

## Curriculum Change Form

**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Teacher Education Services Education Advising, Admission, Field Placement, & Certification (Major __, Option __; Minor __; or Certificate __)
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	Summer 2008	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes*** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs	2/18/09
College Curriculum Committee	December 2, 2008	Approved x Disapproved	
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	December 16, 2008	Board of Regents**	
		Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
**\*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.**

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)                  Update teacher education requirements</p> <ul style="list-style-type: none"> <li>Interview, Recommendation, and Portfolio requirements</li> <li>Change of wording "student" to "candidate"</li> <li>Update leadership changes in the department</li> </ul> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)                  Fall 2009</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>
<p><b>B. The justification for this action:</b>                  Align program requirements with state and NCATE requirements</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact: none</b></p> <p><b>Operating Expenses Impact: none</b></p> <p><b>Equipment/Physical Facility Needs: none</b></p> <p><b>Library Resources: none</b></p>

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
 (\*Use ~~strike through~~ for deletions and underlines for additions.)

2008-2009 UNDERGRADUATE CATALOG – PAGES 116-119

**OFFICE OF TEACHER EDUCATION SERVICES**

Advising, Teacher Admission, Field Placement, and Certification

~~Dr. Sherwood Thompson~~ **Dr. Norman Powell, Director**

~~TBA Rose Skepple, Assistant Associate Director~~

*To teach, to learn, to help others teach and learn.*

**ADVISING - coeadvising@eku.edu**

**Bert Combs 423**

**(859) 622-1828**

The Office of Teacher Education Services offers academic advisement and information designed to help undergraduate ~~students~~ candidates to begin or continue their studies in the College of Education. The certification officer will make referrals and serve as a liaison to graduate coordinators for ~~students~~ candidates obtaining additional certifications and/or ranks.

**TEACHER ADMISSION - teacher.admissions@eku.edu**

**Bert Combs 423**

**(859) 622-1832**

The Office of Teacher Education Services is responsible for admitting ~~students~~ candidates to professional education programs at ECU. In addition, certification applications for teachers and school personnel (principals, supervisors, superintendents, counselors, pupil personnel directors, business administrators, librarians, and speech pathologists) are processed through the Office of Teacher Education Services.

To be recommended for certification, all ~~students~~ candidates seeking initial teacher certification, regardless of the college in which they are enrolled, must meet the requirements for admission to professional education, complete an approved teaching curriculum, and pass the required PRAXIS tests, PLTexam, or Kentucky test as determined by the major/minor.

~~Students~~ Candidates are advised to enroll in EDF 103, Introduction to Education, during their freshman year and in EDF 203, Schooling and Society, during their sophomore year. However, ~~students~~ candidates should not enroll in EDF 103 until all developmental requirements have been met. EDF 310 will be required for ~~students~~ candidates who have an equivalent transfer course for EDF 203.

**ADMISSION REQUIREMENTS and APPLICATION PROCESS****Admission to Professional Education**

Admission to the University (academic college) is not synonymous with admission to professional education. ~~Students~~ Candidates will apply for admission to professional education in the College of Education's Office of Teacher Education Services (Combs 423). Formal applications will be accepted based upon completion of the following requirements:

**A. Hours / Residence**

- ~~Students~~ Candidates must complete 60 hours of credit (excluding developmental level courses).
- Transfer ~~students~~ candidates must complete 12 hours of credit at ECU.

**B. Admission Test Requirement**

- ~~Students~~ Candidates must have a passing score on one of the following tests:

ACT (American College Test)\*          Composite 21

or alternative ACT options:          Composite 20 with an overall GPA of 3.0 or Composite 19  
with an overall GPA of 3.25

Individuals using an alternative ACT option must maintain or exceed the overall corresponding GPA requirement throughout the program. GPA compliance will be reviewed each semester. Individuals using an ACT alternative option will be required to participate in a PRAXIS preparation program to help ensure success on the PRAXIS exams.

PRAXIS I - (PPST)                                  Reading 173; Math 173; Writing 172  
(Preprofessional Skills Test)

SAT (Scholastic Aptitude Test)          Composite 990

GRE (Graduate Record Exam)          See program requirements

MAT (Miller Analogies Test)                  See program requirements

\*ACT scores must be Fall 1989 or after and be on file at the University Office of Admissions.

### C. GPA and Grade Requirements

- Minimum overall 2.75 GPA on all undergraduate course work is required for admission and program exit. Candidates using an alternative ACT option must maintain or exceed the overall corresponding GPA requirement throughout their program.
- Minimum 2.75 GPA on college work at EKU is required for admission and program exit.
- Satisfactory grade in EDF 103, and a grade of “C” or higher in EDF 203 (requires completion of admission test requirement [section B] prior to enrollment).
- Satisfactory grade in EDF 310 for transfer ~~students~~ candidates having completed EDF 203 at another institution.

Undergraduate degree student candidate GPA is based on the hours attempted as shown on the official EKU transcript. Post degree certification student candidate GPA is based on all undergraduate course work and on the hours attempted as shown on the official EKU transcript.

