



Graduate Certificate in Teaching and Learning Student Handbook



*Preparing educators to be knowledgeable, ethical,
caring decision makers for a diverse and changing world*



KANSAS STATE
UNIVERSITY

College of Education

June 2017

Teaching and Learning Graduate Certificate in Curriculum & Instruction

Kansas State University
College of Education

*Preparing Educators to be Knowledgeable, Ethical, Caring Decision Makers
for a Diverse and Changing World*

MISSION STATEMENT

The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision makers for a diverse and changing world through excellence in the:

- delivery of exemplary instruction to students at the undergraduate and graduate levels;
- production, interpretation, and dissemination of sound and useful research and scholarship; and
- provision of leadership, collaboration, and service within the profession

PROGRAM DESCRIPTION

The Graduate Certificate in Teaching and Learning is offered through the [Curriculum and Instruction](#) graduate program. The certificate provides graduate-level professional course work in education leading to teacher licensure to address critical statewide and national shortages in the following subjects:

Content Areas	Faculty Content Advisors
Agriculture (Grades 6-12)	Dr. Jonathan Ulmer 785-532-1250, julmer@k-state.edu
Art (Grades PK-12)	Dr. F. Todd Goodson 785-532-5904, tgoodson@k-state.edu
Biology (Grades 6-12)	Dr. Kimberly Staples 785-532-5556, kstaples@k-state.edu
Business (Grades 6-12)	Dr. F. Todd Goodson 785-532-5904, tgoodson@k-state.edu
Chemistry (Grades 6-12)	Dr. Kimberly Staples 785-532-5556, kstaples@k-state.edu
Earth and Space Sciences (Grades 6-12)	Dr. Kimberly Staples 785-532-5556, kstaples@k-state.edu
English (Grades 6-12)	Dr. Vicki Sherbert 785-532-5952, sherbev@k-state.edu
Family and Consumer Sciences (Grades 6-12)	Dr. Sally Yahnke 785-532-5113, syahnke@k-state.edu
Journalism (Grades 6-12)	Dr. Vicki Sherbert 785-532-5952, sherbev@k-state.edu

Content Areas	Faculty Content Advisors
Mathematics (Grades 6-12)	Dr. Sherri Martinie 785-532-3445, martinie@k-state.edu
Modern Language (Grades PK-12)	Dr. Leah McKeeman 785-532-5512, leahmac@k-state.edu
Music (Grades PK-12)	Dr. Fred Burrack 785-532-5712, fburrack@k-state.edu
Physical Education and Health (Grades PK-12)	Dr. Be Stoney 785-532-3531, bstoney@k-state.edu
Physics (Grades 6-12)	Dr. Kimberly Staples 785-532-5556, kstaples@k-state.edu
Social Studies (Grades 6-12)	Dr. Brad Burenheide 785-532-5157, bburen@k-state.edu
Speech and Theatre (Grades 6-12)	Dr. Vicki Sherbert 785-532-5952, sherbev@k-state.edu

This certificate program was designed to attract qualified candidates to the profession of teaching. Candidates must have a baccalaureate degree in the subject field where licensure is sought.

This program is a 19-20-credit hour curriculum that consists of three Blocks of course work. While it is not required that the courses within either Block I or Block II be completed concurrently, it is a general expectation that the course work listed for Block I be completed before Block II. All courses in Blocks I and II must, however, be completed before enrolling in the Block III Internship semester.

ADMISSION CRITERIA

Acceptance of students into the program leading to a Graduate Certificate in Teaching and Learning is contingent on being eligible for admission to the Graduate School and meeting the following specific program criteria:

1. Represent a teaching field identified as a critical area of need: Agriculture (6-12), Art (PK-12), Biology (6-12), Business (6-12), Chemistry (6-12), Earth & Space Science (6-12), English (6-12), Family & Consumer Sciences (6-12), Journalism (6-12), Mathematics (6-12), Modern Language (PK-12), Music (PK-12), Physics (6-12), Social Studies (6-12), and Speech and Theatre (6-12)
2. Meet all undergraduate content requirements (or equivalent) for subject in which licensure is sought (most subject areas require additional content hours);
3. Possess a baccalaureate (or equivalent) in the subject area in which licensure is sought;
4. Receive the support, through personal interview, of at least one member of the faculty sponsoring the Graduate Certificate;
5. Have documented experiences working with youth.

ADMISSION REQUIREMENTS

PRIOR TO APPLICATION, you must first meet with (a) Di Murphy to determine your eligibility for the program and (b) your Faculty Content Advisor. **OFFICIAL APPLICATION TO THE PROGRAM OCCURS** when you begin the completion of any required undergraduate coursework, have met with Di Murphy, and met with your Faculty Content Advisor.

Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the faculty in the graduate program. Applicants seeking admission to this certificate program must submit the information noted below. Before starting the online application, gather all information and documents for all of the following admission requirements so that they can be entered into the application. *All materials must be received before review will begin.*

Students seeking this certificate *and who need financial aid* should apply to the Master's (MS) in Curriculum & Instruction program. If your program is Modern Language, Music, or Agriculture, apply for the MS in your respective area. **NOTE:** Apply to only the MS program if pursuing the MS degree. When doing so, it is critical for you to first meet with Di Murphy and your Faculty Content Advisor. Complete the online Graduate School application at: <http://www.k-state.edu/grad/admissions/application-process/>. Indicate the Master's in Curriculum & Instruction as the program and Middle-Level Secondary as the emphasis.

A. A Completed Online Graduate School Application

Go to the Graduate School home page <http://www.k-state.edu/grad/> and click on "Apply Now." Follow the prompts for completing the process.

B. Graduate School Application Fee

A \$65 application fee is required for all domestic students; *your application will not be processed without this fee.* The fee can be paid by credit card when completing the online application.

C. OFFICIAL transcripts

You must upload into the online application a scanned PDF copy of the official transcript(s) from each college or university where you received your bachelor's degree(s) and completed any post baccalaureate course work or degrees. Transcripts become part of your records at Kansas State University and cannot be returned. Please be aware that printouts from university student portals are not considered a copy of your official transcript.

If you are admitted, you will be required to submit an official transcript for GPA and degree conferral verification from the institution(s) where you received your degree(s) and completed any post-baccalaureate credits.

D. Statement of Goals and Professional Experience

You must upload into the online application a 1-2 page statement that includes the following information:

- Career and professional goals and aspirations, and how being accepted to the program will benefit the goals and aspirations
- Your intended *area of emphasis* in the program
- Any research interests
- A description of your work experience with education or a related field (e.g., past and present employment)
- Future professional plans (e.g., Upon completion of the degree, do you plan to stay in your current position? If not, what type of position would you like to seek?)

E. Letters of Recommendation

Three letters of recommendation are needed from college or university educators and/or colleagues or supervisors who are qualified to address your professional skills and your potential for success in the graduate program. Enter the names and email addresses of the recommenders into the appropriate area in the online application.

THE REVIEW PROCESS

These are the steps in the application and review process:

- First, the applicant completes the online graduate application. This includes paying the application fee and uploading all required documentation.
- Second, once the online application has been completed and all needed documentation has been provided, the graduate program to which the student is applying will review the application and make an admission recommendation to the Graduate School.
- Third, the Graduate School reviews the application and the recommendation from the department. The Graduate School then sends an official decision letter to the applicant.

Professional Development Hours

To increase students' professional and experiential knowledge, TELRN students are required to complete 20 hours in each of these two areas:

- Professional growth/service to the profession
- Educational service to youth and families or caregivers

These 40 hours must be completed and documented PRIOR to gaining approval to student teach. More information is available at: <http://www.coe.k-state.edu/services/fieldexp/pdhours.html>.

Clinical Experiences

Field Experiences/Internships

You will participate in a field experience during your methods semester, prior to student teaching. Through this experience, you will work in local schools to have experience performing teacher responsibilities and working with individuals or small groups of students. The number and kinds of these experiences vary according to the curriculum. If you have documented disabilities, you should request accommodations prior to placements in clinical experiences.

Professional Semester (Student Teaching)

The professional semester is commonly known as student teaching. In the TELRN program, it is your final 4 credit EDCI 801 Internship and occurs in the fall or spring semester of the senior year. There is no student teaching experience offered during summer sessions. Student teaching is graded credit/no credit.

It is the responsibility of the university to assign you to accredited schools with licensed teachers in the primary field for which you are preparing to teach. Student teaching has two major purposes. It provides university personnel the opportunity to evaluate you under authentic conditions and it provides an extended, realistic teaching experience for you.

Because of the strong evaluation component, there are several limitations to the kind and place of the student teaching experience. College of Education personnel and cooperating school districts make student teaching arrangements. You are not to contact schools or school personnel regarding your student teaching placement or attempt to make your own arrangements for student teaching. Generally, you will not be placed in a high school you attended, nor will you be placed with teachers you know or teachers whom your relatives or friends know. You are not placed in a school or school district where your family, your friends, or friends of your relatives work or attend school. For the good of candidates, the university makes every effort to avoid even the appearance of favoritism.

