UNDERGRADUATE SECONDARY TEACHER LICENSURE PROGRAM Urban Institute for Teacher Education

College of Education, University of Utah

Secondary Education: The purpose of Secondary Teacher Licensure Program is to prepare junior high, middle school, and high school educators. Competent secondary teaching requires both in-depth knowledge of subject matter and skill in applying educational concepts and principles. Candidates for teacher licensure in secondary education take the required courses in a subject area (i.e., composite teaching major, teaching major, teaching minor – the teaching minor is not required, but is strongly recommended) and licensure courses through the College of Education to acquire pedagogical skills, and knowledge of students, families and urban communities.

Degree Requirements: In order to graduate with a bachelor's degree, students must complete General Education, Bachelor's Degree requirements, and Teaching Major requirements in addition to the Secondary Teacher Licensure program requirements. A degree (i.e., Bachelor of Arts, Bachelor of Science, or Bachelor of Fine Arts) is granted through the college of the teaching major.

Licensure: Teaching licenses are granted by the Utah State Office of Education. The College of Education recommends candidates for the Utah Level I Teaching License grades 6-12, upon successful completion of the program and exit exams. The sixth through twelfth grade license requires a teaching major or composite major, and does not permit teaching in a self-contained elementary class. While not required, a teaching minor is strongly recommended.

ESL Endorsement: Beginning Fall 2010, all classes currently required by the Utah State Office of Education for an ESL endorsement will be included in this licensure program. This means that every student completing this program will be eligible for an ESL endorsement.

Advising: Students must maintain contact with multiple advisors during the course of their studies. Each advisor has specialized knowledge and information, and therefore students should meet regularly with the following:

General Education & Bachelor's Degree Requirements

University College 450 SSB 801-581-8146 uc@sa.utah.edu

Major & Minor Requirements

Departmental Advisors for specific content areas listed on page 2

Secondary Education Requirements Becky Owen 115 MBH 801-581-6818 becky.owen@utah.edu

Program information is subject to change without notice. For the most up-to-date information, please contact the Urban Institute for Teacher Education.

Urban Institute for Teacher Education 1705 Campus Center Drive, Room 142 Salt Lake City, Utah 84112-8256

<u>www.ed.utah.edu/uite</u> 801-581-7158 Fax: 801-581-3609

TEACHING MAJORS AND MINORS

Utah state licensure guidelines specify that secondary teachers may teach only in the areas for which they are licensed.

Teaching Majors (REQUIRED)	Teaching Minors (strongly recommended)	Index of Criticality *	Utah Grade Levels ⁺
Art Composite		2.4	6-12
Biology Composite	Biology	3.0	7, 10-12
Chemistry	Chemistry	3.3	9-12
	Coaching	2.4	7-12
Communication^	Communication^	2.3	9-12
Dance (must audition)		2.4	7-12
Earth Science Composite		3.1	8-9
English	English	2.6	6-12
	ESL	2.7	6-12
Exercise & Sports Science ¹		2.1	k-12
Geography [^]	Geography [^]	2.2	6-12
Health Promotion & Education	Health Promotion & Education	2.0	7-12
History	History	2.2	6-12
Math (level 4)		3.3	6-12
	Math (level 3)	3.0	6-9
Music ¹		2.4	k-12
Physics	Physics	3.4	9-12
Social Science Composite		2.0	6-12
Spanish	Spanish	2.5	7-12
Theatre (Drama)		2.5	7-12

^{*} Utah State Office of Education Index of Criticality (11/09) Note: Criticality may change from year to year and state to state. 4.0-4.9 = Critical Shortage, 3.0-3.9 = Moderate Shortage, 2.0-2.9 = Minimal Shortage, 1.0-1.9 = Oversupply