### D. Mathematics Requirement

~~Students~~ Candidates must complete a college level mathematics course of MAT105 or above (exclusive of MAT201 and 202) with a grade of “C” or higher.

### E. Computer Literacy

- ~~Students~~ Candidates must complete CSC 104 or CIS 212 with a grade of “C” or higher.

### F. Oral and Written Communication

- Oral communication: A grade of “C” or higher in CMS 100 or CMS 210.
- Written Communication: A grade of “C” or higher in ENG101 and 102 or HON 102 with a grade of “B” or higher in ENG105 (those earning a “C” must also take ENG102).

### G. Examinations

- ~~Students~~ Candidates must achieve satisfactory results on examinations taken in EDF 103/310 and 203 and on other examinations which may be required by the Professional Education Admissions Committee.
- ~~Students~~ Candidates must demonstrate proficiency in oral and written communication including evidence of satisfactory speech and hearing screening. Screening is provided by the Speech-Language-Hearing Clinic in Wallace 278.
- ~~Students~~ Candidates scoring below minimum requirements on the tests for oral and written communication shall be required to improve their competencies to an acceptable level before admission to professional education. This may include therapy, tutoring, and enrollment in credit or non-credit remediation courses.
- Any deaf/hard of hearing ~~student candidate~~ unable to pass the speech and hearing screening who can benefit from remediation should receive it. Documentation concerning remediation and communication competency (oral or manual) must be provided to the Speech-Language-Hearing Clinic. The Clinic, in consultation with faculty of the Deaf and Hard of Hearing Program, will submit a recommendation for consideration for admission to the Office of Teacher Education Services. This should include documentation of communication competence.

### H. Recommendations

Candidates must submit satisfactory pre-service disposition reviews from four ECU faculty members including the EDF 203 or EDF 310 instructor, the advisor and two other ECU faculty members.

~~Students must submit satisfactory recommendations from four ECU faculty members including the EDF 203 instructor, the advisor and two faculty members with one being from the major.~~

### **I. Interview / Portfolio Review**

Candidates must satisfactorily complete a portfolio review during EDF 203 or EDF 310.

~~Students must satisfactorily complete a formal interview which will include the portfolio presentation. Two faculty members will conduct the interview and portfolio review process.~~

### **J. Ethics Declaration**

- Candidates must complete and sign a Candidate Statement of Commitment Regarding Dispositions form.

- ~~Students~~ Candidates must complete and sign a “Personal and Professional Fitness Declaration” form. This process includes a review of the Professional Code of Ethics for Kentucky School Personnel established in 16 KAR1:020.

**NOTE:** Based on your disclosure, an interview by the Professional Education Admission Committee may be required.

### **K. Student Behavior**

- ~~Students~~ Candidates must have no physical or psychological impairments that would preclude teaching success.

- ~~Students~~ Candidates preparing to work in schools as teachers or other professional school personnel must demonstrate dispositions necessary to help all students learn.

- ~~Students~~ Candidates must demonstrate acceptable social behavior at the University and in the community-at-large.\* A ~~student~~ candidate interview may be required by the Professional Education Admissions Committee.

- ~~Student~~ Candidate admission status may be reevaluated if the ~~student~~ candidate is placed on either academic or social probation or has a record of criminal conviction(s).\* A ~~student~~ candidate interview may be required by the Professional Education Admissions Committee.

\*The Office of Teacher Education Services will contact the Eastern Kentucky University Office of Judicial Affairs to obtain records of infractions committed by candidates for admission to professional education. The Office of Teacher Education Services may also contact the Administrative Office of the Courts to obtain a criminal records check for each candidate for admissions to professional education.

The Office of Teacher Education Services will process the formal “Application for Admission to Professional Education.” The Professional Education Admissions Committee will review applications, supporting documentation, and other relevant materials brought before the committee and will take appropriate action concerning the student’s admission to the professional education program. The ~~student~~ candidate will be notified of the committee’s decision.

## **FIELDPLACEMENT - stuteach@eku.edu**

### **Student Teaching and Field Experiences**

**Bert Combs 425**

**(859) 622-1544**

- The Office of Teacher Education Services receives and evaluates all applicants for student teaching, determines appropriate disposition of the application, and provides continuous assessment of the applicant’s pre-teaching and teaching experiences during the professional semester.

- This Office recognizes that cultural diversity is a fact of American life and teachers function in a pluralistic cultural environment. Experience in multi-cultural settings provides valuable enrichment for the proper development of effective teachers. That philosophy will guide the ~~student~~ candidate assignments.

- ~~Students~~ Candidates are not allowed to take any other courses (including correspondence and transient courses) while student teaching. Credit for unfinished correspondence courses will not be allowed during the student teaching semester.

