

Marietta College

**Teacher Education
Handbook**



**Information, Policies, and Procedures
for
Candidates Pursuing Teaching License Programs**

2018-19

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Teacher Education at Marietta College: A Conceptual Framework



Preparing Educators as Leaders for 21st Century Schools

Marietta College endeavors to provide teacher candidates with the experiences that will enable them to become Educator Leaders who . . .

- I. **Demonstrate effective pedagogy** through the use of evidence based instructional practices, varied assessment tools, and technology for teaching and learning.
- II. **Demonstrate content knowledge** in their discipline areas.
- III. **Demonstrate efficacy** by believing all students can learn, understanding and respecting cultural and academic diversity, and differentiating instruction to ensure that all students will learn.
- IV. **Act as change agents** who are willing to try new approaches to solve problems and who are willing to take risks to challenge the status quo.
- V. **Develop professional relationships** that enable them to collaborate with colleagues, families, communities, and professional organizations for the purpose of facilitating student learning.
- VI. **Engage in reflective practice** including the ability to analyze teaching performance, student learning, and current issues in education.

Program Outcomes

As a Marietta College teacher education candidate you will be expected to demonstrate knowledge, skills, and dispositions that focus on the learner and learning, content knowledge, instructional practice, and professional responsibility.

	INTASC Standard	MC
The Learner and Learning		
1. Learner Development: Understand how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and design and implement developmentally appropriate and challenging learning experiences	1	III
2. Learning Differences: Use understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards	2	III
3. Learning Environments: Work with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self motivation.	3	III
Content		
4. Content Knowledge: Understand the central concepts, tools of inquiry, and structures of the discipline taught and create learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.	4	II
5. Application of Content: Understand how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.	5	II
Instructional Practice		
6. Assessment: Understand and use multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.	6	I
7. Planning for Instruction: Plan instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.	7	I
8. Instructional Strategies: Understand and use a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways	8	I

Professional Responsibility		
9. Professional Learning and Ethical Practice: Engage in ongoing professional learning and use evidence to continually evaluate practice, particularly the effects of choices and actions on others (learners, families, other professionals, and the community), and adapt practice to meet the needs of each learner.	9	IV VI
10. Leadership and Collaboration: Take an active role on the instructional team and work with other school professionals to plan and jointly facilitate learning on how to meet diverse needs of learners.	10	V

Essential Dispositions for Marietta College Teacher Candidates

1. Demonstrate responsible and ethical behavior
2. Model professional dress, language, and demeanor in school settings
3. Respect cultural diversity of students and diversity in student backgrounds, experiences, and abilities
4. Exhibit fairness in the treatment of all children and their families
5. Exhibit a belief that all students can learn
6. Appreciate the role of families in facilitating student learning
7. Exhibit a willingness to try new methods and technologies to enhance student learning
8. Demonstrate a willingness to seek ways to positively impact student learning, teaching, and the school improvement
9. Demonstrate interest in professional growth and learning
10. Exhibit a willingness to work collaboratively with colleagues

Ohio Standards for the Teaching Profession

As a teacher in Ohio, you will be expected to meet the following expectations:

Standard 1: Teachers understand student learning and development and respect the diversity of the students they teach.

- Teachers display knowledge of how students learn and of the developmental characteristics of age groups.
- Teachers understand what students know and are able to do and use this knowledge to meet the needs of all students.
- Teachers expect that all students will achieve to their full potential.
- Teachers model respect for students' diverse cultures, language skills and experiences.
- Teachers recognize characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention.

Standard 2: Teachers know and understand the content area for which they have instructional responsibility.

- Teachers know the content they teach and use their knowledge of content-area concepts, assumptions and skills to plan instruction.
- Teachers understand and use content-specific instructional strategies to efficiently teach the central concepts and skills of the discipline.
- Teachers understand school and district curriculum priorities and the Ohio academic content standards.
- Teachers understand the relationship of knowledge within the discipline to other content areas.
- Teachers connect content to relevant life experiences and career opportunities.

Standard 3: Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.

- Teachers are knowledgeable about assessment types, their purposes and the data they generate.
- Teachers select, develop and use a variety of diagnostic, formative and summative assessments.
- Teachers analyze data to monitor student progress and learning, and to plan, differentiate and modify instruction.
- Teachers collaborate and communicate student progress with students, parents and colleagues.
- Teachers involve learner in self-assessment and goal setting to address gaps between performance and potential.

Standard 4: Teachers plan and deliver effective instruction that advances the learning of each individual student.

- Teachers align their instructional goals and activities with school and district priorities and Ohio's academic content standards.
- Teachers use information about students' learning and performance to plan and

deliver instruction that will close the achievement gap.

- Teachers communicate clear learning goals and explicitly link learning activities to those defined goals.
- Teachers apply knowledge of how students think and learn to instructional design and delivery.
- Teachers differentiate instruction to support the learning needs of all students, including students identified as gifted, students with disabilities and at-risk students.
- Teachers create and select activities that are designed to help students develop as independent learners and complex problem-solvers.
- Teachers use resources effectively, including technology, to enhance student learning.

Standard 5: Teachers create learning environments that promote high levels of learning and achievement for all students.

- Teachers treat all students fairly and establish an environment that is respectful, supportive and caring.
- Teachers create an environment that is physically and emotionally safe.
- Teachers motivate students to work productively and assume responsibility for their own learning.
- Teachers create learning situations in which students work independently, collaboratively and/or as a whole class.
- Teachers maintain an environment that is conducive to learning for all students.

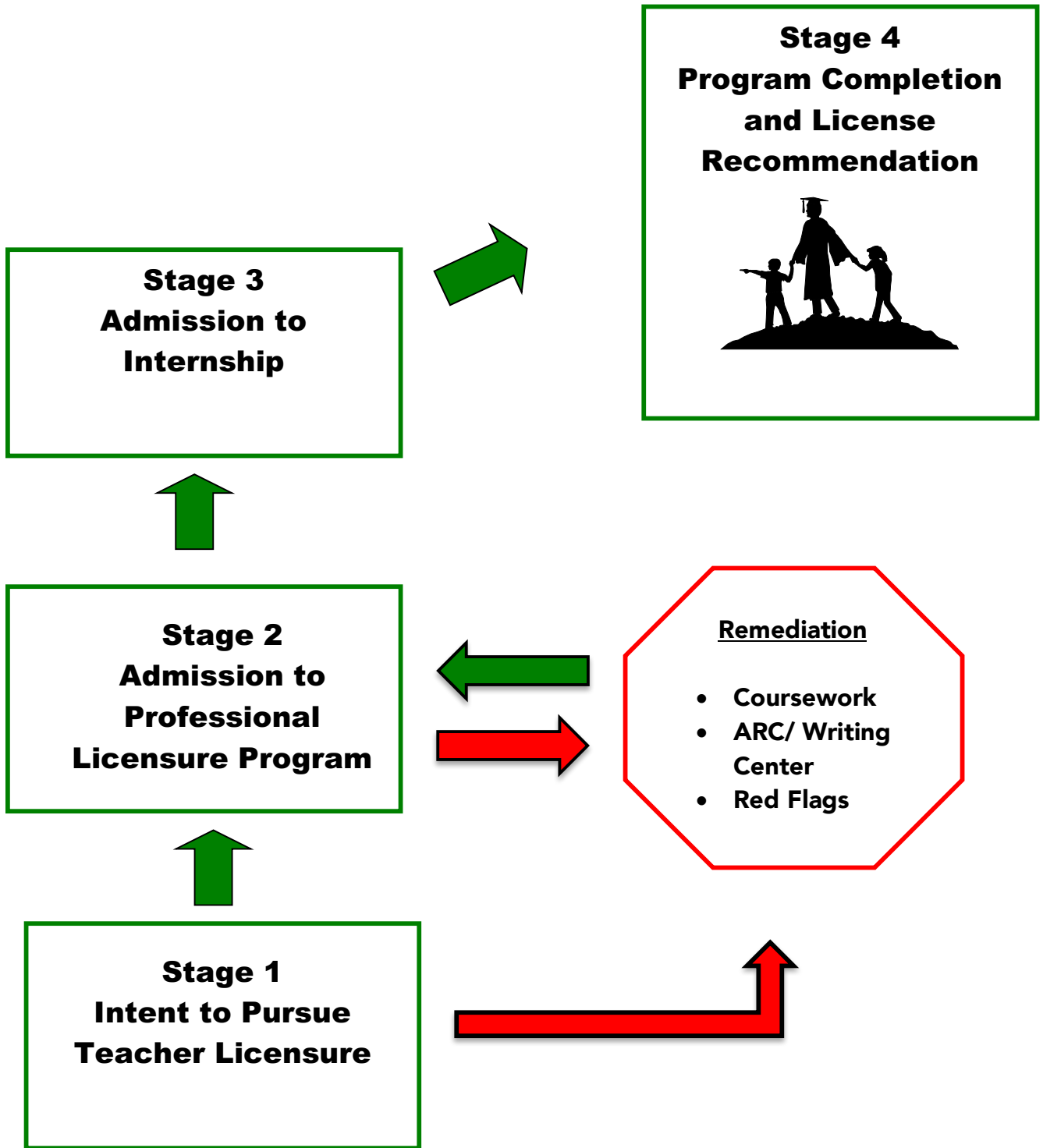
Standard 6: Teachers collaborate and communicate with students, parents other educators, administrator and the community to support student learning.