DEPARTMENTAL ADVISOR CONTACT INFORMATION

Department	Advisor	Location	Phone	Email
Art	Nevon Bruschke	161 ART	801-581-8677	n.bruschke@utah.edu
Biology	Fred Montague	135 Bldg 44	801-581-6244	montague@bioscience.utah.edu
Chemistry	Tom Richmond	2404 HEB	801-581-7487	richmond@chemistry.utah.edu
Coaching	Shannon Mulder	200 HPR N	801-581-7558	shannon.mulder@utah.edu
Communication	Ann Darling	2514 LNCO	801-581-3912	ann.darling@m.cc.utah.edu
Dance	Abby Fiat	213 MCD	801-581-7327	abby.fiat@m.cc.utah.edu
Earth Science	Erich Petersen	319 FASB	801-581-7238	erich.petersen@utah.edu
English	Janet Kaufman	3500 LNCO	801-581-6168	j.kaufman@utah.edu
ESL	Becky Owen	115 MBH	801-581-6818	becky.owen@utah.edu
Exercise & Sports Science	Shari Lindsey	217 HPR E	801-581-7586	shari.lindsey@health.utah.edu
Geography	MaryAnn Golightly	270M OSH	801-581-8218	maryann.golightly@geog.utah.edu
Health	Nick Galli	2115 Annex	801-581-8548	n.galli@utah.edu
History	Karleton Munn	310 CTIHB	801-581-6121	karleton.munn@utah.edu
Mathematics	Kelly MacArthur	226 JWB	801-581-6837	advisor@math.utah.edu
Music (Choral)	Jessica Napoles	256 DGH	801-581-7368	jessica.napoles@utah.edu
Music (Woodwind/String)	Mark Ely	314 DGH	801-581-7163	mark.ely@music.utah.edu
Music (Brass/Percussion)	Joelle Lien	316 DGH	801-581-7369	joelle.lien@music.utah.edu
Physics	Lynn Higgs	202 JFB	801-581-7140	higgs@physics.utah.edu
Social Sciences	MaryAnn Golightly	270M OSH	801-581-8218	maryann.golightly@geog.utah.edu
Spanish	Lucia Rubio	1228 LNCO	801-585-3006	lucia.rubio@utah.edu
Theatre	Faye Barron	206 PAB	801-581-6448	faye.barron@utah.edu

¹ ESS and Music k-12 programs are offered through the individual departments only.

[^] Available at the University of Utah, but limited student teaching placements and jobs.

⁺ Grade level column represents typical job availability in Utah schools in a given academic subject area.

SECONDARY TEACHER LICENSURE COURSE REQUIREMENTS

Pre-Licensure Courses

Open Registration, 39 required hours

EDU 1010 [^] Introduction to Teaching (3)			
	(SLCC equivalent EDU 1010)		
ECS 3150*^	Multicultural Education (3) fulfills DV general education requirement		
	(SLCC equivalent EDU 2150)		
	Pre-requisite: Ethnic Studies 2550 HF, 2560, 2570 HF, 2580 BF, or 2590 HF (choose one)		
	(SLCC equivalents ETHS 2410, 2420, 2430, 2440, or HUMA 2220)		
EDPS 3030	Research & Inquiry in Education (3)		
	(SLCC equivalent EDU 2030)		
ELP 3410	Education, Law, & Policy for Classroom Teachers (3)		
	(SLCC equivalent EDU 2410)		
SPED 5012	Inclusive Classrooms in Secondary Education (3)		
	(SLCC equivalent EDU 2010 or 2011)		
Adolescent	Choose One (3)		
Psychology	PSY 1230, PSY 3220, FCS 5230, or EDPS 5050		
	PSY 1230 fulfills BF general education requirement		
EDU 5200	Teacher Language Awareness (3)		
ECS 5645*^	Assessment of Linguistically Diverse Populations (3)		
	Pre-requisite: ECS 3150 & EDU 5200		
ECS 5709*^	Building Family-School Partnerships for Youth Success (3)		
	Pre-requisite: ECS 3150		
EDPS 5151	Educational Applications of Technology: Grades 6-12 (3)		
LING 5812*^	Content-Based Language Teaching (3)		
	Pre-requisite: EDU 5200, suggested pre/co-requisite: ECS 5645		
SPED 5021	Principles of Assessment & Data Based Decision Making (3)		
SPED 5022	Principles of Instruction & Behavior Support (3)		