- ~~Students~~ Candidates of senior standing (90 hours or more with a minimum of 12 semester hours residence at ECU) may enroll in student teaching if they have satisfied the following requirements:

### **Application for Student Teaching**

1. Applicants must be admitted to the professional education program prior to the application semester.
2. Applicants must file an application during the first four weeks of the semester prior to the term in which student teaching is desired.
3. Applications filed will be evaluated and processed for approval or disapproval.

### **Evaluation of application will include in part:**

1. The planned curriculum. Each applicant must have an approved planned curriculum on file with the Office of Teacher Education Services.
2. All prerequisites in professional education and pre-student teaching curricula in the applicant's area as prescribed by the *Catalog*, must be completed prior to student teaching.
3. Recommendation made by the applicant's advisor ~~and approval by the department chair~~.
4. A valid medical examination report, including current tuberculosis test report. Students Candidates with any significant deviation from normal physical and psychological well-being will be referred to a proper examining physician.
5. The ethics declaration. Each applicant must complete and sign a new "Personal and Professional Fitness Declaration" form. Based on your disclosure, an interview by the Professional Education Admission Committee may be required.
6. Behavior that relates to the moral, ethical, social, and personal standards of professional competency. The applicant's comportment will be subject to review and appraisal by the department responsible for the student teaching recommendation and the College of Education. Applicants must process a criminal background check (KRS.161.042 or changes as adopted).
7. Academic Requirements: Undergraduate degree students' GPAs are based on the hours attempted as shown on the official EKU transcript. Post degree certification students' GPAs are based on all undergraduate course work and on the hours attempted as shown on the official EKU transcript.

### **Elementary Education (P-5) and Middle Grade Education (5-9) Majors**

- Minimum 2.75 GPA in all undergraduate course work.
- Minimum 2.75 GPA in college work at EKU.
- Minimum 2.75 GPA with a grade of "C" or higher in courses in the "core and supporting course requirements," area(s) of academic emphasis, "professional education requirements" (see program display for a list of courses), teaching minor(s), and certification endorsement(s).
- Candidates must satisfactorily complete a portfolio review during methods courses.
- Candidates must submit satisfactory pre-service disposition reviews from their advisor and a designated methods instructor as part of the application process.
- Candidates must submit satisfactory pre-service disposition reviews from one cooperating teacher and one university supervisor at the end of the student teaching experience.
- Other requirements as found in the appropriate department presentation.

### **Special Education**

- Minimum 2.75 GPA in all undergraduate course work.
- Minimum 2.75 GPA in college work at EKU.
- Minimum 2.75 GPA with a grade of "C" or higher in courses in the "major, core, and option,"\* "elementary/middle grade and supporting course requirements," area of academic emphasis\*\*, professional education requirements (see program display for a list of courses), teaching minor(s), and certification endorsement(s).
- Candidates must satisfactorily complete a portfolio review during methods courses.
- Candidates must submit satisfactory pre-service disposition reviews from their advisor and a designated methods instructor as part of the application process.
- Candidates must submit satisfactory pre-service disposition reviews from one cooperating teacher and one university supervisor at the end of the student teaching experience.
- Other requirements as found in the appropriate department presentation.

\*combination of major, core, and/or option as identified in the program display

\*\*emphasis with middle grade education only

**Communication disorders majors should see their advisor for information related to admission to student teaching.**

### **Secondary Education Majors**

- Minimum 2.75 GPA in all undergraduate course work.
- Minimum 2.75 GPA in college work at EKU.
- Minimum 2.75 GPA in teaching major(s)\*, minor(s), area(s) of academic emphasis, and certification endorsement(s). See program area for specific course grade requirements.

- Minimum 2.75 GPA with a grade of “C” or higher in courses in “professional education requirements” (see program display for a list of courses).
- Candidates must satisfactorily complete a portfolio review during methods courses.
- Candidates must submit satisfactory pre-service disposition reviews from their advisor and a designated methods instructor as part of the application process.
- Candidates must submit satisfactory pre-service disposition reviews from one cooperating teacher and one university supervisor at the end of the student teaching experience.
- Other requirements as found in the appropriate department presentation.

\*A minimum of seventy-five percent of major and seventy-five percent of supporting course requirements must be completed prior to student teaching. Individual program areas may require a higher percentage of credit hours completion prior to student teaching.

## **CERTIFICATION- [coecert@eku.edu](mailto:coecert@eku.edu)**

**Bert Combs 425**

**(859) 622-6852**

Application for Certification

### **Exams**

Prior to graduation, students candidates must complete required competency examinations and take the PRAXIS Series (Professional Assessments for Beginning Teachers) and PLT exams. All required parts of the PRAXIS test are to be taken during the senior year.

NOTE: Some majors/minors require testing over two semesters. Students Candidates must review the schedule for PRAXIS tests registration deadlines prior to the beginning of the senior year (last two semesters). Specialty test(s) are required for each certification area sought.

### **Certification**

Applications for teacher certification should be filed in the Office of Teacher Education Services prior to graduation as follows: May graduates by April 1; August graduates by July 1; December graduates by November 1. Applications for certification are not processed until all requirements are met.