- Teachers communicate clearly and effectively.
- Teachers share responsibility with parents and caregivers to support student learning, emotional and physical development and mental health.
- Teachers collaborate effectively with other teachers, administrators, and school and district staff.
- Teachers collaborate effectively with the local community and community agencies, when and where appropriate, to promote a positive environment for student learning.

Standard 7: Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

- Teachers understand, uphold and follow professional ethics, policies and legal codes of professional conduct.
- Teachers take responsibility for engaging in continuous, purposeful professional development.
- Teachers are agents of change who seek opportunities to positively impact teaching quality, school improvements and student achievements.

Steps to Becoming a Teacher at Marietta College



Summary of Steps to Pursuing a Teaching License at Marietta College

Stage	Requirements	Description
I Intent to Pursue Licensure	<p>1. Enroll in Education 110 after meeting one of the following minimum requirements</p> <ul style="list-style-type: none"> • ACT score of 20 with Subscore of 20 in Reading • SAT score of 1060 with Subscore of 520 on Reading • Praxis Core Reading Test score of 156 <p>2. Complete Intent to Pursue Licensure online form</p> <p>3. Grade of C or better in Educ 110 is required for 200 level field experience placements and for registration in Educ 253, Diverse Learners</p>	<p>During this stage candidates take 100 and 200 level education courses and other course requirements outside of education</p>
II Admission to Professional Education	<p>1. Completion to 40-45 semester hours</p> <p>2. Academic Skills Requirement – One of the following</p> <ol style="list-style-type: none"> 1. Praxis Core Academic Skills tests: <ul style="list-style-type: none"> ○ Math (5732):150 ○ Reading (5712): 156 ○ Writing (5722): 162 • ACT score of 23 with Subscores: <ul style="list-style-type: none"> ○ Math: 20 ○ Reading:20 ○ English: 20 • SAT score of 1130 (reading and math)with Subscores: <ul style="list-style-type: none"> ○ Math: 520 ○ Reading: 520 <p><i>Note: If your composite is at or above the minimum thresholds but your sub-scores are below their minimums on the ACT or SAT, you may take the corresponding portions of the Praxis Core without taking the entire exam. If your composite ACT or SAT score is below the minimum, you must take ALL portions of the Praxis Core exam.</i></p> <p>2. Completion of Comm 101 and Writing 110 with grades of C or above</p> <p>3. Overall cumulative G.P.A. of 3.0</p> <p>4. Education G.P.A. of 3.0</p> <p>5. Completion of all 100/200 level education courses with grades of C or better</p> <p>6. Grade of Satisfactory in Educ 131, 151, 171 and 231, 251, 271</p> <p>7. Acceptable Disposition Assessments</p> <p>8. Online Application to Professional Licensure Program</p>	<p>During this stage, the candidate is permitted to take 300 and 400 level education courses</p>

<p style="text-align: center;">III Admission to the Internship Semester</p>	<ol style="list-style-type: none"> 1. Formal admission and good standing in the Professional Education Licensure Program 2. Satisfactory performance in all field experiences 3. Completion of all education courses with grades of C or better 4. Overall G.P.A of 3.0 5. Education G.P.A. of 3.0 6. Passage of OAE content exam(s) 7. Passage of OAE professional knowledge assessment 8. G.P.A of 2.67 for Content Knowledge courses 9. Grade of C or better in Math 113 and Math 114 requirement for SEED 10. Acceptable Disposition Assessments 11. Submission of Application to Internship form 	<p>During this stage, the candidate completes a 14-week, supervised internship experience in the licensure area(s), completes the Educ 440 capstone seminar, the edTPA, and the Educ 452 course and multicultural field experience.</p>
<p style="text-align: center;">IV Program Completion and Recommendation for Ohio Resident Educator License</p>	<ol style="list-style-type: none"> 1. Successful completion all courses required in the licensure program 2. Completion of all education courses, including the capstone course, with grades of C or better 3. Fulfillment of all requirements for a bachelor's degree 4. Overall G.P.A. of 3.0 5. Acceptable scores on the Internship Evaluation rubric with a composite average score of 2.0 6. Passage of all examinations required for the Ohio teaching license 7. Passage of criminal background check 8. Successful completion of Teacher Performance Assessment 	<p>Candidates are classified as an education program completer and eligible to be hired in the their license area and to enter the Ohio Teacher Residency</p>

Remediation

Upon application to the Professional Licensure Program (Stage 2), Application to Internship (Stage 3), and prior to successful program completion, it may be necessary for the candidate to undergo remediation if all requirements are not satisfactorily met. Remediation is handled on an individual basis and may include any of the following:

- Repeated coursework and field experiences when performance is unsatisfactory
- Referral to the Academic Resource Center for assistance in preparing for Praxis I Core Academic Skills tests or tutoring assistance in content coursework
- One on one assistance from college supervisors and cooperating teachers to improve on unacceptable performance in field or clinical/internship assignments
- Extended time in field or internship assignment to work on improving performance
- Remediation plan to address dispositions observed to be unacceptable

- One on one assistance from education faculty to address areas of licensure test performance

If remediation efforts are unsuccessful, the candidate will be advised to pursue alternative career options.

Un-computed Semester

When considering a teacher candidate's overall grade point average for admission to the professional education program, the candidate may request that one semester be removed from calculation of the average. The candidate's request should state a compelling reason for this removal, such as health issues or coursework that was completed for a different major. If the appeal is granted by a majority vote of the education faculty, the semester will not be included in the candidate's overall grade point average. Grades for required courses such as Writing 110 and Comm 101 cannot be waived. It is the candidate's responsibility to write a letter of appeal and send it to the education department chair, who will inform the candidate of the department's decision.

Provisional Program Admission

Upon the decision of the education department chair, in consultation with education faculty, teacher candidates may be granted a conditional admission to the professional licensure program. This is typically granted if the candidate is close to meeting all admission requirements but may need an additional semester to meet a particular requirement. It is the candidate's responsibility to request conditional admission via a letter sent the department chair. This letter should outline the candidate's plan for meeting requirements for full admission. Conditional admission allows the candidate to enroll in 300/400 level education courses for one semester only. Conditional admission may not be extended for additional semesters. The candidate must meet requirements for full admission in order to continue to take 300/400 level courses.

Completion of the Middle Childhood or SEED Major without License Program Completion

While education majors are expected to meet a great number of performance expectations prior to admission to the internship, occasionally there are issues that do not appear until the candidate's final semesters of the education program. Sometimes the issue may involve a candidate who does not meet final criteria for admission to internship, a candidate who fails to perform up to expectations during the actual internship semester or a candidate who wishes to withdraw from the internship due to personal reasons. Occasionally, these problems cannot be successfully addressed to allow for a successful internship or program completion experience. In these cases, the candidate will be able to graduate without completing the internship experience or without completing all program completion

requirements if the candidate has completed the required number of credit hours for graduation, the minimum of 30 credit hours at the 300/400 level, and all other requirements for the major. **Students who graduate without successfully completing the internship experience or without successfully achieving the status of “program completer” outlined in the Stage IV description cannot be recommended for an Ohio teaching license.**

Important Forms

Note to Candidates:

You are required to complete online forms throughout your teacher education program. The following forms need to be completed.

What?	When?
Intent to Pursue Licensure	<ul style="list-style-type: none"> • By the conclusion of Education 110 • Transfer Students: At the beginning of your first semester at Marietta
Application to Professional Licensure Program	<ul style="list-style-type: none"> • At the conclusion of the semester prior to enrolling in 300 level education classes • Failure to submit this application in a timely manner may result in exclusion from Education 300 level classes
Application to Internship	<ul style="list-style-type: none"> • The final day of the spring semester preceding your internship year or the date published by the Director of Field and Clinical Experiences • Failure to submit this application by the deadline may result in delay of the internship

Links to Forms can be found on the Education Department website:

<https://www.marietta.edu/education-current-students>

ADMISSIONS POLICIES AND PROCEDURES

The following admissions procedures are in conformance with the Standards for the Teaching Profession adopted by the Ohio State Board of Education and standards for educator preparation programs adopted by the Council for Accreditation of Educator Preparation Programs (CAEP) and apply to all Marietta College approved teacher education programs and to all candidates seeking an Ohio teaching license. This includes students receiving their Baccalaureate Degree from Marietta College and those already holding degrees from an accredited college or university.

POLICIES & PROCEDURES FOR MARIETTA DEGREE STUDENTS

Steps in Pursuing Professional Licensure

The teacher licensure programs at Marietta College involve stages where the candidate is assessed and decisions are made regarding the teacher candidate's status in the program. These stages are listed below and policies and procedures at each stage are fully explained on the following pages.