^{*} course has pre-requisites

Licensure Year

Admission Required, 19 required hours

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Fall Semester 7 hours				
(three additional courses allowed during this semester, but must NOT conflict with required licensure course work)				
EDU 5490 & 5201	Field Practicum: Secondary (3) & Seminar in Language Awareness (1)			
	Pre-requisite: EDU 5200			
ECS 5715^	Urban Education (3)			
Spring Semester 12 hours				
(additional coursework during this semester is highly discouraged)				
EDU 5491	Action Research/Seminar (3)			
EDU 5495	Student Teaching: Secondary (9)			

Total Hours 58 credit hours

Typical Pre-Licensure Course Offerings **subject to change without notice, this is general info only, not a guarantee!**

[^] course has a field component

SECONDARY TEACHER LICENSURE PROGRAM REQUIREMENTS

In addition to University General Education and teaching major or composite departmental requirements, the Secondary Teacher Licensure program includes 51 semester hours of required education coursework (some courses may be double-counted toward General Education or departmental requirements). Education courses are taken in two categories: Pre-licensure courses (which may be taken by any University of Utah student), and Licensure Year courses (which require acceptance into the licensure program).

* General Education & Bachelor's Degree Requirements

All degree-seeking students at the University of Utah are required to complete a series of General Education and Bachelor's Degree courses. First baccalaureate students should work closely with University College and Departmental Advisors to be sure that all general education and bachelor's degree requirements will be met.

* Teaching Major and Teaching Minor Course Requirements

The subjects that students plan to teach in the secondary schools are called their teaching major and teaching minor, or composite. Students should work closely with the advisors in their teaching major and teaching minor or composite departments to be sure that all requirements for graduation with a bachelor's degree will be met.

* Licensure Program Course Requirements

Current secondary teacher licensure course requirements are listed on page 3. Please meet with the Secondary Education Advisor, Becky Owen, to review the licensure coursework in detail. If a student was admitted to the University of Utah prior to Spring semester 2008, they may be eligible to complete the program under previous requirements. Students must meet with the Secondary Education Advisor to determine which program they will follow.

* Students may take a mix of general education, bachelor's degree requirements, teaching major, teaching minor, and education courses at the same time. Consult University College with questions regarding general education or bachelor's degree requirements. See departmental advisors for questions regarding pre-requisites, sequencing and frequency of major/minor courses.

Exit Examinations

All teacher candidates are required by law to complete exit examinations. More detailed information will be given about exit exams upon acceptance into the licensure year of the program. Exit exams are required in the following areas:

- Teaching Major & Teaching Minor: Praxis II content area tests are required. Students must submit score
 reports to the Secondary Education Advisor in order to be recommended for their teaching license.
 Students participating in the internship program must pass this exam as part of the internship application
 process. Minimum passing scores are determined by the Utah State Office of Education.
- Students are encouraged to take the Praxis II PLT: Principles of Learning & Teaching exam during or immediately following their student teaching experience. State law requires students to pass this test within 3 years of being recommended for their initial teaching license.
- Students completing the **Social Science composite major** must take and pass the Praxis II content knowledge test prior to student teaching. If a student does not pass the test, they will not be allowed to begin their student teaching experience.
- Students completing a **Spanish teaching major or minor** must also complete an oral proficiency exam in addition to the written language exam. An advanced oral rating is required in order to graduate with a Spanish teaching major or minor. See the Spanish advisor for more information.
- Students completing a **Math teaching major or minor** must meet the Math department's required test score in order to receive their bachelor's degree. See the Math advisor for more information.

PROGRAM POLICIES

Fall Semester Licensure Year Time Commitment: During fall semester of the licensure year, TL 5490 will have students in class or in the public schools from 7:30-10:30 (plus travel time to and from the schools) 3 days a week. Students are also required to take ECS 5715, which is offered at variable times. Students may take a maximum of three additional classes in the afternoon/evening. Due to travel from local public schools we advise NOT taking classes prior to 12:00 pm. Please be aware of the time constraints affiliated with school-based classes.

