

Secondary Teacher Education Program Advisement Manual

Department of Curriculum, Teaching, and Learning
College of Education
University of Nevada, Reno

For Students New to UNR as of Fall 2009

Note: This advisement manual supplements program requirements as outlined in the *University of Nevada, Reno General Catalog*. Changes in State laws pertaining to teacher licensure may necessitate changes in programs that apply to students whose work toward certification is already in progress. Such changes are announced in College of Education courses, in notices posted in the College of Education building, and on College of Education websites. Students who leave the secondary program for more than one year may be subject to other changes in program requirements.

This document makes reference to the *Secondary Education Performance Assessment Guide*. This manual may be acquired from the Curriculum, Teaching, and Learning Department office (WRB 3100) or online at <http://www.unr.edu/educ/ctl> then under 'downloads'.

Introduction

The Secondary Education Program at the University of Nevada, Reno is committed to preparing teachers who are able to meet the challenges of today's classrooms. The teacher education faculty provides an educational program that enables students to:

- Develop a strong foundation of knowledge about teaching and learning;
- Display a love of learning;
- Value democracy and pluralism; and
- Engage in reflective practice about one's growth as a teacher.

To accomplish this, the program offers students:

- A strong liberal arts education with emphasis in the particular academic discipline in which the student will be teaching;
- Background in the foundations of secondary education;
- Methods for instruction in the academic disciplines;
- Background in educational psychology and human development;
- Methods for educating culturally diverse and special needs populations;
- Methods for effective use of technology in instructional settings; and,
- Experience teaching in public schools.

Secondary Education students earn either a Bachelor of Science or a Bachelor of Arts degree upon completion of the designated program of study (128 credits), followed by a 16-week internship. The teaching licenses are issued by the Nevada Department of Education.

Program Accreditation

Teacher education programs at the University of Nevada, Reno are accredited by the National Council for Accreditation in Teacher Education (NCATE), a rigorous and prestigious accrediting agency for teacher preparation programs. National accreditation makes it easier for students to become licensed in states other than Nevada.

University, College of Education, and Program Requirements

The program requirements for secondary teacher education B.A. and B.S. degrees meet both University of Nevada requirements for graduation and College of Education and Nevada Department of Education requirements for licensure as a secondary teacher. College credit transferred from other institutions may be used to meet University core requirements. Upon application to the University, transcripts are evaluated by the University to determine if courses taken at other institutions can be applied toward the UNR Core requirements. College of Education advisors cannot approve core curriculum requirements because they are University requirements for graduation. The College of Education Advisement Center can evaluate transcripts to determine if courses in education taken at other institutions can be used to meet College of Education requirements.

The selection of courses and their sequence within the program should be made with the guidance of an advisor. Students should always refer to the *University of Nevada, Reno General Catalog* for general information and to this advisement manual for specific details. It is a student's responsibility to adhere to degree requirements, time lines, UNR and College of Education policies and procedures.

Core Curriculum Requirements

The University requires that each student complete core curriculum requirements that include course work in English, mathematics, natural science, social science, western traditions, and the fine arts. Students must also take courses that satisfy the University's diversity and capstone requirements. The diversity requirement for secondary education majors is met through EDS 426, Students with Disabilities in the Regular Classroom. Descriptions of the core curriculum requirements can be found in the *University of Nevada, Reno General Catalog*.

Capstone courses are typically intended for seniors. For the core curriculum, students are required to complete two capstone courses. In the secondary education program the capstone requirements are met through EDUC 411 Sociocultural Contexts and one elective capstone.

College of Education Requirements

In addition to Core Curriculum requirements, secondary education majors are also required to take several additional courses to enhance the general education experience. These additional courses are specified on the degree requirement sheets in this manual. Substitution for courses listed may be made only with the approval of a College of Education advisor.

General Program Information

Pre-Major in the College of Education

Prior to gaining admission to the Teacher Education program, students may declare a Pre-Major in Education. All pre-majors receive advisement through the COE Advisement Center in Rm 2005. To be admitted to the College of Education as a Pre-Major, students must complete a Change of Major form (or declare Education as their goal when initially applying to UNR).