- **Stage 1: Intent to Pursue Licensure**
- **Stage 2: Application and Admission to the Professional Licensure Program**
- **Stage 3: Application and Admission to the Internship Semester**
- **Stage 4: Program Completion and Recommendation for the Ohio Resident Educator License**

Stage 1: INTENT TO PURSUE LICENSURE

When a teacher education candidate enrolls in the first education course, typically during the first or second semester at Marietta College, the candidate will be classified as pursuing a licensure program. During Education 110, the teacher candidate receives a copy of the *Marietta College Teacher Education Handbook* and completes an Intent to Pursue Licensure form. At this point, a file for the candidate is created in the Education Department office and the teacher education database. These files are used to collect ongoing assessment data on the candidate's performance.

Important Note: In order to enroll in Education 110, teacher candidates need to have a composite score of 20 on the ACT or 1060 on the SAT and an ACT reading sub-score of 20 or SAT reading/communication sub-score of 520. An alternative to these scores is submission of a score of 156 on the Praxis Core Assessment for Educators Reading test.

Stage 2: APPLICATION AND ADMISSION INTO THE PROFESSIONAL EDUCATION PROGRAM

Upon completion of the following requirements and at least 40-45 hours of college credit, the candidate may apply for admission into the Professional Education Licensure Program. Program admission entitles the candidate to enroll in education courses numbered 300 level and above in order to complete course requirements for licensure. **All applications for admission to the professional licensure program will be reviewed following the final week of each semester and must be completed prior to that time. Late applications may jeopardize the candidate's ability to take upper level education courses.**

Successful candidates for professional licensure must complete the online Application to Professional Licensure form and meet the following requirements:

1. Completion of one of the following academic skills assessments and submission of scores to Marietta College. If your composite score is at or above the minimum thresholds but your sub-scores minimums on the ACT or SAT are not met, you may take the corresponding portions of the Praxis Core without taking the entire exam. If your composite ACT or SAT score is below the minimum, you must take ALL portions of the Praxis Core exam.

All candidates must meet one of the following academic skills pathways:

- **Praxis Core Academic Skills for Educators**

- Math 150
- Reading 156
- Writing 162

Link to register for Praxis Core Tests: <http://www.ets.org/praxis/about/core/>

- **ACT Composite Score of 23 or higher and the following minimum subscores**

- Math 20
- Reading 20
- English 20

- **SAT Composite CR+M Composite Score of 1130 or higher and minimum subscores**

- Math 520
- Reading 520

2. 3.0 cumulative grade point average while enrolled at Marietta College
3. 3.0 average in education courses at Marietta College
4. Completion of Writing 110 and Communications 101 with grades of "C" or better
5. Completion of initial field experiences with grades of satisfactory

6. Completion of all other required 100 and 200-level Education courses with a grade of “C” or better

7. Acceptable assessments of professional dispositions

The Education Department will either accept or reject the candidate’s application into the Professional Education Licensure Program based on the candidate’s qualifications and the Education Department’s vote of confidence in the candidate’s ability to successfully complete the Professional Education Licensure Program.

Enrollment in 300 and 400 level education courses is not permitted without admission to the professional education program. Students who preregister for 300 and 400 level education courses will be required to drop these courses if they are not admitted to the program.

Denial of Admission

Students denied admission to the Professional Education Licensure Program may appeal this decision according to the criteria set forth in the *Marietta College Teacher Education Handbook*. Students are encouraged to meet with an advisor and take advantage of remediation opportunities. Students should resubmit the Application to Licensure when the G.P.A is at the required level or when other criteria have been met.

Provisional Admission

Upon the decision of the education department chair, in consultation with education faculty, teacher candidates may be granted a conditional admission to the professional licensure program. This is typically granted if the candidate is close to meeting all admission requirements but may need an additional semester to meet a particular requirement. It is the candidate’s responsibility to request conditional admission via a letter sent the department chair. This letter should outline the candidate’s plan for meeting requirements for full admission. Conditional admission allows the candidate to enroll in 300/400 level education courses **for one semester only. Conditional admission may not be extended for additional semesters.** The candidate must meet requirements for full admission in order to continue to take 300/400 level courses.

Program Probation

Once admitted, if the candidate’s grade point average falls below a 3.0, the candidate will be placed on program probation for one semester. If, at the end of the probationary semester, the candidate’s grades are still below 3.0, the candidate will no longer be permitted to enroll in 300/400-level education courses. Candidates on probation are encouraged to work with the Academic Resource Center to develop strategies for improving performance in courses.

Stage 3: APPLICATION AND ADMISSION TO THE INTERNSHIP SEMESTER

With the successful completion of all other required education coursework, the candidate is entitled to apply for admission to the internship semester. **This application and required license test scores must be submitted by the deadlines published by the Director of Field and Clinical Experience. Failure to meet required submission dates may result in denial of admission.**

Requirements for Admission into the Internship Semester

1. Formal admission and good standing in the Professional Education Licensure Program
2. Satisfactory evaluations in all field work
3. Completion of all prerequisite courses in the candidate's licensure field
4. Minimum cumulative GPA of 3.0
5. Minimum G.P.A. of 2.67 in core content courses as designated on the Content Knowledge Audit assessment
6. Grade of C or better in Math 113 and Math 114 (Early Childhood majors only)
7. Minimum G.P.A. of 3.0 or higher in education courses
8. Passage of the required Ohio tests for licensure
9. Completed recommendation form from a faculty member in the candidate's licensure area(s) for AYA and Middle Childhood.
10. Satisfactory assessment of professional dispositions

After the Application for Admission to the Internship Semester is completed and submitted to the Education Department, the application will be reviewed by the department chair and the director of field and clinical experiences to insure that all criteria for admission are met and that the candidate's record indicates a disposition for success in internship as evidenced by data in the student's permanent file. Conditional admittance may be given if there is insufficient data supplied for any of the admission criteria. (eg. grades for required courses are not yet on file or grades of incomplete exist on the student's transcript) Conditional admittance may require the submission of additional evidence that the candidate has met the criteria stated above. The candidate will be notified in writing by the Education Department indicating full admittance, conditional admittance or denial of admission. **Full admission to internship is required prior to beginning the internship experience.**

Denial of Admission to Internship

Candidates denied admission to the Internship Semester may appeal this decision according to the criteria set forth in the *Marietta College Teacher Education*. Candidates are encouraged to meet with an advisor and take advantage of remediation. Candidates should resubmit the Application to Internship when criteria have been met.

Stage 4: RECOMMENDATION FOR OHIO RESIDENT EDUCATOR LICENSE

The application for initial licensure is completed online at the Ohio Department of Education website. During a capstone seminar meeting, an Education Department representative will explain the application process. Upon successful completion of the internship semester and completion of all other program requirements, the candidate becomes eligible for recommendation for the four-year Ohio Resident Educator license. The candidate's license application is approved by the Chair of the Education Department when the candidate has met all of the criteria listed below.

To be recommended for the Ohio Resident Educator license the candidates must :

1. Complete all courses required for the license
2. Fulfill all requirements for graduation from Marietta College or hold a bachelor's degree from another accredited four-year institution.
3. Earn a grade of C or higher in Education 440, Capstone.
4. Earn a minimum cumulative G.P.A of 3.0
5. Receive an overall rating of 2.0 on the Internship Evaluation rubric
6. Complete and submit the Teacher Performance Assessment and have scores posted
7. Successfully complete all examination(s) required for the license by the Ohio Department of Education
8. Complete a fingerprint and background check
9. Establish a SAFE account and complete the Ohio online licensure application at <https://safe.ode.state.oh.us/portal>

ADDITIONAL POLICIES FOR ALL TEACHER EDUCATION CANDIDATES

Marietta College Education Department LiveText Policy

All students enrolled in education courses must purchase a subscription to *College LiveText*. This is a one-time expense for all students. The subscription needs to be activated by the end of the second week of the semester. Students are expected to use LiveText to

- submit designated course assignments
- save artifacts for possible inclusion in course portfolios (eg. papers, lesson plans, unit plans, photos, video, student work samples)
- access materials that may be required by particular course instructors
- gather and submit artifacts for the Teacher Performance Assessment

Candidates must withdraw from education classes if the LiveText subscription is not purchased by the deadline.

Background Check Requirement

All candidates placed for field experience in local P-12 schools must have a criminal background check prior to beginning field work. The background check needs to be completed by the date indicated by the Field Experience Director.

Warning Flag System

During the candidate’s licensure program, faculty members and school-based supervisors retain the right to issue a warning flag to a candidate who engages in behavior that the faculty member feels would jeopardize the candidate’s ability to successfully fulfill the responsibilities of a professional educator. The behavior necessitating a red flag may be an academic issue or an issue that indicates the candidate does not possess the dispositions Marietta College has identified as being essential for effective teachers. These dispositions and related behaviors that may necessitate a red flag are listed below.