Spring Semester Licensure Year Time Commitment: During spring semester of the licensure year, students will assume the responsibilities of a regular classroom teacher. The time commitment during this phase of the program is extensive (i.e., 12 weeks of student teaching). Students should plan to be in the schools for a full school day (7:30 am – 3:30 pm) as well as attend a weekly seminar held in the evening. The remaining weeks of spring semester will be spent in full time closing cohort activities and assignments. Working outside of school and/or taking additional classes will present extreme hardship. Additional coursework is strongly discouraged during this semester.

Student Teaching Placements: During fall and spring semesters of the licensure year, teacher candidates teach under the guidance of a classroom teacher and a supervisor employed by the Urban Institute for Teacher Education. Student teaching assignments are located in a group of specially selected schools in which teacher candidates observe and practice teaching methods. Student teaching placements are arranged by the supervisor in consultation with the teacher candidate and school personnel. Due to the volume of student teaching placements and the variety of major/minor emphasis areas, personal circumstances (i.e., commute, etc.) are not criteria for placement. Working outside of school and/or taking additional classes will present excessive time demands.

Internship Opportunities: Internship opportunities exist for the licensure year of the program. Internships are currently available in Granite School District. Internship placements are limited and require a separate application process. Applications must be submitted by February 1st prior to the anticipated licensure year. Refer to the Institute's website for more information and application materials.

Student Teaching License: Teacher candidates must obtain a student teaching license prior to their student teaching experience. Go to www.utah.gov/teachers and click "Student Licenses." If a student does not have background clearance, the system will automatically divert to the fingerprinting portion of the site first.

Student Code: Letters indicating possible violations of the student code, and appropriate student responses, will be placed in the student's file. (www.sa.utah.edu/code)

GPA Requirements: Teacher education candidates must maintain a cumulative GPA of 2.5 during their first two years (68 credit hours) of study OR a 3.0 GPA during their second year of study (34 credit hours) at the University of Utah. After completion of 68 credit hours, students must maintain a 3.0 GPA.

Minimum Cumulative GPA: Once admitted, teacher candidates must maintain at least a 3.0 GPA. If a teacher candidate fails to maintain a 3.0 GPA, they will be placed on scholastic probation and may not register for any licensure year courses.

Grade Requirements: All education courses required for the secondary teaching licensure program must be completed with a grade of "C" or better. Major/minor courses must be completed according to departmental grade requirements. Teaching methods courses and all education courses must be completed with a grade of "C" of better in order to advance to student teaching. If a student receives less than a "C" in any licensure year course, they will be placed on scholastic probation and not allowed to student teach.

Time Limit on Education Courses: Due to changes in the research base on teaching and learning, classroom practices, and Utah State Office of Education standards for teacher licensure, education courses must be taken within 5 years of beginning the licensure year. If courses are over 5 years old they may not be accepted toward licensure program credit.

Transfer & Equivalent Coursework: A formal request must be made by students for course equivalencies for the Secondary Teacher Licensure Program by submitting course syllabi and unofficial transcripts. Course equivalency approval is required from the Director of the Urban Institute for Teacher Education.

Pre-Licensure Course Offerings: Pre-licensure courses are not guaranteed to be offered every semester. Students are encouraged to meet with an advisor in the Urban Institute for Teacher Education and in his/her major and minor departments to receive the most current course scheduling information.

Licensure Year Pre-requisites: All pre-requisite coursework in the Secondary Teacher Licensure Program (i.e., general education, bachelor's degree requirements, teaching major and teaching minor courses, and pre-licensure coursework) must be completed prior to starting the spring semester of the licensure year (full time student teaching).

APPLICATION REQUIREMENTS & PROCEDURES

Please submit all application materials in one sealed envelope. The Urban Institute for Teacher Education is not responsible for any materials missing from application files.