Which Degree Program - BA or BS?

The Bachelor of Arts degree program emphasizes humanities, fine arts, and foreign language while the Bachelor of Science degree program emphasizes mathematics and natural sciences. Except for English majors, students may select either the B.A. or the B.S. program. **English majors are required to complete the BA degree program.**

College of Education Dean's List

Outstanding scholarship is recognized by the Dean of the College of Education each semester by naming qualified students to the Dean's List. To be on the Dean's List, students must obtain a 3.65 grade point average the previous semester while taking a minimum of 12 credits. Students meeting the requirements for the Dean's List will be sent a letter from the dean recognizing their academic accomplishments.

Admission to Teacher Education

All students seeking a teaching credential in secondary education must apply for admission to teacher education. Admission to the secondary teacher education program entitles students to enroll in advanced education courses, those CTL and EDS courses numbered 300 and higher. Applications for admission to the undergraduate Secondary Education program are accepted twice each year, **October 1** and **March 1**. Applications may be obtained in the Student Advisement Center of the College of Education. The number of students the program admits is based on space available for students in the advanced courses and the availability of placements for the internship.

Admission Requirements

To be considered for admission to the secondary teacher education program students must:

- have completed 30 credits of college course work. The 30 credits must *include the Core requirements in English, math, and natural science*;
- have a minimum overall GPA of 2.75; this must be maintained throughout the program;
- pass the reading, writing, and mathematics sections of the Pre-Professional Skills Test (PPST) also known as Praxis I or the California Basic Skills Test (CBST);
- have completed EDU 202 with a grade of C or better;
- complete an application form for Admission to Teacher Education;
- request two letters of recommendation from individuals qualified to evaluate the potential of the applicant for employment as a professional educator. Have each letter sealed in an envelope marked "letter of recommendation for X (your name)" and returned to you for submission with your application.
- submit a 3-5 page essay that discusses your beliefs about the purpose of public education and how the complex issues facing secondary educators are going to affect you as a teacher. You can find further instructions on this in the application packet and in ED"U 202.

Pre-Professional Skills Tests (called PPST or Praxis I) and California Basic Skills Test (CBST)

All teachers in Nevada are required to demonstrate mastery of basic skills in reading, writing, and mathematics. The Pre-Professional Skills Test is used by the Nevada Department of Education for this purpose. The Department also accepts the California Basic Education Skills Test (CBST). Students seeking licensure through UNR programs are expected to take and achieve passing scores on one of these tests prior to acceptance into teacher education. Scores must be on file in the College of Education Student Advisement Center. Those who will seek teaching positions in California should take the CBEST instead of the PPST.

Test information for the PPST (written form) may be obtained online at www.ets.org or from the College of Education Advisement Center, room 2005. Computerized versions of the test are administered at the Sylvan Learning Center; call 1-800-853-6773 to schedule an exam date/time. Information on the CBEST is available at the CBEST website at www.cbest.nesinc.com and in the Advisement Center. Preparation materials and practice exams are available in the Learning Resource Center, WRB 1021.

PPST Passing scores: Reading 174, Writing 172, Mathematics 172.

Obtain a Substitute License in Nevada

Students are encouraged to obtain a Nevada substitute teacher's license as soon as they are qualified to do so. Presently, one must have earned 62 college credits and have taken at least two courses in education to be eligible for the license. The substitute's license must be obtained before a student can be placed for internship (student teaching) in public schools. Obtaining a substitute's license will make the process of applying for a teaching credential in Nevada easier. Fingerprinting and background checks required for the substitute's license are used for regular licensing. The application form for the substitute's license explains fingerprinting and background check procedures. Students who will not teach in Nevada may choose to have fingerprinting and a background check completed through a local police department. An arrest and conviction, depending on the severity of the case, may disqualify an applicant from obtaining a substitute's license. For more information about obtaining a substitute license contact the Nevada State Department of Education in Carson City or use the Department of Education website at <http://www.doe.nv.gov/>

The Internship

Internship prepares students for teacher licensure in the State of Nevada. Therefore, students are expected to complete an internship placement in a public school setting. Students who wish to have an internship placement outside of Washoe County must have the approval of the Secondary Education faculty and an appropriate placement must be found. Students requesting such a placement must complete an additional form that can be obtained from the Office of Field Experiences (WRB 2004).