Marietta College Professional Disposition	Examples of Warning Flag Behaviors
Responsible and ethical professional behavior	<ul style="list-style-type: none"> • A pattern of poor attendance in class and/or field experience • Repeated late assignments or failure to submit required work • Dishonesty or plagiarism • Unprofessional conduct at school sites documented by cooperating teachers or college supervisors
Professional dress and demeanor in school settings	<ul style="list-style-type: none"> • Inappropriate clothing worn to field experience site • Inappropriate interactions or relationships with staff, students, or families
Respect for cultural diversity	<ul style="list-style-type: none"> • Ethnic or racial slurs voiced in class or in a field setting • Unequal treatment of culturally diverse students
Appreciation of diversity in student backgrounds, experiences, and abilities.	<ul style="list-style-type: none"> • Negative attitude demonstrated toward students whose backgrounds or abilities may be different than the candidate’s
Belief that all students can learn.	<ul style="list-style-type: none"> • Negative attitude about student potential demonstrated in the field or voiced to supervisor or cooperating teacher
Appreciation of the role of families in facilitating student learning	<ul style="list-style-type: none"> • Negative interaction with parents or guardians of student in a field or clinical setting
Willingness to try new methods and technologies	<ul style="list-style-type: none"> • Lack of response or negative response to suggestions from instructors, supervisors or cooperating teachers

Interest in professional growth	<ul style="list-style-type: none"> • Negative attitude toward learning displayed in class or in field setting
Willingness to seek ways to positively impact student learning, teaching, and school improvement.	<ul style="list-style-type: none"> • Lack of initiative observed by course instructors or cooperating teachers

If the candidate accumulates 3 warning flags, the candidate is required to meet with the Education Department Chair and is given an opportunity to present a plan to remediate the area(s) of concern. If remediation is not successful within the stipulated time frame, the candidate will forfeit his admission to the teacher education licensure program. Forfeiture of admission will result in denial of the candidate's right to register for 300/400-level education courses, including internship.

CANDIDATE RESPONSIBILITY

It is recognized that the faculty and staff will provide guidance and help to the candidate pursuing a teacher education program at Marietta College. However, it is the ultimate responsibility of each candidate to read and understand the policies of the *Marietta College Catalog* and the *Marietta College Teacher Education Handbook* and plan and execute a license program in accordance with those policies. While the candidate's advisor may help to facilitate the candidate's progress by providing advice on course selection, it is the candidate's ultimate responsibility to be aware of requirements for graduation and licensure and to make sure that these requirements are completed.

Candidate's need to be aware that, in the event that class or field experience performance is not acceptable, the candidate may be required to repeat courses or experiences in order to continue to progress in the teacher education program. Repetition of courses and/or field experiences may result in the extension of the candidate's program beyond the usual four-year time frame.

III. DUE PROCESS

A. Marietta College

1. A candidate majoring in early childhood and middle childhood education or seeking Ohio licensure through the Marietta College Education Department is protected by the Academic Due Process Procedures and Sexual Harassment Procedures as set forth in the *Marietta College Catalog*.

B. Education Department

1. A student upon enrolling in the first education course, usually EDUC 110, will be provided with a copy of the *Marietta College Teacher Education Handbook*. This handbook will be thoroughly discussed with the student. The student will submit an online "Intent to Pursue Licensure" form that will be placed in the student's file. The date of this form will determine the candidate's major program requirements. **If Ohio requirements for a teaching license are changed prior to the completion of the candidate's program, the candidate may be required to meet these new requirements.**

2. When a candidate makes application for admission into the Professional Education Licensure Program, the Education Department Chair, in a timely manner, will notify the student in writing of the results. This written notification will contain any necessary remediation plans if a student is conditionally admitted or denied admission to the program. Any candidate denied admission has the right to appeal. A letter requesting admission or conditional admission should be sent to the chair of the education department. This appeal letter, along with the candidate's performance in class and in the field will be considered by the education faculty and will serve as a basis for the decision to conditionally admit the

candidate for one semester. At the conclusion of the conditional semester, the candidate must qualify to be fully admitted to the professional licensure program.

4. Subsequent appeals can be made to the Provost/Dean of the College, and to the President of the College. All appeals must be submitted to the Education Department within thirty days after the decision under question has been made.

5. A candidate's academic information, such as grades, performance in class, and test scores, will not be shared with parents, prospective employers or any other entity outside this institution unless written permission is given to the Department Chair. All inquiries of such a nature will be directed to the candidate. This includes the sharing of edTPA scores and performance on license tests. Neither the Education Department nor Marietta College will provide scores to perspective employers or other interested persons without the written permission of the candidate.

AREAS OF LICENSURE – OHIO APPROVED PROGRAMS

Marietta College has approval from the State of Ohio Department of Education to offer the following undergraduate teacher license programs:

Ohio License	Marietta College Major
Early Childhood Education (Preschool – Grade 3; Age 3 – 8)	Special Education/Elementary Dual program
Early Childhood Generalist Endorsement (Grades 4-5)	Special Education/Elementary Dual program
Intervention Specialist, Mild to Moderate (PK-12)	Special Education/Elementary Dual program
Middle Childhood Education (Grades 4 – 9) <ul style="list-style-type: none"> • Language Arts • Math • Science • Social Studies 	Middle Childhood Education with 2 concentration areas
Adolescent Young Adult (Grades 7 – 12) Biology/Life Science	Biology or Biochemmistry
Adolescent Young Adult (Grades 7-12) Chemistry	Chemistry or Biochemistry
Adolescent Young Adult (Grades 7-12) Physics	Applied Physics
Adolescent Young Adult (Grades 7 – 12) Integrated Language Arts	English
Adolescent Young Adult (Grades 7 – 12) Integrated Mathematics	Mathematics
Adolescent Young Adult (Grades 7 – 12) Integrated Social Studies	History

STATE TESTING AND APPLICATION FOR LICENSURE

Teacher candidates in the State of Ohio must receive passing scores on the Ohio Assessment for Educators test in the following areas:

- a) a test of professional knowledge (candidates are required to take only one)
- b) a test of curriculum content or specialization (Specialty Area Tests) in each area of the license
- c) Foundations of Reading – test of knowledge of teaching reading (required for SEED and middle childhood majors)

Teacher education candidates are eligible to take one or all of the examinations after they have completed at least 75 percent of their approved program. Exams must be taken and passed prior to the internship semester. Exams are offered via computer at multiple testing locations. Information is shared during the spring meeting for prospective student teachers and is also available in the Education Department office. Candidates should go to www.oh.nesinc.com to access information on test registration and to obtain additional information about the tests.

Upon successful completion of all the required test(s), as well as all other criteria listed in the “Recommendation for Licensure” section, the application for the Ohio Resident Educator license will be approved by the department chair or licensure designee.

Questions about registering for the license tests and completing the license application process should be addressed to the Director of Student Teaching and Field Experiences or the Chair of the Education Department.

Required Ohio Assessments for Educators tests for Ohio Teaching Licenses are listed on the following pages.

Teaching License	Required OAE Tests
Early Childhood (PreK-3) *	<ul style="list-style-type: none"> • Assessment of Professional Knowledge: Early Childhood • Early Childhood Education • Foundations of Reading
Early Childhood Generalist Endorsement, (4-5)	<ul style="list-style-type: none"> • Elementary Education Subtest I • Elementary Education Subtest II
Middle Childhood – all areas (4-9) *	<ul style="list-style-type: none"> • Assessment of Professional Knowledge: Middle Childhood • Foundations of Reading
Middle Childhood Language Arts	<ul style="list-style-type: none"> • Middle Grades English Language Arts
Middle Childhood Mathematics	<ul style="list-style-type: none"> • Middle Grades Mathematics
Middle Childhood Science	<ul style="list-style-type: none"> • Middle Grades Science
Middle Childhood Social Studies	<ul style="list-style-type: none"> • Middle Grades Social Studies
Intervention Specialist, Mild/Moderate Needs (K-12) *	<ul style="list-style-type: none"> • Assessment of Professional Knowledge: Multi-Age • Special Education • Foundations of Reading
AYA – all areas (7-12)	<ul style="list-style-type: none"> • Assessment of Professional Knowledge: Adolescent to Young Adult
AYA Life Sciences (Biology)	<ul style="list-style-type: none"> • Biology
AYA Biology/Chemistry	<ul style="list-style-type: none"> • Biology • Chemistry
AYA Physical Sciences: Physics	<ul style="list-style-type: none"> • Physics
AYA Integrated Language Arts	<ul style="list-style-type: none"> • English Language Arts
AYA Mathematics	<ul style="list-style-type: none"> • Mathematics
AYA Integrated Social Studies	<ul style="list-style-type: none"> • Integrated Social Studies

VII. FIELD AND CLINICAL EXPERIENCES

One of the most important components of the teacher education program is field and clinical experience. These experiences give the teacher candidate an opportunity to learn by working with students at the appropriate grade and subject levels. Field experiences are integrated into courses required for the teaching license and begin as early as the first year. The clinical internship takes place during the final year and includes a full semester of full time teaching following a semester of clinical practice associated with methods courses.