- 1. Complete the Application for Admission to Teacher Education Programs. This is available on the Urban Institute for Teacher Education website: www.ed.utah.edu/uite.
- 2. Statement of Professional Purpose (no more than two pages). Submit a statement informing the Admissions Committee of your strengths as a candidate in the teacher education program at the University of Utah. Your essay should include: a demonstration of your ability to think deeply about and analyze contemporary educational issues; an illustration of your commitment to the teaching profession; and a discussion of how you will contribute to urban schools as a future educator.
- 3. Request a current and official transcript from the University of Utah. The transcript must be received by the candidate. The transcript must be included in the application packet and must be in a sealed envelope from the Registrar's Office with a stamp over the seal.
- 4. Request a current and official transcripts from all other colleges and universities previously attended, no matter how long ago or how little credit was earned, including all correspondence and/or foreign credit. The transcript must be received by the candidate. A "Summary of Transfer Credit" will **not** be accepted. The transcripts must be in sealed envelopes with a stamp over the seal, and must be included in the application packet.
- 5. Submit a copy of your current class schedule.
- 6. Submit scores from the Praxis I PPST Assessment Test: Reading, Writing, and Math. This test is available as a computer-based or paper-based test. Registration procedures differ for each format:

	Computer-Based Format	Paper-Based Format	
Registration	Call the Prometric Testing Center at 801-581-7310, Location: Student Services Building room 490	Register online at www.ets.org/praxis	
Test Dates	The Prometric Testing Center will inform you of available test dates.	Check the website for available test dates.	
Receiving Scores	You must retrieve your scores online. You must log into the ETS website to view and print your scores. Score reports are only available for 30 days after they are posted. Please begin checking for your score report 2-3 weeks after you have taken the test. Students are responsible for submitting their Praxis I test scores with their application packet.		
Tests at a Glance & Study Guides	Information about the test sections is available online at www.ets.org/praxis . Click on "Prepare for a Test" under the For Test Takers heading. The drop down menu has separate information for each section. Check for <i>tests at a glance</i> and <i>study guides</i> under all three sections. The codes for the computer-based tests are 5710, 5720, and 5730. The codes for the paper-based tests are 0710, 0720, and 0730.		
Scores	Minimum score on each section is 173 . Each section is scored 150-190. Scores below 173 should be retaken. Scores must be within the past 5 years .		

- 7. Letters of Recommendation. Three letters of recommendation must be submitted. Letters must be typed on official letterhead from the recommender's organization. Please ask your recommenders to attach a recommendation form to their letter (forms provided on our website). Letters and forms must be in a sealed envelope with the recommender's signature over the seal. **Note: Family, friends, and religious advisors are considered inappropriate references**. Submit a letter in each of the following areas:
 - a. Academic: Must be written by a professor in your major subject area.
 - b. <u>Professional</u>: Written by an employer or an additional course instructor, who is able to speak to your professional competencies.
 - c. <u>Teaching and Working with Youth</u>: Work must be in an **academic setting**. This letter should be written by a supervisor of a field placement or volunteer work in a public school or a similar setting. (Recommended sources include volunteer work or practicum experiences affiliated with university coursework.)
- 8. Submit completed Departmental Major/Minor Sign-Off forms. Forms are available on our website, or through your major/minor advisor. Students must meet with their major, minor, and/or composite advisor to have the form completed. Forms must be submitted in sealed envelopes with the advisor's signature over the seal.
- 9. Submit a completed 6-Semester Plan. This form is available on our website. List all major, minor, general education, bachelor's degree requirements, and education courses that are not yet completed. This plan indicates that you can reasonably complete all of your remaining course requirements in the given amount of time, and are therefore eligible to apply to the program.
- 10. Background Check: Complete a State & Federal Background Check required by the state. Please initiate this fingerprinting process **at least one month prior** to submitting your application. Background checks expire after 3 years, and may need to be renewed in order to be recommended for your teaching license.
 - a. Go to www.utah.gov/teachers
 - b. Select "Background Check" application and follow the prompts.
 - c. Select the "Live Scan" method for the fingerprinting process.
 - d. A \$69 processing fee must be paid by credit card only.
 - e. Be sure to click on "Generate Form." Print this form and take it to a Live Scan site of your choice to complete the fingerprinting process. A list of Live Scan sites is provided with the generated form. Your fingerprints cannot be processed until you take this form to a Live Scan site!
 - f. An additional charge of \$10-15 must be paid at the Live Scan site to complete your fingerprinting.
 - g. Submit with your application either a copy of the generated Live Scan form, or a receipt from the Live Scan site as proof that you have initiated this process.

