress or distort subject matter.

H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.

I. A teacher shall not knowingly make false or malicious statements about students or colleagues.

J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

## Due Process Policy

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

### **Education Department**

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. 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).

### **Addendum 1/10/17**

#### **Procedure 3.8.1 Student Complaints and Grievances for Board Policy 3.8**

Part 1. Definitions. For the purposes of Policy 3.8 and Procedure 3.8.1 the following definitions apply:

Subpart A. Appeal. A request for reconsideration of a grievance decision under Policy 3.8 and Procedure 3.8.1.

Subpart B. Complaint. An oral or written claim concerning a college or university issue brought by a student alleging improper, unfair, or arbitrary treatment.

Subpart C. Grievance. A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a college or university rule/regulation or a board policy or procedure. This policy does not apply to those college/university rules or regulations or to board policies or procedures that include an appeal or grievance process.

Subpart D. Retaliation. Retribution of any kind taken against a student for participating or not participating in a complaint or grievance.

Subpart E. Student. An individual who is enrolled in a college or university, a group of such individuals or the campus student government.

Part 2. Notification and Publication. Each college and university shall inform students of the established complaint and grievance policies and procedures. These policies and procedures shall be publicized to students at least annually and include information for students about how and where to obtain grievance forms.

Part 3. Complaints. Colleges and universities shall establish procedures that provide for informal resolution of complaints by requiring that a student discuss a complaint with the employee(s), and/or administrator(s). If not resolved through this informal discussion, a complaint may become a grievance if the complaint involves the application of a college/university rule or regulation or a board policy or procedure.

Part 4. Grievances.

Subpart A. Timeframe. The college or university shall develop and publish a timeframe that establishes reasonable time requirements for each step of the grievance process.

Subpart B. Grievance process.

1. The college or university shall develop a grievance form which will provide an explanation of the grievance step procedures and timelines.
2. A grievance shall be submitted in writing.
3. At the conclusion of the grievance process, the response of the college or university shall be in writing and sent to the grievant. The response shall include notification to the student of the opportunity for appeal and the process for appealing.

Subpart C. Appeals.

1. The grievance procedure shall include an opportunity for a student to appeal a grievance decision. The individual to whom an appeal is directed should be identified by the college or university for the issue(s) in question.
2. If the grievance involves a college or university rule or regulation, a student may appeal an official grievance through procedural steps up to the president. The decision of the president is final and



binding.

3. If the grievance involves a board policy, the actions of a college or university president, an issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the college or university decision to the chancellor. The decision of the chancellor is final and binding.

Part 5. Retaliation Prohibited. No retaliation of any kind shall be taken against a student for participating, or refusing to participate, in a grievance. Retaliation may be subject to action under appropriate student or employee policies.

### **SMSU Grievance Procedure**

1. A student with a grievance shall submit such a grievance to the Dean of Students office.
2. The Dean of Students will meet with the student submitting a grievance/complaint within ten (10) class days to discuss the grievance.
3. The Dean of Students may refer a grievance to an appropriate staff member (designee) for investigation and/or disposition of the grievance/complaint.
4. The grievance/complaint will be investigated and resolved in a timely manner. Only in exceptional circumstances will this take more than thirty (30) class days. All documentation regarding the grievance/complaint shall be kept in the Dean of Students office.
5. Once an inquiry into a grievance/complaint has reached a conclusion, the Dean of Students or designee will meet with the student to inform s/he of the outcome of the grievance/complaint.
6. If a student wishes to file an appeal of a grievance/complaint, that student will have to do so within five (5) class days of the closing meeting. Appeals from this grievance procedure shall be routed to the office of the President for consideration.

### **Institutional Record of Student Complaints**

[\(SMSU Policy G-011\)](#)

## **Frequently Asked Questions**

### **How do I know who my SMSU Advisor is?**

Your DARS will have the name of your advisor on the first page. To access your DARS, go to the SMSU website – select Quick Links – choose E-Services from the menu.

Transfer students will also be assigned an Academic Advisor, one of the full-time Education Faculty members from the Marshall campus. Depending on your transfer college, students will be provided assistance with course requirements, academic issues, and matters related specifically to the ECE program. The Academic Advisors will provide students with access codes necessary for registration, assistance with Degree Checks, and other application process questions.

### **Who do I contact if courses I've taken are not showing up in my DARS?**

Students need to make sure all transcripts from all the institutions attended have been sent to SMSU. To make sure this has happened, go to the SMSU home web page; under CAMPUS LIFE, select SMSU

Registration and Records; then select TRANSFER CREDIT INFORMATION. At the bottom of the page, select the E-TRANSCRIPT EVALUATION FORM link (<http://www.smsu.edu/campuslife/registrationrecords/form317.cfm> ). A list of courses transferred to SMSU will appear on your DARS once your transcripts have been received and posted.

Often students will apply for admission to SMSU prior to final grades being posted during a semester. An updated transcript will need to be sent to SMSU for each semester courses are taken from another institution. **An E-Transcript is needed for EACH semester courses are taken elsewhere.**

Courses listed with TRF received elective credit, but have not been applied to a SMSU course. Check with your Academic Advisor to see if any of these courses can be petitioned for a SMSU course.

If you feel you've taken a course, but it has not applied correctly to your major on your DARS, you will need to complete a petition. To access the petition form, go to the SMSU home web page; under Quick Links, select Registration & Records; then select FORMS (right-hand side), and find the STUDENT PETITION FORM. You will also need to get a copy of the course syllabus and description from the college/university from where the course was taken. All petition forms, along with the course syllabi, need to be sent to the academic advisor

The Education Department will review the submitted course. If the course matches at least 70% of the content and earned at least a 'C', the Education Department will approve the course for transfer. Transfer considerations should be submitted prior to the start of each semester.

### **How do I know which courses to take each semester? What do I do?**

Your SMSU Faculty Advisor will have a Program Advising Sheet and will be able to provide guidance either via email or telephone. It is important to have regular contact with your Advisors, as they will furnish your Registration Access Codes for each semester.

If you still need to complete Minnesota Transfer Curriculum and/or A.A. degree courses, please contact your home campus advisor to make sure you are satisfying the requirements needed to become a SMSU student.

*Again, we welcome you to SMSU. Please let us know how we can best serve you as you pursue your Early Childhood Education Degree!*