A. COURSES REQUIRING FIELD AND CLINICAL EXPERIENCES

ALL PROGRAMS:

Education 110 (131, 151, 171): Initial Field Experience– 45 hours

This initial experience involves working with a licensed classroom teacher in the intended area of the candidate's license. Activities include teaching lessons and experiencing multiple facets of the role of classroom teacher. This experience occurs in conjunction with enrollment in Education 110.

Education 253: Diverse Learners (231, 251, 271)– 30 hours

A study of exceptional learners, services, legal considerations, research, current issues, and parent/family roles. Emphasizes collaboration and methods of instruction to accommodate diverse, exceptional, and at-risk students. Successful performance in the 100 level field experience is required prior to field placement.

Education 452: Culture and Gender Issues – 30+ hours

Senior seminar course involving the investigation of culture and gender issues as they are reflected in curriculum, instruction, and classroom management.

Education 470, 480, 490: Internship – Full-time, fourteen-week professional teaching experience in the candidate's licensure area under the supervision of an experienced classroom teacher and a trained college faculty supervisor.

SEED Program ONLY:

Education 230: Integrated Arts – 15 hours

Observation and participation in integrated arts activities in a preschool setting

Education 254: Transition Planning – 30 hours

Mentoring work with high school participants in the Pioneer Pipeline program. Strategies for planning school to home/work transitions and working with parents and families.

Education 344: Classroom Management Strategies, Mild to Moderate – 10 hours

Various approaches to individual behavior modification techniques and classroom strategies to promote positive behavior.

Education 359: Assistive Technology – 15 hours

Observation and assistance with the use of assistive technology

Education 450: Curriculum and Instruction for Grades Four and Five – 40 hours

Scope and sequence of curriculum in grades four and five as articulated by state academic content standards. Focus on developmentally appropriate pedagogy and classroom management. Field experience with grade four and five students completed concurrently with course.

Education 490 Internship I – 100 hours

Semester-long supervised clinical experience in the internship classroom. Co-planning and co-teaching with the mentor teachers; IEP planning and conferencing, work on teaching team

SEED and MIDDLE CHILDHOOD:

Education 321: Foundations of Reading – 30 hours

Background in processes involved in literacy and thorough overview of approaches to literacy instruction. Emphasis on instructional strategies for developmental reading. Admission to professional education program required. Field Experience: Education 311, 331, 341.

Education 361: Diagnosis and Correction of Reading – 15 hours

Diagnosis of reading abilities and problems that may be exhibited by beginning through mature readers. Clinical experiences with formal and informal reading assessment tools. Developmentally appropriate corrective techniques with special emphasis on literature-based and integrated language arts instruction.

MIDDLE CHILDHOOD and AYA:

Education 453/463: Language Arts Methods – 25 hours Senior level methods course in the teaching of language arts at the middle and high school levels

Education 464: Middle Childhood Methods – Social Studies– 25 hours Senior level methods course in the teaching of social studies at the middle and high school levels

Education 465: Middle Childhood Methods – Mathematics – 25 hours Senior level methods course in the teaching of mathematics at the middle and high school levels

Education 466: Middle Childhood Methods – Science – 25 hours Senior level methods course in the teaching of science at the middle and high school levels

MIDDLE CHILDHOOD ONLY:

Education 430: Middle School Concepts – 30 hours

Philosophy of middle school, exemplary middle school curricula, instructional practices that are developmentally appropriate for early adolescents. Emphasis on interdisciplinary teaming, classroom management, and collaboration with families and professionals.

AYA ONLY:

Education 323: General Methods – 40 hours Theoretical, research-based, and practical aspects of classroom teaching. Classroom management, planning, assessment, and teaching strategies which emphasize technology integration, team planning, investigative teaching methods for adolescents and young adults.

INTERVENTION SPECIALIST ONLY:

Education 342: Mild/Moderate Methods – 45 hours

Contents and methods of teaching Mild-moderate learners Admission to the professional education program is required. Emphasis on National CEC Standards

Education 344: Classroom Management Strategies Mild/Moderate – 10 hours

This course investigates various approaches to individual behavior modification techniques; classroom strategies to promote appropriate behavior and to prevent, modify, and extinguish inappropriate or disruptive behavior; and strategies for accommodating the diversity among students. A strong emphasis on behavior analysis will be utilized

Education 343: Assessment of Mild to Moderate Learners – 10 hours

Education 359: Assistive Technology for Students with Disabilities – 10 hours

B. FIELD EXPERIENCE POLICIES

Placement of Teacher Education Candidates for Field Experience

Every attempt is made to place candidates in settings that will enable them to fulfill course objectives and required activities. During the teacher education program, candidates should have a variety of experiences that allow them to gain experiences working with diverse students in a variety of settings.

At the beginning of the semester, the field experience coordinator obtains scheduling information from each candidate and attempts to schedule the candidate to be in the classroom at the times, which are beneficial for the candidate, the cooperating teacher, and the students. In collaboration with the college field experience coordinator, the school principal makes the final assignment of candidates. The cooperating teacher is provided with information about the field experience candidate and expectations for the course in which the candidate is enrolled.

Requirements for Selection of Cooperating Teachers

Cooperating teachers should be fully licensed in the teaching area and have prior experience teaching the subject and level where the candidate is placed. Cooperating teachers

should be willing to allow the candidate to complete required activities whenever possible. Activities checklists for each field experience are provided for both the candidate and the cooperating teacher.

Scheduling

Field experience candidates are expected to arrive at the school on the date and time indicated when the placement is made. Field experience candidates are expected to contact their cooperating teachers immediately upon being notified of their field experience placements. Field experience candidates are also expected start their placements immediately.

Transportation

Transportation to and from the field experience placement is the responsibility of the field experience candidate. Transportation needs will not be considered when placements are made and placements will not be changed due to transportation issues.

Professional Expectations for Candidates

- Candidates are expected to conduct themselves in a professional manner at all times while completing their field experiences. The following guidelines for behavior should be observed:
- Candidates should maintain a professional relationship with students. It is inappropriate for the candidates to engage in personal or social relationships with students including social media
- Candidates should dress professionally and behave in a professional manner while at school.
 - No body piercings. Only one pair of earrings
 - No blue jeans, shorts or capris
 - No sandals or open-toe shoes
 - No underwear showing
 - No cleavage, midriffs, and/or bottoms showing
- Candidates should be aware of school policies and are expected to follow them.
- Candidates should be punctual and attend all scheduled sessions. If an absence is necessary, the candidate should notify the school, the cooperating teacher, and the course instructor. . If a candidate is unable to attend a scheduled session a phone call should be made as early in the day as possible to inform the cooperating teacher. Unexcused absences should not be tolerated. All absences must be made up.
- Information about individual students is confidential and should not be shared outside of the field setting.
- Candidates need to ensure that they are physically, emotionally, and mentally fit to work with teachers and students in a school setting.

Problems with candidate professionalism will not be tolerated. The cooperating teacher will fill out the Points of Professional Concern form and return it to the Department of Education

as soon as a problem is indicated. Problems are also reflected on the Professional Disposition form and the Field Experience Evaluation form.

Candidates who do not exhibit professional behavior will be removed from the field placement. Any candidate removed from a field placement will not be given a new placement.

THE INTERNSHIP SEMESTER

INTERNSHIP FEE & ADDITIONAL COSTS

During the internship semester, the intern is assessed an internship fee. This fee is billed at the beginning of the semester along with the tuition charges for the semester. The internship fee is used to help offset expenses for internship including mileage reimbursement paid to supervisors, adjustment to faculty course loads to insure the 16 to 1 candidate-supervisor ratio, and payment to school districts for mentor teachers. Information about the amount of the internship fee may be obtained by contacting the college business office prior to the beginning of the academic year.

Candidates need to plan for additional costs associated with obtaining a teaching license. These costs are as follows:

- **Fee for the FBI background check – All candidates for teaching licenses need to undergo a background check. The current fee associated with this is available from the education department secretary and the Director of Field and Clinical Experiences.**
- **Ohio License Application Fee – Applicants for the Ohio resident educator license must pay an application fee. The current fee associated with this is available from the education department secretary and online at the Ohio Department of Education website.**
- **Teacher Performance Assessment (edTPA) –The candidate is responsible for the fee associated with the standardized performance assessment during the internship. Information about this assessment is available from the Director of Field and Clinical Experiences and the Chair of the Education Department.**

CALENDAR

Interns are required to complete a minimum of 14 weeks teaching in the area of licensure. Interns will follow the calendar of the school district during the internship semester. When this school district calendar differs from the Marietta College calendar, interns will be required to remain in the classroom during the college vacation. In such cases, interns are responsible for securing their own lodging and meals. The office of residential life may be contacted for help in securing lodging during these periods.