APPLICATION POLICIES FOR LICENSURE PROGRAMS

Minimum Standards for Application: Due to the competitive nature of our programs, meeting minimum admissions standards does not guarantee acceptance into the teacher licensure programs. Admission preferences for the teacher licensure program will be given to students who will teach in areas of greatest need, based on the information provided in the Index of Criticality. Students with a teaching minor in addition to their teaching major will also be given preference.

Rolling Admissions & Notification: Candidates for the Secondary Teacher Licensure Program area admitted on a rolling admissions basis. Admission is contingent upon meeting the admissions criteria and availability of space. Complete application files are reviewed monthly. Applicants will be notified by mail of acceptance or denial approximately 6 weeks after the first of the month in which the application is reviewed. Complete applications must be received no later than **March 1**st prior to the anticipated licensure year (i.e., if you plan to start the licensure year Fall 2012, your application must be submitted no later than March 1, 2012). Students are encouraged to apply early.

Incomplete Applications: The Urban Institute for Teacher Education is not responsible for any materials missing from files. Complete files will be reviewed by the Admissions Committee. There is no guarantee that incomplete files will be reviewed by the Admissions Committee.

Time Limit on Licensure Program Completion: The licensure year/student teaching placement can only be reserved for up to six semesters (not including summers) after acceptance into the program.

Admissions Files: Admissions files become the property of the Urban Institute for Teacher Education and will not be returned to the applicant, nor will letters of recommendation be forwarded for scholarship application purposes.

Nondiscrimination Policy: The University of Utah is fully committed to policies of nondiscrimination and equal opportunity, and vigorously pursues affirmative action in all programs, activities, and employment with regard to race, color, national origin, sex, age, and status as a person with a disability. Religion, sexual orientation, and status as a disabled veteran or veteran of the Vietnam era also are protected under nondiscrimination and equal opportunity employment policies. The University seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notification is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, (801) 581-8365 (voice and TDD). Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.

UTAH LICENSURE LEGAL POLICIES

In addition to the professional requirements for licensure, the state requires:

Background Check for Initial Licensure: By legislative mandate, applicants for teaching licenses in Utah are required to have completed and passed a background check, including fingerprinting. Background check clearance expires after three years, and may need to be renewed during the program, in order to be recommended for a teaching license.

Criminal Conviction: Teacher licensure may be denied by the state of Utah because of a previous criminal conviction. You must contact the Associate Dean for Professional Education in the College of Education before proceeding with your program in teacher licensure if you have any questions about your status. The Utah Professional Practices Advisory Committee, c/o Executive Secretary, State Office of Education, 250 East 500 South, Salt Lake City, Utah 84111, reviews all such cases.

INTERNET RESOURCES

Urban Institute for Teacher Education: Uof U Career Services: www.ed.utah.edu/uite http://careers.utah.edu

Admissions Office: Utah State Office of Education: www.sa.utah.edu/admiss www.usoe.k12.ut.us

Class Schedules: USOE Alternative Routes to Licensure: www.utah.edu/students/catalog.html www.usoe.k12.ut.us/cert/apt/arl

Campus Information System:

http://gate.acs.utah.edu

National Alternative to Licensure:

www.teachforamerica.org

Tuition Information: Criticality Scales by Region:

www.acs.utah.edu/tuition www.aaee.org

www.sa.utah.edu/finance

Financial Aid & Scholarship Office: