**IMPORTANT NOTE TO ALL EDUCATION STUDENTS**

**(Main Campus and Off-Site Locations)**

**2018-2019**

**Spring Arbor University – Service to students with disabilities**

Spring Arbor University, in compliance with Federal regulations and in support of our efforts to enable students to maximize their God-given talents and abilities, provides the Academic Student Connections (ASC) office to direct academic services for students with disabilities. Students with disabilities may request accommodations as provided within federal law. Documentation and requests should be made to the Disability Services Coordinator as early in the semester as possible, to prevent delays in accommodation. Students may contact Prof. Willie Lewis in the Academic Students Connections (ASC) office, 517.750.6479 or 517.750.6481. Further information regarding policies and guidelines can be found on the ASC website.

**Important: Disclosure of Criminal Record Prior to Field Experiences**

In many Spring Arbor University EDU courses, students are required to complete classroom observation hours in P-12 schools. All students are also required **to complete 141 hours of field** **experience** (see details in the next section). It is every student’s responsibility to complete and submit a Conviction Disclosure form (regarding misdemeanor or felony convictions) and be cleared to participate in P-12 classrooms via a CastleBranch Background Check prior to entering P-12 schools for classroom observations or on-site work of any kind. Directions for the CastleBranch Background Check are provided during EDU 140 (see below). A valid sub permit can take the place of the CastleBranch Background Check. It is the student’s responsibility to notify the Certification Officer, Rashell Johnson ([rashell.johnson@arbor.edu](mailto:rashell.johnson@arbor.edu)), that they have a valid sub permit for the current school year.

The Conviction Disclosure form is first required in SAU’s EDU 140 as part of the application process to the SOE and again at subsequent times. If the student plans to participate in observation experiences prior to EDU 140 or other education classes, it is the student’s responsibility to obtain the Conviction Disclosure form from the SOE receptionist (main campus) or from the SOE Academic Advisor (off-site locations) and submit the completed form to the SOE receptionist (main campus) or the Advisor (off-site locations) prior to beginning any classroom observations.

Our institution recognizes the commitment each school has to protecting the PK-12 students enrolled in their district. To ensure that our candidates are prepared to work with a vulnerable population (PK–12 students), we will support the expectations of our PK-12 partners by requiring the following of SAU students taking a School of Education class:

1. Students **must** self-report prior to visiting PK-12 classrooms for required observation hours.
2. Students **must apply for and complete a formal background check via portal.castlebranch.com/PN46. This web address will take you directly to the Spring Arbor University – School of Education background check instructions.** Students for whom this required background check has not been completed, will not be allowed to observe in PK-12 classrooms until it is completed, which will delay the students’ ability to fulfill course requirements, which in turn may affect the course grade. A valid sub-permit on MOECS will also suffice.
3. Students **must** self-report again during methods courses, prior to participating site-based activities of any kind.
4. The semester immediately prior to student teaching, prospective student teachers will be **required** to:
   1. Register with a substitute teaching service, if this is not already in place. The sub permit will provide proof to the School of Education that the appropriate check has been done and that no prohibitors to school employment under MCL 380.1230 and MCL 380.1230a were found.
   2. Notify the SAU Student Teaching Placement Director of the valid sub permit on MOECS. Only sub permits that have been verified by the Certification Officer as valid for the duration of the student teaching semester will be accepted.
   3. Some schools (particularly out of state schools) may require the student being placed there to have a Criminal History Record Check done in that state. In this case, the student will request a “red-light, green-light” letter from the school that received the CHRI report, to be sent to the Student Teaching Placement Director. The letter must state that the appropriate check was done and there are no prohibitors to school employment in that state.

Only after receiving and reviewing the results of the required documents above will we allow students into the field to work with PK – 12 students. Questions about any aspect of the Criminal History Check may be directed to the Certification Officer in the School of Education.

***No student will be allowed to begin student teaching until acceptable proof of the completion of this requirement is received by SAU.***

**TESTING – MTTC**

Each student will also have to pass one or more Michigan Test for Teacher Certification (MTTC) subject area exams near the end of their academic program to be eligible for student teaching, initial certification, and to be considered a highly qualified teacher under the provisions of the Every Child Succeeds Act of (ESSA, signed by President Obama on December 10, 2015). Students will not be considered highly qualified to teach a subject, even if it is an academic major or minor, unless they have passed an MTTC in that subject. Elementary Education is considered a minor by the MDE with its own test. Special Education students will have additional requirements to be highly qualified. Contact the School of Education for more information. Score reports must be sent directly from the testing agency to Spring Arbor University to be considered official.

***Students who are eligible for testing accommodations, whether on the main campus or at off-site locations, must request accommodations from the MDE testing agency when registering for the tests. Accommodations will not be permitted until verification documentation is requested from the ASC and filed with the test company, per the instructions provided at the time of test registration.***

In EDU 140, students will be asked to complete an MTTC RELEASE FORM giving the SOE permission to share MTTC scores for the purpose of advising and gathering assessment data. Scores are shared with SOE and SAU personnel for specific purposes and on a limited basis.