ATTENDANCE POLICY

Interns are required to attend all scheduled days and need to arrive and leave school at the times designated for teachers. Participation in parent conferences or school functions may require afterschool or evening attendance. Absences due to school cancellations for weather or other circumstances do not need to be made up. The following policy applies to approved absences:

- Up to 3 days may be missed for approved co-curricular or athletic participation or job interviews. Leaving school for athletic practices does not constitute an approved absence.
- Leaving school in excess of one hour early constitutes a missed day.
- All missed days must be made up immediately following the end of the internship semester.
- Absences need to be approved in advance by the mentor teacher and college supervisor.
- Detailed lesson plans must be submitted to the mentor teacher prior to the excused absence.
- Excused absences will only be granted if internship performance has been satisfactory.
- Absences during the edTPA learning segment are not permitted.

POLICY ON CO-CURRICULAR PARTICIPATION DURING THE INTERNSHIP

This policy applies only to education interns who are participating in athletic and other college sanctioned co-curricular events during the fulltime internship semester. The following rules apply to these interns:

- Participation on an athletic team or in a college sanctioned co-curricular activity needs to be declared at the time the teacher candidate submits the application for internship. Note: The education department cannot guarantee that the fulltime internship placement will be with the same mentor teacher or in a partnership school if the teacher or principal does not agree to allowing the intern to be excused for athletic/co-curricular participation.
- A schedule of athletic competitions or dates for co-curricular events needs to be provided to the director of field and clinical experiences, the college supervisor and the mentor teacher at the beginning of the semester. The mentor teacher and college supervisor need to be notified of make-up times for athletic competitions at least 24 hours in advance.
- When the intern needs to leave prior to the end of the school day for an athletic competition or co-curricular event, the intern is required to take an entire day off from the internship placement. This day must be made up following the conclusion of the scheduled internship experience.
- If the intern is planning to miss the week of the college's spring break to travel with an athletic team, the intern needs to return to campus a week early in January to begin the internship experience.

- The intern needs to be aware of the edTPA submission deadline and ensure that the edTPA teaching segment is completed if there are planned absences. The edTPA teaching segment cannot be interrupted by absences so the intern needs to plan accordingly.
- The grade for the internship will not be submitted until all make-up days are completed.
- Approval of the teaching license application cannot occur until the internship grade is submitted.

SCHOOL POLICY

Each clinical school site has its own policy concerning rules and regulations. It is the responsibility of the intern to consult the faculty handbook and the clinical mentor teacher early in the semester concerning these policies. Interns are required to follow the policies of the cooperating schools.

PROFESSIONAL CONDUCT

It is important that interns establish and maintain a positive professional relationship with students. Therefore, a personal or social relationship with students and outside curricular and extra-curricular activities with students should be entered into with extreme care. For example, dating or similar social engagements with a student(s) in the cooperating school is considered inappropriate professional conduct. Interns who engage in inappropriate professional conduct will be removed from the internship placement.

PLACEMENT OF INTERNS

To insure proper supervision, all interns are placed in an elementary, middle, or senior high school in the Washington/Wood County area. A trained college supervisor works with the cooperating teacher to ensure that the intern has a successful experience. College supervisors observe and meet with interns at least once a week. Clinical mentor teachers and college supervisors are trained in the use of assessment criteria in order to insure performance is accurately and fairly evaluated and appropriate feedback is shared with the intern.

In order to insure a variety of experiences, the candidate's prior field experience placements are considered when the internship placement is made. Candidates are not permitted to intern in a building where they attended school as a P-12 student.

EVALUATION

At the midpoint of the internship semester and at the conclusion of the internship period, both the mentor teacher and the college supervisor will complete an evaluation rubric that will become a part of the candidate's permanent file. In all cases the college supervisor will

consult with the mentor teacher in determining the final grade for internship. College policy requires that the college supervisor be responsible for assigning the final grade in internship. To be eligible for recommendation for a teaching license, interns must receive a grade of “S” in internship. This grade is based on acceptable ratings in all rubric areas.

If areas of the midterm evaluation are unacceptable, the college supervisor and mentor teacher should work with the candidate to develop an improvement plan. If any area of the final evaluation is unacceptable at the conclusion of the internship semester, the college supervisor will meet with the education department chair and one of the following options will be implemented:

- The intern will be required to complete additional weeks of internship in order to work on unacceptable areas and demonstrate competence in these areas.
- The intern may be given the opportunity to repeat the internship semester in order to demonstrate acceptable performance.

Failure to achieve an acceptable rating in all rubric areas will result in a grade of unsatisfactory for the internship course and the candidate will not be eligible for a teaching license.

In cases where unacceptable performance leads to a request from the school to remove the intern from the placement, the intern is required to withdraw from internship and is not automatically entitled to a new internship placement.

Candidates who are denied licensure by the Education Department may appeal by using the steps described in the *Marietta College Teacher Education Handbook*.

TEACHING LICENSES

When all requirements for licensure are completed and the final grades are published by the registrar, the Education Department approves the candidate's online application to the State of Ohio Department of Education.

IX. OHIO LICENSES

The State of Ohio provides the following teaching licenses.

RESIDENT EDUCATOR LICENSE (VALID FOR FOUR CALENDAR YEARS) – information is available on the following pages

- a. This is the initial Ohio teaching license and is issued to one who holds at least a Baccalaureate Degree and who has completed an approved teacher preparation program.
- b. Requires the license holder to participate in a K-12 residency program under the supervision of a mentor teacher.
- c. Requires the license holder to complete the state-required residency assessment

PROFESSIONAL EDUCATOR LICENSE (VALID FOR FIVE YEARS)

- a. Requires successful completion of the Ohio Residency Program or a minimum number of years teaching outside the state of Ohio

SENIOR PROFESSIONAL EDUCATOR LICENSE (VALID FOR FIVE YEARS)

- a. Requires the candidate to hold at least a masters degree, to have previously held a professional educator license, and to meet criteria for the accomplished or distinguished level of performance as described in the Ohio Standards for the Teaching Profession

LEAD PROFESSIONAL EDUCATOR LICENSE (VALID FOR FIVE YEARS)

- a. Requires candidate to hold at least a master's degree; to have previously held a Professional Educator License or Senior Professional Educator License; to meet the criteria for the Distinguished level of performance as described in the Ohio Standards for the Teaching Profession; to either hold National Board Certification or meet Master teacher criteria or other criteria for a Lead Teacher adopted by the Educator Standards Board.

LINK TO OHIO DEPARTMENT OF EDUCATION:

<http://www.education.ohio.gov/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicID=1222&TopicRelationID=1283>

WELCOME TO THE OHIO RESIDENT EDUCATOR PROGRAM

Important information for those entering the teaching profession in Ohio



The Ohio Resident Educator Program is a four-year induction system that provides new teachers with support from a mentor and additional professional development during the first years of teaching. Once hired, Ohio schools must register beginning teachers in the residency program, which they need to successfully complete to qualify for a five-year professional educator license (*Ohio Revised Code 3301-24-18*).

Schools and districts are responsible for determining eligibility of their beginning teachers for the Resident Educator program and for assigning them each with a certified mentor.

What are the benefits of the Ohio Resident Educator Program?

This residency period helps beginning teachers:

- Receive ongoing, job-embedded, professional development focused on helping them achieve proficiency in instructional and assessment practices.
- Analyze their teaching practice using ongoing formative assessment feedback and suggestions for professional growth from a trained mentor.
- Reflect on teaching practices and set goals to improve student learning.
- Base their teaching practices on the Ohio Standards for the Teaching Profession.
- Prepare for successfully completing the Resident Educator Summative Assessment, which is required to qualify for a five-year professional educator license.
- Prepare for future district/school leadership opportunities.

What steps should Ohio's beginning teachers take to get started in the Resident Educator program?

- Attend Resident Educator orientation at their school or district.
- Connect with the Resident Educator program coordinator who directs the school or district program. The program coordinator is responsible for registering all resident educators in the State's CORE system by Nov. 15 of each year. At the end of each year, he or she must indicate in CORE whether participants completed or did not complete the program for the year.

- Ensure they are assigned a certified mentor (a certified mentor has completed both Instructional Mentoring – 1 and Resident Educator trainings).
- Complete each year’s requirements, including the Formative Progress Review.
- Consult the department’s website at education.ohio.gov to stay aware of program updates. Search for *resident educator program*.



How do I apply for a Resident Educator or Alternate Resident Educator license?

The first step in applying for a Resident Educator or Alternative Resident Educator license is to apply for a SAFE account by accessing the SAFE link at the top of education.ohio.gov. In addition to the last four digits of the applicant’s Social Security number, the applicant will need either an Ohio driver’s license number or state of Ohio identification number (available from an Ohio Bureau of Motor Vehicles office). Those without one of these two forms of identification will find instructions in the SAFE creation menu about uploading another acceptable form of identification.

Once the SAFE account is validated, applicants should log into SAFE and verify that their email addresses are entered correctly. Once logged into SAFE, they can begin an application by accessing ODE.CORE and the My Educator Profile licensure system.

