

**Athens State University
College of Education
Secondary Education Advising Information**

This handout covers the following:

1. What **classes** to take, the order you should take them, and when to take them (pp. 1-2)
2. When to sign up for **student teaching/internship** (p. 2)
3. Information about **3 Required Tests:** 1) Alabama Educator Certification Testing Program (AECTP), 2) Praxis II Content Test, 3) Praxis Principles of Learning and Teaching Test (PLT); (including the test codes) (p. 2)
4. Information on **TEP admission** (pp. 2, 5)
5. **Advisors** (including a list of COE faculty who guide you through the TEP process) (p. 3)
6. **Fingerprinting** information (p. 3)
7. **Field experience** information (p. 3)
8. Statement regarding the official **ASU Catalog** (pp. 3-4)
9. **List of faculty members** responsible for Secondary Education courses (p. 4)
10. TEP Admission **Flow Chart** (p. 5)

There are 5 classes that you can take **PRIOR** to being admitted into the Teacher Education Program (TEP) in the College of Education. These are the classes you should take **FIRST**.

These 5 classes (15 hours) are:

1. ED 301 Foundations of Education I
2. ED 302 Foundations of Education II
3. ED 305 Technology and Media in Education
4. SE 301 Introduction to Exceptional Learners
5. PS 334 Adolescent Psychology

You **CANNOT** take ED 301 and ED 302 the same semester; these 2 classes need to be sequenced (for example: take ED 301 in the fall, ED 302 in the spring). You need to take these 5 classes over the course of 2 semesters in addition to taking courses in the content area in which you wish to teach. Once you have been admitted into the program, you can then (and only then) sign up for the 4 TEP courses. **AGAIN**, you should only take the classes listed below **AFTER** you have been admitted into the teacher education program.

These 4 TEP classes (12 hours) are:

1. SC 331 Classroom Management in Secondary Education
2. SC 333 Teaching Reading and Writing in Content Areas
3. SC 362 Assessment and Evaluation in Secondary Education
4. Methods Materials and Methods of Teaching* (see list below for your class)

- Biology: BI 456
- English: EH 457
- General Science: GS 456
- History: HY 450
- Math: MA 454
- Social Science: SS 450

You can only sign up for these four TEP classes (SC 331, SC 333, SC 362, methods) once you have gone through the TEP process and have been admitted. **You cannot take a TEP class during your internship.**

NOTE ABOUT STUDENTS WHO ALREADY HAVE A DEGREE: You must meet all general education, professional education, and certification class requirements.

Once you have completed all of your course work, you are ready to register for student teaching.

This class (9 hours) is:

- 1. SC 486 Internship in High School Education

Apply the **Spring Semester prior to the school year that you plan to intern**. There is no application available during the Fall Semester or Summer Semester. You do not have to be admitted into TEP or pass the Praxis exams to **APPLY**.

Go to http://www.athens.edu/college_edu/internship.php for more information on INTERNSHIP/STUDENT TEACHING.

OTHER IMPORTANT INFORMATION:

I. TESTING INFO (3 REQUIRED TESTS)

1. A requirement for getting admitted into the Teacher Education Programs (TEP) is the **Alabama Educator Certification Testing Program (AECTP)**. You need to take this test your first semester enrolled at ASU. There are 3 parts to this test: math, reading, and writing. You are required to take and pass all sections. Go to www.act.org/alabamaectp to sign up for this **REQUIRED** test.

2. Every student is required to pass a test in their content area (i.e. what you want to teach). A passing score on this test is required for student teaching and certification in the state of Alabama. You need to take this test your first semester enrolled at ASU. Without a passing score on your **Praxis II Content Test**, you cannot student teach or be certified in Alabama. Go to www.ets.org/praxis to sign up for this **REQUIRED** test.

TEST CODES FOR PRAXIS II CONTENT AREA TESTS:

Art	0134/5134*
Biology:	0235/5235*
Chemistry	0245/5245*
English:	5038*
History:	0941/5941*
Math:	5161*
Social Studies:	0081/5081*

* Computer delivered test option (there is no difference in content between the computer option and the paper-pencil option)

3. Every student who is earning secondary certification in a content area (see list above) must also pass the **Praxis Principles of Learning and Teaching: Grades 7-12 Test (PLT)**. This test covers your knowledge of human development, learning processes, pedagogy, and professional issues. The registration code for this exam is **0624/5624***. A passing score on this test is required for student teaching and certification in the state of Alabama. Without a passing score on the **Praxis PLT Test**, you cannot student teach or be certified in Alabama. Go to www.ets.org/praxis to sign up for this **REQUIRED** test. We recommend that you take this test the semester you begin taking TEP classes.

