

**IMPORTANT NOTE TO ALL EDUCATION STUDENTS**  
**(Main Campus and Off-Site Locations)**  
**2021-2022**

**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 Amber Hollowood, Coordinator of ADA, 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 200 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 Specialist, Stephanie Rush (srush@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](http://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. If you hold a valid sub permit, notify the Certification Specialist Stephanie Rush via email, [srush@arbor.edu](mailto:srush@arbor.edu)

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:
  - a. Notify the SAU Student Teaching Placement Director and Certification Specialist of your 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.
  - b. 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 be on school letterhead, must be signed by an administrator, and 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 is required to take (attempt) the Michigan Test for Teacher Certification (MTTC) prior to the due date listed on the Professional Semester Checklist (provided during the individual pre-student teaching internship meeting), to be eligible for student teaching. Elementary certification seekers must take (attempt) the Elementary MTTC. Secondary certification seekers must take the MTTC in their major.

Candidates must pass the appropriate MTTC before they can be recommended to the Michigan Department of Education (MDE) for teacher certification. Candidates are not considered highly qualified to teach a subject unless they have passed the MTTC, proving competency in that area. 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 if you have questions. Score reports must be received by SAU directly from the testing agency in order to be considered official.

***Students who are eligible for testing accommodations for the MTTC must request accommodations when registering for the test. Accommodations will not be provided until the student has requested verification documentation from the ASC (requested by the student) and provided to the test agency, 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.**

### **TESTING – Oral Proficiency Interview (OPI) for World Languages**

**Those seeking an endorsement in Spanish (elementary, secondary or K-12), must take and pass the Oral Proficiency Interview at the level of Intermediate High to be allowed to student teach and at the level of Advanced Low to be recommended for a Spanish endorsement.**

### **SOE Application**

During EDU 140, students start the application process for membership into the School of Education. After students have successfully completed EDU 202 their application is submitted to the School of Education. The requirements for membership are outlined in the School of Education Undergraduate Handbook.

### **Student Teaching Application**

As stated above, all candidates in the Spring Arbor University School of Education program must take the MTTC (Michigan Test for Teacher Certification) prior to the due date listed on the Professional Semester Checklist. Elementary candidates must take the test in elementary education. Secondary candidates must take the test in their major.

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 School of Education email listserv.

**International or out-of-state student teaching:** For international student teaching, applications are due at least one year in advance of the intended student teaching semester. Students considering student teaching outside of the state of Michigan, but within the U.S. should contact the Coordinator of Student Teaching, Richard Bradstreet ([richard.bradstreet@arbor.edu](mailto:richard.bradstreet@arbor.edu)), for specifics. Make contact with Mr. Bradstreet VERY EARLY.

**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**

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 200 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 200 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, a portion of 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 200-hour requirement and you are in a class with required hours that takes you past the 200 hour-requirement, the required hours for successfully completing the course are not waived.

### **Substitute Teaching Requirement**

Upon successful completion of the required credit hours (60 credit hours), candidates will be required to register with a substitute teaching agency and to serve as a substitute teacher a minimum of three full days in Pk-12 schools (see SOE Handbook for details). Candidates must present documentation of the completed substitute teaching assignments to the SOE as verification of completion of this requirement. The documentation will be attached for a Field Experience form that has been filled out and signed by the candidate. This requirement must be fulfilled prior to the due date listed on the Professional Semester Checklist (provided at the individual pre-student teaching internship meeting).

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. 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. Some of the organizations that provide this are:

- Aspiring Educators of Michigan (a branch of the Michigan Education Association), <https://mea.org/aem/>
- Christian Educators Association International, <https://www.ceai.org/membership-level-2-college-student/>
- Association of American Educators, <https://www.aaeteachers.org/index.php/join-renew/join>

Additional information on organizations that provide liability coverage to students is available in the School of Education office. Students in programs not located on the Spring Arbor campus can obtain this information by emailing the Student Teaching Placement Director.

### **Educator Disposition Assessment**

- 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 to the SOE, 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 Internship Approval, removal from the program, or in being 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 (Scroll down to Additional Resources and find the “Approved Providers of Courses for First Aid and CPR”): [https://www.michigan.gov/mde/0,4615,7-140-5683\\_14795\\_83462---,00.html](https://www.michigan.gov/mde/0,4615,7-140-5683_14795_83462---,00.html)

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 in the SOE. 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 questions about this requirement, contact Stephanie Rush, SOE Certification Specialist, at [srush@arbor.edu](mailto:srush@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 will show student work to accrediting bodies or advisory councils in order to keep SAU education programs in good standing. In other cases, we may show examples of student work to other students or to prospective students to help them understand what will 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 their work to others, the candidate must provide the course instructor with a written notification of the request not to share their work. The notification may be made via 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 a score of 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 cheating they have witnessed 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.

### **Methods Classes and Site Visitations**

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.**