Are BCI and FBI background checks required to teach in Ohio?

Yes. As part of the process of applying for first-time Ohio educator licensure, applicants must successfully complete both BCI and FBI background checks through the Ohio Bureau of Criminal Investigation (BCI). For more details, see education.ohio.gov and search for background checks.

To learn more:

Visit education.ohio.gov and search for *teachers* for information on all aspects of teaching in Ohio. Also, search for *resident educator program* and review eligibility requirements, program overview (including the orientation PowerPoint) and the latest news and activities outlined for completion in each year of the program.

Program Audit Sheets

Special Education/Elementary Dual License Program

Middle Childhood, grades 4-9

AYA Biology, grades 7-12

AYA Biology/Chemistry, grades 7-12

AYA Physics, grades 7-12

AYA Integrated Language Arts, grades 7-12

AYA Mathematics, grades 7-12

AYA Integrated Social Studies, grades 7-12

Note to Candidates:

You are required to complete all coursework in order to be recommended for a teaching license. In cases where a course outside of the education department is changed or not offered, please see the education department chair for a suitable substitution.

Special Education / Elementary Dual Program - Audit Sheet

Course	Hrs	Semester Completed	Grade
Foundations (31 hours)			
Educ 110/171 Issues in Education/ Integrated Practice I	3/0		
Educ 130 Technology in the Classroom	3		
Educ 202 Educational Psychology	3		
Psyc 206 Child Development	3		
Educ 253/271 Diverse Learners/ Integrated Practice II	3/0		
Educ 254 Transition Planning Seminar	1		
Educ 305* ECE-Programs and the Learner	3		
Educ 345 Child Psychological Disorders	3		
Reading/Language Arts (18 hours)			
Educ 219 Children's Literature	3		
Educ 220 Adolescent Literature	3		
Educ 321/371* Foundations of Reading/ Integrated Practice III	3/0		
Educ 322* Principles of Phonics Instruction	3		
Educ 361* Diagnosis and Correction of Reading Difficulties	3		
Educ 362* Developmental Literacy for Diverse Students	3		
Core Content (28 hours)			
Educ 180 Principles of Mathematics for Teachers	3		
Educ 230 Integrated Arts	3		
Educ 250 Ohio History	2		
Math 113 Math for Elementary Teachers	3		
Math 114 Geometry for Education Majors	3		
Hist 101 U.S. History, The First Century	3		
Hist 220 Introduction to Human Geography	3		
Biology 101/105 Modern Biology / Laboratory I	4		
Physical Science Elective (Geology, Chemistry, Physics)	4		
Professional Pedagogy (26 hours)			
Educ 344* Classroom Management and Behavior Supports	3		
Educ 359 * Assistive Technology for Students with Disabilities	1		
Educ 450 * 4/5 Curriculum and Instruction	4		
Educ 350 * Assessment	3		
Educ 440 * Education Capstone Seminar	3		
Educ 452 * Culture and Language in the Classroom	3		
Educ 490 * Internship I	9		
Required for Teaching License – not a major requirement			
Educ 495 ** Internship II	9		

* Indicates course requires admission to professional licensure

** Requires admission to Internship II

Middle Childhood Education (Grades 4 – 9)
Advising Sheet
(2 concentration areas required)

Course	Hrs	Semester Offered
Language Arts Concentration (30 hours)		
Writing 101 English Composition	3	FL, SP
English 203 or 204 Literary Culture of the U.S.	3	FL, SP
English 380 Applications of English for Teaching	3	FL – bi-yearly
Theater 307 World Dramatic Literature (or approved multicultural lit. alternative)	3	
Comm 101 Fundamentals of Speech	3	FL, SP
Comm 201 Fundamentals of Interpretation	3	FL, SP
Mass 207 Writing for Media (prereq: Mass 101 - FL, SP)	3	FL, SP
Education 219 Children’s Literature	3	SP
Education 220 Adolescent Literature	3	SP, SUM
Education 463* Middle Childhood Language Arts Methods	3	FL
Social Studies Concentration (27 hours)		
History 101 United States History – 1 st Century	3	FL
History 102 United States History – 2 nd Century	3	SP
History 120 History of World Civilizations I	3	FL
History 121 History of World Civilizations II	3	SP
Hist 220 Introduction to Human Geography	3	FL, SP
Economics 211 Microeconomics	3	FL, SP
Poli Sci 103 American National Government	3	FL, SP
Poli Sci 130 Issues in International Politics	3	SP
Education 464* Middle Childhood Social Studies Methods	3	FL
Science Concentration (27 hours)		
Biology 101 Modern Biology	3	FL, SP
Biology 105 or 107 Biology Lab I or Inquiry Lab	1	FL, SP
Energy 101/102 Energy Resources /Lab	3/1	FL
Chemistry 101 Modern Chemistry	4	FL, SP
Geology 101 Environmental Geology	4	FL, SP, SUM
Physics 101 Explorations in Physics	4	FL
Astronomy 105 Introduction to Astronomy	4	SP
Education 466* Middle Childhood Science Methods	3	FL
Mathematics Concentration (26 hours)		
Math 113 Math for Elementary Teachers	3	SP
Math 114 Geometry for Education Majors	3	FL
Math 118 Excursions in Math	3	FL, SP
Math 121 Pre-calculus	4	FL, SP
Math 123 Statistics	3	FL, SP
Math 125 Calculus I	4	FL, SP

Math course at 100 level or above	3	
Education 465* Middle Child Mathematics Methods	3	FL

**Middle Childhood
Professional Education Courses (48 hours)**

Course	Hrs	Semester Offered
Educ 110/131 Issues in Education / Field Experience	3	FL, SP
Educ 130 Technology in the Classroom	3	FL, SP
Educ 202 Educational Psychology	3	FL, SP
Psyc 207 Adolescence (prereq: Psyc 101)	3	FL
Educ 253 Diverse Learners	3	FL, SP
Educ 231 Field Experience II – Diverse Learners	0	FL, SP
Educ 321* Foundations of Reading	3	FL, SP
Educ 331* Field Experience III – Reading	0	FL, SP
Educ 322* Principles of Phonics Instruction	3	FL, SP
Educ 350* Assessment	3	FL
Educ 363* Content Area Reading in the Middle Grades	3	FL
Educ 361 Diagnosis and Correction of Reading Difficulties	3	SP
Educ 430* Middle School Concepts	3	SP
Educ 440* Education Capstone Seminar	3	FL, SP
Educ 452* Culture and Gender Issues in the Classroom	3	FL, SP
Educ 470** Internship – Middle Childhood	9	FL, SP

Adolescent/ Young Adult Biology/Life Science (grades 7 – 12)
Course Work (69 hours)
Major: Biology

Course	Hours	Have	In Progress	Need
Biology 101 Modern Biology	3			
Biology 102 Environmental Biology	3			
Biology 105 Biology Lab I	1			
Biology 106 Biology/Lab II	1			
Biology 131 Introduction to Cellular Biology	3			
Biology 133 Integrative Biology	3			
Biology 202 General Microbiology	4			
Biology 203 Human Physiology	3			
Biology 212 Human Anatomy	4			
Biology 230 Zoology	4			
Biology 309 Cell Biology	4			
Biology 318 Ecology	3			
Biology 330 Genetics	3			
Biology 340 Toxicology	4			
Biology 380 Research Methods	1			
Biology 490 Biology Research	3			
Chemistry 131 General Chemistry I	3			
Chemistry 133 General Chemistry Lab I	1			
Chemistry 132 General Chemistry II	3			
Chemistry 134 General Chemistry Lab II	1			
Physics 101 Explorations in Physics	4			
Environmental Science 210	3			
Psychology 285 Statistics for the Behavioral Sciences	4			
Total Hours Required	69			

(CONTINUED ON NEXT PAGE)

**AYA Biology/Life Sciences
Professional Education Courses (42 Hours)**

Course	Hours	Semester Offered
Educ 110/151 Issues in Education/ Field Experience	3	FL, SP
Educ 130 Technology in the Classroom	3	FL, SP
Educ 202 Educational Psychology	3	FL, SP
Psych 207 Adolescent Development	3	SP
Educ 253/251 Diverse Learners	3/0	FL, SP
Educ 350* Assessment	3	FL
Educ 360* Reading in the Content Area	3	FL
Educ 323 * General Methods/Field Experience	3	FL
Educ 456* Science Methods/Field Experience	3	FL
Educ 440* Education Capstone Seminar	3	FL, SP
Educ 452* Culture and Gender Issues in the Classroom	3	FL, SP
Required for Teacher Licensure Only		
Educ 480** Internship – Adolescent/Young Adult	9	FL, SP

***Admission to Professional Education Required**

Adolescent/ Young Adult Biology/Chemistry (grades 7 – 12)