II. TEP ADMISSION/ADVISING/FINGERPRINTING

REQUIREMENTS to be admitted into the TEP:

1. GPA Requirements for Arts & Science (Secondary Majors): Overall Cumulative GPA 2.5, Professional Courses GPA 2.5, Courses for Certification 2.75
2. General Education Courses and Major Prerequisites (Pre-Professional) Courses completed and all transcripts must be on file with the Records Office and must appear on the ASU transcript in Banner.
3. Course Requirements: Completion of 2 professional education and 2 teaching field courses. NOTE: ED 301 must be completed with a grade of "C" or higher.
4. Alabama Educator Certification Testing Program (AECTP): completed and received a passing score in all 3 areas.
5. Fingerprinting: completed and cleared.
6. TB Test: negative TB test results must be on file in the Certification Office.
7. TEP interview: Students must complete an interview scheduled through their advisor.
8. LiveText Portfolio Review: Student's LiveText portfolio will be evaluated by their advisor.
9. Receive the approval of the faculty of the College of Education.

SEE CHART ON PAGE 5 OF THIS HANDOUT

2. ADVISING: You have **two advisors**: one in secondary education (**based on your major**) and one in your subject field. Contact the College of Arts and Sciences for your SUBJECT ADVISOR if you don't already have one. The role of your **subject advisor** is to guide you through your subject matter coursework and answer any questions related to transfer credit. The role of your secondary **education advisor** is to guide you through your education coursework and the TEP process. **Barry Devine**, in the Athens State Transfer Center, evaluates your transcripts for general education coursework upon entry to the university. As a student, it is extremely important that you know the role(s) of these 3 contacts.

For admission into TEP, your **CONTENT/SUBJECT ADVISOR** will prepare and evaluate your plan of study; your secondary **EDUCATION ADVISOR** will assess your portfolio and conduct your interview. See list below for secondary education advisors by subject area:

English/History/Social Science: Dr. Amanda Branscombe amanda.branscombe@athens.edu
Biology/Chemistry/Math: Prof. Leigh Hester leigh.hester@athens.edu

WHEN TO APPLY FOR TEP: Once you have met all requirements for admission into TEP, you should apply. This means that you should apply **EARLY** in the semester. **DO NOT WAIT UNTIL THE END OF THE TERM TO APPLY FOR TEP.**

3. FINGERPRINTING will no longer be done at Athens State University. The Cogent Agency is now responsible for all ABI/FBI clearance. Please go to: www.cogentid.com/AL or www.cogentid.com/alabama for more information on fingerprinting.

III. FIELD EXPERIENCE

1. EVERY course in College of Education has a FIELD EXPERIENCE REQUIREMENT. Go to www.athens.edu/college_edu/field-experiences.php for more information. This means that NO CLASS in the COLLEGE OF EDUCATION is completely ONLINE. You are required to do work in the schools for every class during Field Experience.

2. You are required to do 3 days of field experience per class in secondary education and 5 days for your methods class. Given this requirement, it is not a good idea to take all of your education classes in the same term. In the past, the number of days has been capped at 10 days per semester. This is no longer the case. If you decide to take 5 classes, then you will have to complete 15 days of field experience. To avoid this type of situation, spread your education classes out over several semesters instead of taking all of them during one semester (Policy as of Fall 2009).

3. Field Experience requirements will be changing beginning **Fall 2014**.

IV. CATALOG

1. For all guidelines and requirements for your specific degree program, FOLLOW THE GUIDELINES IN THE ASU CATALOG. For all classes, requirements, rules, etc. you should follow the catalog from the semester that you entered Athens State University. You can obtain a catalog from the admissions office OR see the online catalog on the ASU website.

2. Since all programs of study that lead to certification in the state of Alabama are subject to change depending on the State Department of Education guidelines, make sure you are following the guidelines in your catalog (i.e. the semester/year you first enrolled at ASU).