**To register for the MTTC, log onto http://www.mttc.nesinc.com. See this website for a detailed schedule of all test dates and locations. Be aware that all tests are NOT offered at all locations on a given date. Check for the location where your test is offered.**

**Preparing for the MTTC**

Copies of the test objectives can be downloaded from the MTTC website at http://www.mttc.nesinc.com. There are several other resources available to assist students in preparing for success on the MTTC.

* At no cost, the testing service has created study guides that may be downloaded from http://www.mttc.nesinc.com for every subject area being tested.
* For an additional charge, the testing service has created practice tests in any subject area; these are available at http://www.mttc.nesinc.com.

Students preparing for subject area tests should check with professors in their major and minor areas for extra help.

**NOTE: SAU must receive official verification of test scores directly from the testing agency. Therefore, be sure to identify SAU as the receiving institution when registering for any test connected to your EDU program (SAT, MTTC, etc.). If SAU is not noted as the recipient of official scores at the time of test registration, the student will have to request a paper score sheet be sent to SAU separately, which will incur an additional fee and cause a delay of another 4-5 weeks.**

Students are advised to use the study materials available on the testing agency’s website and to check the partner school’s library and consult with their advisor to find out where study materials are located.

**SOE Application**

During EDU 140, students will be invited to apply to the School of Education.

**Student Teaching Application**

All students in the Spring Arbor University School of Education program must pass the MTTC (Michigan Test for Teacher Certification) prior to being approved and placed for student teaching. Elementary candidates must pass the test in elementary education. Secondary candidates must pass the test in their major.

Main Campus students: ALL prospective student teachers are required to attend a student teaching information meeting two semesters in advance of the planned student teaching experience. Student teaching information meetings are held in the months of April and November and specific meeting dates will be posted via the SAU announcements and the Epsilon-Chi email list.

Students at off-site locations**:** You must formally apply to student teach at the beginning of the semester immediately prior to the semester you intend to student teach. You are required to attend a student teaching information meeting at least one semester prior to the planned student teaching semester. Director for Student Teacher Placement and the Coordinator for Academic Student Advising, Patti Johnston, will provide NOTIFICATION of specific meeting dates and directions via SAU e-mail prior to these important events.

**International or student teaching outside of Michigan**

For international student teaching, applications are due at least **one year in advance** of the intended student teaching semester. Interested students should contact Professor John Williams

All Students: Students are reminded that they are expected to be fully aware of all program and student teaching requirements and deadlines, as detailed in the SAU catalog and the SOE Undergraduate Student Handbook. Failure to complete program requirements and meet deadlines will result in the student teaching placement being delayed and/or cancelled.

**Field Experience - Methods Classes and Site Visitations**

One of the requirements that must be met prior to receiving approval to student teach is completion and proper documentation (on the Field Experience Record Sheets, available through the SOE) of the MINIMUM 141 REQUIRED Field Experience hours. At least 15 of these hours must be in a classroom with a diverse population, another 15 in classrooms with special needs students, 15 additional hours in classrooms focusing on your major or minor, with at least 5 hours in each of your major(s) or minor(s). Please see the SOE Undergraduate Student Handbook for details about the 141 hour requirement.

To assist you, a number of classes have required hours built in, such as EDU 140, EDU 202, EDU 271, EDU 272, EDU 273, methods, EDU 360, and SED 422. For example, the 15 hours for both diverse and special needs classrooms is part of EDU 271, The Diverse Learner. If you have already met the minimum 120-hour requirement and you are in a class with required hours that takes you past the 120 hour-requirement, the required hours for successfully completing the course are not waived.

Assignment in a K-12 classroom during an EDU course with required site-based experience is contingent upon successful completion of all preparatory assignments prior to the placement. Throughout the semester, failure to meet these deadlines and/or successfully complete all assignments will result in the loss of the site-based placement. In addition, the student must complete all site-based expectations and assignments in order to pass the course. Unacceptable site-based performance may include, but is not limited to: tardiness, absenteeism, unprofessional demeanor, lack of preparation, inappropriate and/or unprofessional communication with mentor and instructor, lack of content or pedagogical knowledge, skills, or refusal to teach at mentor or teacher’s request. **Note: Students who do not pass the site-based portion of methods courses will not receive a passing grade in the course and will be required to retake the methods course.**

**Substitute Teaching Requirement**

Be advised: A new requirement is in place as of Fall 2018 for students in the Educator Prep Program. Upon successful completion of the required credit hours (60 credit hours), candidates will be required to register with the substitute teaching agency to serve as a substitute teacher a minimum of three times (3 full days) in urban, rural, and diverse Pk-12 schools. Candidates must present documentation of the completed assignments to the SOE as verification of completion of this requirement. This requirement must be fulfilled in order to receive final approval to begin the student teaching semester.

Students are advised to complete this requirement as soon as they have completed the number of required hours to become eligible to register as a substitute teacher. The substitute teacher registration and training process is lengthy. Since this requirement must be fulfilled prior to receipt of final approval for the student teaching semester, delaying this process may also delay your planned student teaching semester.

**Course Prerequisites**

It is the responsibility of the student to make sure that they meet all course prerequisites prior to the day the course begins. Prerequisites for each course are listed in the academic catalog, as well as the online academic planner.

**Liability Insurance**

Due to field participation, it is *strongly recommended* that each education student join one of the education organizations that provide liability insurance to students. Information on organizations that provide liability coverage to students, such as the Student Michigan Education Association (https://www.mea.org/aem/), Christian Educators Association International (https://ceai.org/join/), or the American Association of Educator (https://aaeteachers.org/index.php/join-renew).

**Educator Disposition Assessment (EDA)**

* The Michigan Department of Education (MDE) requires that teacher education institutions assess behaviors, skills, and dispositions of their teacher education candidates. Students will be assessed throughout their time at SAU in all education classes. The Educator Disposition Assessment form is provided by the faculty in specific EDU courses.
* Dispositions are part of consideration when the candidate’s application for SOE admission and application for student teaching approval are being reviewed. Poor ratings in dispositions may result in various actions including, but not limited to, being placed on a Professional Improvement Plan, denial of admission, removal from the teacher education program, probation in the program, and so forth. Check the SOE Undergraduate Handbook for specifics.
* Students who are assessed as having unacceptable dispositions may be required to meet with the SOE Executive Team for remediation. Failure to follow through on a Professional Improvement Plan may result in delay in acceptance to the SOE, delay in Student Teaching Approval, removal from the program, or be approved only with special guidelines or conditions for the student teaching semester.

**First Aid/CPR Certification**

The Michigan Department of Education (MDE) requires that each individual has a valid CPR (Child and Adult) card/certificate and First Aid card/certificate at the point of recommendation for teacher certification by Spring Arbor University. The Michigan Department of Education has stated that this training is only acceptable if completed through one of the approved providers listed on this website:

<https://www.michigan.gov/documents/mde/Approved_First_Aid_and_CPR_Providers_397544_7.pdf>

This requirement must be completed prior to the start of the professional semester, and the cards/certificates must remain valid at the time of certification. The cards/certificates must be signed by the instructor of the course and provided to the Certification Officer (Rashell Johnson) on the main campus or the advisor for off-site students. Cards will then be returned to the individual, although certificates will not be returned, since they are printed from the provider website. Copies of cards will not be accepted. Copies of certificates are accepted if they contain a scan code, which can be used to verify validity. If you have any questions about this requirement, contact Rashell Johnson, SOE Certification Officer, at [Rashell.johnson@arbor.edu](mailto:Rashell.johnson@arbor.edu)

**Policy for the Return of Physical Copies of Student Final Papers/Projects**

The faculty and staff of the School of Education often have a need to obtain and show examples of student work (without names) from education courses. In some cases, we would show student work to accrediting bodies or advisory councils in order to keep SAU education programs in good standing. In other cases, we would show examples of student work to other students or to prospective students to help them understand what would be required of them in a particular course. In still other cases, faculty may wish to include student work as part of a University merit proposal for promotion and tenure. Should a candidate be unwilling to allow the School to show your work to others, the candidate must provide the course instructor of this request in writing or by e-mail.

**Academic Integrity**

The University catalog addresses SAU’s policy on the “Integrity of Scholarship and Grades” and “Academic Integrity.” Please refer to that policy in its entirety, found in the current SAU catalog. The School of Education places emphasis on our common commitment to Jesus Christ as the perspective for learning acknowledging that truthfulness is essential in our dealings with one another.

Academically, “there shall be no cheating, misrepresentation or plagiarism (borrowing ideas, images, facts, stylistic phrasing or quoted material without credit) on assignments, tests, lectures, handouts, or other written materials.” Violations of this policy by a student may carry disciplinary consequences such as zero on the assignment and/or suspension from the University.

Incidents of cheating or plagiarism should be reported immediately to the appropriate professor, department chair, dean, or other University employee. Students are encouraged to report in writing. Confidentiality will be honored unless specific written permission to disclose sources is obtained. No one will be disciplined solely on the testimony of one report without further substantiation.

Anyone not clear about what constitutes plagiarism can consult the Academic Student Connections Faculty or the English Department Faculty.

**Use of Mobile Technology in the Classroom**

Policies outlining mobile technology use (laptops, cell phones, tablets, etc.) during class time are established by the course instructor. The professor has the right to limit or suspend classroom use of mobile technology at any time.