Major: Biochemistry

Course	Hours	Have	In Progress	Need
Biology 101 Modern Biology	3			
Biology 105 Biology Lab I	1			
Biology 106 Biology/Lab II	1			
Biology 131 Introduction to Cellular Biology	3			
Biology 202 General Microbiology	4			
Biology 309 Cell Biology	4			
Biology 318 Ecology	3			
Biology 330, 331 Genetics	3			
Biology 340 Toxicology	4			
Biology 430	1			
Chemistry 131 General Chemistry I	3			
Chemistry 133 General Chemistry Lab I	1			
Chemistry 132 General Chemistry II	3			
Chemistry 134 General Chemistry Lab II	1			
Chem 231 Quantitative Analysis	4			
Chem 303, 305 Organic Chemistry / Lab	4			
Chem 304, 306 Organic Chemistry II /Lab	4			
Chem 420, 422 Biochemistry/ Lab	4			
Math 125 Calculus	4			
Physics 211 College Physics I	4			
Physics 212 College Physics II	4			
Capstone: Biol 380 and 480 or 490 or Chem 495/496	3 - 4			
Total Hours Required	66-67			

(CONTINUED ON NEXT PAGE)

**AYA Biology/Chemistry
Professional Education Courses (42 Hours)**

Course	Hours	Semester Offered
Educ 110/151 Issues in Education/ Field Experience	3	FL, SP
Educ 130 Technology in the Classroom	3	FL, SP
Educ 202 Educational Psychology	3	FL, SP
Psych 207 Adolescent Development	3	SP
Educ 253/251 Diverse Learners	3/0	FL, SP
Educ 350* Assessment	3	FL
Educ 360* Reading in the Content Area	3	FL
Educ 323 * General Methods/Field Experience	3	FL
Educ 456* Science Methods/Field Experience	3	FL
Educ 440* Education Capstone Seminar	3	FL, SP
Educ 452* Culture and Gender Issues in the Classroom	3	FL, SP
Educ 480** Internship – Adolescent/Young Adult	9	FL, SP

***Admission to Professional Education Required**

Adolescent/ Young Adult Physics (grades 7 – 12)
Audit Sheet
Major: Applied Physics

Course	Hours	Semester Completed
Required Courses for Applied Physics Major		
PHYS 221 General Physics I	4	
PHYS 222 General Physics II	4	
PHYS 321 Modern Physics	3	
PHYS 325 Mathematical Methods for Physics	3	
PHYS 331 Experimental Physics I	2	
PHYS 332 Experimental Physics II	2	
PHYS 491 Physics Research I	1	
PHYS 492 Physics Research II	2	
CHEM 131 General Chemistry I	4	
CHEM 133 General Chemistry II	4	
CSCI 115 Computer Programming I	3	
MATH 125 Calculus I	4	
MATH 224 Calculus II	4	
MATH 225 Calculus III	4	
MATH 302 Differential Equations	3	
Additional Courses for AYA Licensure		16
BIOL 101/105 Modern Biology/ Intro Biology Lab	3/1	
GEOL 101/101L Environmental Geology/Lab	4	
ASTR 105/105L Intro to Astronomy/Lab	4	
Total Content Hours Required		63
Professional Education Courses		
Educ 110/151 Issues in Education/ Field Experience	3	FL, SP
Educ 130 Technology in the Classroom	3	FL, SP
Educ 202 Educational Psychology	3	FL, SP
Psych 207 Adolescent Development	3	SP
Educ 253/251 Diverse Learners	3/0	FL, SP
Educ 350* Assessment	3	FL
Educ 360* Reading in the Content Area	3	FL
Educ 323 * General Methods/Field Experience	3	FL
Educ 456* Science Methods/Field Experience	3	FL
Educ 440* Education Capstone Seminar	3	FL, SP
Educ 452* Culture and Gender Issues in the Classroom	3	FL, SP
Educ 480** Internship – Adolescent/Young Adult	9	FL, SP

* Admission to Professional Licensure Required

** Admission to Internship Required

Adolescent/ Young Adult Integrated Language Arts

Language Arts Courses Major: English

	Cr. Hrs.	Semester Completed
Core Language Arts	43	
Writing 101 English Composition	3	
English 121 Responding to Writing	1	
Writing 290 Creative Writing	3	
English 201 Literary Culture of Great Britain I	3	
English 202 Literary Culture of Great Britain II	3	
English 203 Literary Culture of the U.S. I	3	
English 204 Literary Culture of the U.S. II	3	
English 235 Concepts of Gender or Engl 220 Concepts of Diversity	3	
English 324 African American Literature	3	
English 372 Literary Theory	3	
English 380 Applications of English for Teaching	3	
Communication 101 Fundamentals of Oral Comm	3	
Communication 201 Fundamentals of Oral Interpretation	3	
Theatre 101 Theatre Appreciation	3	
Mass Media 101 Mass Media and Society	3	
Additional English Major Courses	21	
Professional Education Courses	43	Semester Offered
Educ 110/151 Issues in Education/ Field Experience	3	FL, SP
Educ 130 Technology in the Classroom	3	FL, SP
Educ 202 Educational Psychology	3	FL, SP
Psych 207 Adolescent Development	3	SP
Educ 253/251 Diverse Learners	3/0	FL, SP
Educ 350* Assessment	3	FL
Educ 360* Reading in the Content Area	3	FL
Educ 323 * General Methods/Field Experience	3	FL
Educ 456* Science Methods/Field Experience	3	FL
Educ 440* Education Capstone Seminar	3	FL, SP
Educ 452* Culture and Gender Issues in the Classroom	3	FL, SP
Educ 480** Internship – Adolescent/Young Adult	9	FL, SP

***Admission to Professional Education Required**

**** Admission to Internship Required**

Adolescent/Young Adult Integrated Mathematics (grades 7 – 12)
Major: Mathematics

		Cr. Hrs.	Semester Completed
Core Mathematics		36	
Math 114	Geometry for Teachers	3	
Math 125	Calculus I	4	
Math 224	Calculus II	4	
Math 225	Calculus III	4	
Math 223 or 257	Statistics	3	
Math 301	Foundations of Mathematics	3	
Math 302	Differential Equations	3	
Math 304	Linear Algebra	3	
Math 451	Geometry	3	
Math 453	Abstract Algebra	3	
CSCI 115	Computer Programming I	3	
Additional Mathematics Major Courses		11	
Professional Education Courses		42	
Educ 110	Issues in Education/ Field Experience	3	FL, SP
Educ 130	Technology in the Classroom	3	FL, SP
Educ 202	Educational Psychology	3	FL, SP
Psyc 207	Adolescence	3	SP
Educ 253/251	Diverse Learners / Field Experience	3	FL, SP
Educ 350	Assessment	3	FL
Educ 360	Reading in the Content Area	3	FL
Educ 323	General Methods/ Field Experience	3	FL
Educ 455	Mathematics Methods/ Field Experience	3	FL
Educ 440	Education Capstone Seminar	3	FL, SP
Educ 452	Culture and Gender Issues	3	FL, SP
Educ 480**	Internship – Adolescent Young Adult	9	FL, SP

***Admission to Professional Education Required**

**** Admission to Internship Required**

Adolescent/Young Adult Integrated Social Studies (grades 7 – 12)
Social Studies Requirements (57 hours)
Major: History

Core Social Studies Courses (45 hours)	Hours	Have
Economics 211 Principles of Microeconomics	3	
Economics 212 Principles of Macroeconomics	3	
History 101 U.S. History, First Century	3	
History 102 U.S. History, Second Century	3	
History 120 World Civilizations I	3	
History 121 World Civilizations II	3	
History 302 Leadership and Change	3	
History 322 American Foreign Relations	3	
Or		
Poli Sci 120 Issues in Comparative Politics		
History 220 Introduction to World Geography	3	
Poli Sci 103 American National Government	3	
Poli Sci 130 Issues in International Politics	3	
Poli Sci 310 Environmental Policy and Law	3	
or		
Poli Sci 311 Politics of Global Ecology		
Soci 101 Introduction to Sociology	3	
Soci 102 Introduction to Cultural Anthropology	3	
Psyc 101 Introduction to Psychology	3	
Additional Courses for the History Major	18 - 21	
Professional Education Courses (42 hours)		
Course	Hours	Have
Educ 110/151 Issues in Education/ Field Experience	3	FL, SP
Educ 130 Technology in the Classroom	3	FL, SP
Educ 202 Educational Psychology	3	FL,SP
Psych 207 Adolescence	3	SP
Educ 251ss Field Experience II- Diverse Learners	0	FL,SP
Educ 253 Diverse Learners	3	FL,SP
Educ 350 Assessment	3	FL
Educ 360 Reading in the Content Area	3	FL
Educ 323 General Methods/ Field Expereince	3	FL
Educ 454 Social Studies Methods/ Field Expereince	3	FL
Educ 440 Education Capstone Seminar	3	FL,SP
Educ 452 Culture and Gender Issues in the Classroom	3	FL,SP
Educ 480 ** Internship – Adolescent/Young Adult	9	FL,SP

***Admission to Professional Education Required**

**** Admission to Internship Required**