SECONDARY PROGRAM

<u>Prefix/Number</u>	<u>Title of Class</u>	<u>Hours</u>	<u>Semester</u>	<u>Grade</u>
ED 301	Foundations of Education I	3	_____	_____
ED 302	Foundations of Education II	3	_____	_____
ED 305	Technology and Media in Education	3	_____	_____
SE 301	Introduction to Exceptional Learners	3	_____	_____
PS 334	Adolescent Psychology	3	_____	_____
<u>SC 331</u>	<u>Classroom Management in Secondary Education</u>	<u>3</u>	_____	_____
<u>SC 333</u>	<u>Teaching Reading and Writing in Content Areas</u>	<u>3</u>	_____	_____
<u>SC 362</u>	<u>Assessment/Evaluation in Secondary Education</u>	<u>3</u>	_____	_____
_____	<u>Materials and Methods of Teaching*</u>	<u>3</u>	_____	_____
<u>SC 486</u>	<u>Internship in High School Education</u>	<u>9</u>	_____	_____

* Biology: BI 456; English: EH 457; General Science: GS 456; History: HY 450; Math: MA 454; Social Science: SS 450: **For traditional licensure and certification students, the Methods classes will only be offered during Fall and Spring Semesters beginning Fall 2014.**

COURSES UNDERLINED REQUIRE ADMISSION TO TEACHER EDUCATION

If you have questions about the Secondary Education TEP block of classes (i.e. **the SC/Methods, underlined classes**), below is a list of the classes and the professor that teaches each.

Classes	Professor	Email
HY/SS 450	Dr. Chris Paysinger	cpaysing@my.athens.edu
SC 333, EH 457 SC 331	Dr. Amanda Branscombe	amanda.branscombe@athens.edu
SC 362, BI/GS 456,	Prof. Leigh Hester	leigh.hester@athens.edu

SC 331

MA 454

Prof. Patsy Glaze

patricia.glaze@athens.edu

The TEP Application Process

STEP 1- You may submit an online TEP Application <u>after</u> the requirements below have been completed (complete in ED 301):
Fingerprinting
Negative TB skin test
Passing scores on all 3 areas of the AECTP
APPLY EARLY IN THE SEMESTER



STEP 2- Licensure & Certification Students (Secondary Education)
GPA Requirements
<ul style="list-style-type: none"> • Overall Cumulative GPA 2.5 • Professional Courses (subject area) GPA 2.5 • Courses for Certification GPA 2.75
<ul style="list-style-type: none"> • General Education Courses and Major Prerequisite (Pre- Professional) Courses must be completed • All transcripts on file with the Records Office and appear on the ASU transcript in Banner
Completion of a minimum of two of each of these:
<ul style="list-style-type: none"> • Professional/Subject Courses • Courses for Certification (must pass ED 301 with a grade of "C" or higher)



STEP 3- The requirements below determine your admittance into TEP:
Review of LiveText Portfolio by faculty panel (faculty list, p. 3)
TEP Panel Interview with faculty panel (faculty list, p. 3)
Applicant is voted on by the COE Faculty

SECONDARY EDUCATION ADVISORS

Students earning a degree from the College of Arts and Sciences with 6-12 Education Licensure have **2 ADVISORS**. You have a **major** advisor and an **education** advisor.

The role of your **major advisor** is to answer questions you have about your major coursework and to assist with your plan of study. You will be assigned a major advisor when you are admitted to the university.

The role of your **education advisor** is to answer any questions related to your education coursework and to evaluate your portfolio/conduct your interview for admission into the Teacher Education Program (TEP).

CONTENT AREA (Major)	MAJOR ADVISOR(S) (Primary Advisor)	EDUCATION ADVISOR (Secondary Advisor)
Biology	Dr. Chris Otto Dr. Sara Cline	Prof. Leigh Hester
Chemistry	Dr. Larry Covick	Prof. Leigh Hester
English	Dr. Kevin Dupre Dr. Bebe Shaw Dr. Hugh Long	Dr. Amanda Branscombe
History	Dr. Ron Fritze	Dr. Amanda Branscombe Prof. Leigh Hester
Math	Prof. Patsy Glaze Dr. Ronald Merritt Dr. Derek Newland	Prof. Leigh Hester
Social Science	Dr. Ron Fritze	Dr. Amanda Branscombe Prof. Leigh Hester