Student teaching is a total experience for a full semester or more. It lasts all day, and you follow the schedule of the school to which you are assigned. The school may start prior to the beginning of the K-State semester and/or extend beyond the end of the K-State semester. You are not to be involved in any activities such as work, curricular or extracurricular activities, or outside responsibilities that interfere with student teaching. During student teaching, you will take over more and more of the teaching responsibilities of the classes to which you are assigned until you are primarily responsible for most or all of them. From time to time a supervisor from the university will evaluate your progress.

Secondary education candidates generally student teach within a 45-mile radius of Manhattan. You may commute to the student teaching site or live in the community to which you are assigned. Required seminars are held throughout the semester. Currently, you can request schools, school districts, and grade levels in which you would like to student teach. The personnel making assignments will use these requests as input; however, there is no assurance that you will be assigned to your requested placements. For information about the various student teaching programs, you may inquire at the Office of Field Experiences (244 Bluemont Hall, 532-5908).

To be eligible for student teaching, you must:

- Be admitted fully to the Teaching and Learning Certificate program
- Complete prerequisites as noted in the program descriptions in the previous sections of this program booklet
- Have completed all of the required course work
- Have an overall GPA of 3.0 in your TELRN requirements
- Have a teaching field GPA of at least 2.75
- Have submitted proof of American Red Cross First Aid and CPR certification (or equivalent) by showing original cards to personnel in 244 Bluemont Hall

- Have completed all Professional and Educational Service Hours (See <http://coe.ksu.edu/services/fieldexp/pdhours.html> for more information and deadlines).
- Have had a tuberculin health check to verify good health. The original tuberculin health form must be submitted to 244 Bluemont Hall.
- Demonstrate the standards and dispositions defined in our Conceptual Framework.
- Complete the STAR form < <http://coe.ksu.edu/services/fieldexp/star.html> > Graduate Certificate STAR Form. This is due September 1 if you plan to complete your final Internship in the Spring semester, February 1 if you plan to complete your final Internship in the Fall semester.

If you have documented disabilities, you should request accommodations at the time you complete the “Student Teacher Assignment Request” (STAR) application.

Certificate Completion

At the beginning of your EDCI Content Area Teaching Methods course, you should register with Career and Employment Services (CES) (Holtz Hall, 532-6506) to obtain access to job listings, participate in on-campus interviews, and have your resume referred to employers. More information about the registration process can be obtained on CES homepage: www.k-state.edu/ces/. In addition to registering with CES, you should be familiar with services and resources offered by CES, including on-campus interviews/career fairs, job search workshops (including resume writing, interview skill development, and dining etiquette), individual advising, reference files (aka credential or placement files), school district/company information and application forms, and a wealth of other career library resources.

Near the end of your Student Teaching Internship, complete and turn in the Certificate Completion form found at <http://www.k-state.edu/grad/academics/forms/> (under the Miscellaneous tab) to your MS advisor and then Dr. F. Todd Goodson, Chair, Department of Curriculum & Instruction.

Licensure

Completion of our program is partial fulfillment of the Kansas State Department of Education (KSDE) requirements for a two-year initial license. The KSDE requires that all teachers pass the PRAXIS II Principles of Learning and Teaching (PLT) test in addition to the PRAXIS II Subject/Content test completed prior to your student teaching semester. Information about the PRAXIS II tests and passing scores can be found at: <http://www.coe.k-state.edu/departments/csps/testing.html#plt>

To receive a Kansas teaching license, those who have completed an appropriate teacher education program must submit an application for the initial teaching license through the Center for Student and Professional Services (13 Bluemont Hall, 532-5524). As an applicant for a Kansas teaching license, you should be aware that the application requests information on prior felonies and diversion agreements. Conviction of certain misdemeanors and all felonies may result in denial of licensure. Fingerprints and a KBI/FBI background check are also required upon application for an initial Kansas teaching license. Questions about this should be addressed to the university’s licensing officer in 13 Bluemont Hall.

The KSDE license application form should be submitted on-line AFTER December 1 for December completers and AFTER May 1 for May completers.

Note: Make sure your OFFICIAL Praxis II score report(s) have been sent directly from ETS/Praxis to Kansas State University. You MUST have your official PLT and/or Content Test score reports with passing scores mailed to Kansas State University DIRECTLY from ETS/Praxis BEFORE your license application is accepted and processed. To verify your score report was mailed to K-State, look on your copy of the score report for the correct code. Check the "Score Recipient(s) Requested" box (on the left side). The Code # must be 6334 with the Recipient Name of Kansas State University. If the 6334 code is not listed, you must contact ETS/Praxis at www.ets.org/praxis to have an official score report mailed directly to K-State showing passing scores for the PLT and/or Content test(s).

It is important to apply for a teaching license upon program completion, even though you may not plan to teach immediately or you may be moving to another state. Delaying application for a Kansas license may result in the need to meet new test or coursework requirements at the time you apply.