All students must teach in their major area during the internship. Secondary majors who have a minor in special education and wish to obtain a license in that area must also complete an internship in a Special Education setting. Students pursuing the special education certification will complete a 10-week internship in the major teaching area and 10 weeks in Special Education.

Application for the Supervised Internship

Application for the Supervised Internship must be completed during the semester prior to the internship semester. Applications for a FALL semester internship are typically due in mid-February and for a SPRING semester internship in mid-September. The application form is available at a Mandatory First Step meeting at the beginning of each semester hosted by the Office of Field Experiences.

Criteria for approval for the Internship include:

1. Complete ALL requirements for graduation as shown on the DARS;

2. Achieve a satisfactory rating on all performance assessments, including Portfolio I
3. Hold a valid substitute teacher's license in Nevada. Students interning in Washoe County only must be hired as a substitute teacher in WCSD and be on "active status" prior to internship.
4. Students who will not teach in Nevada must have a current Nevada substitute license or a substitute license in the state in which they want to intern. Students who are not US citizens may acquire a Nevada substitute license only if they are in permanent resident status. Non-permanent resident aliens must contact the Director of Field Experience. These processes must be completed prior to approval for an internship placement
5. Have the approval of the Secondary Education Program faculty that, in their professional judgment, the candidate is ready for internship.

Portfolios are required for admittance to student teaching and to pass student teaching. Portfolio I is to be submitted when making application to student teaching, and Portfolio II, based on artifacts, to be called student work samples, accumulated during student teaching, must be submitted at the completion of student teaching.

Submission of Portfolio I

In the semester before internship, Secondary Education majors will complete and submit a portfolio of accumulated work with explanatory pieces in order to advance to internship. Students are advised to keep files of high-quality course assignments and exams from throughout their program. A successful portfolio serves as one piece of evidence that the candidate has made significant progress in developing knowledge, dispositions, and performances required of new teachers. Guidelines for Portfolio I may be found in the *Performance Assessment Guide* obtained in the Department of Curriculum, Teaching, and Learning (WRB 3100) or online at <http://www.unr.edu/educ/ctl> then under downloads.

Submission of Performance Portfolio II

Portfolio II contains the Student Learning Sample, observation by the lead teacher and university supervisor, as well as mid-term and final evaluations from the Internship. Information concerning the Student Learning Sample is available in a separate handbook. Portfolio II provides the opportunity for the candidate to demonstrate the competencies required of an effective beginning teacher. Each candidate must achieve ratings of proficient or higher in all required competencies.

Graduation and Licensing

Application for Graduation

Applications for graduation (the University graduation application is obtained from the Cashier's Office) should be completed and returned to the Advisement Center.

In order to graduate with a bachelor's degree, a student must:

- Complete a minimum of 128 credits of college course work, **with at least 40 credits at the 300 and 400 level;**
- Meet all the requirements of the University CORE curriculum;
- Meet all of the requirements of the secondary education program; and
- Have a minimum overall GPA of 2.75, a major GPA of 2.5, and an education GPA of 2.75.

Application for a Teaching License

The teaching license is granted by the Nevada Department of Education in Carson City, Nevada. It is the responsibility of the student to obtain the application form from the Nevada State Department of Education, arrange for forwarding the required documentation (official transcripts, PPST scores, Praxis II scores) and pay the applicable fees to receive the teaching license. The University does **not** grant the license. The College of Education is responsible for *recommending* students for licensure to the State Department of Education who have successfully

completed all program requirements.

Praxis II. Under the “No Child Left Behind” Act, fully qualified teachers are those individuals who hold an appropriate clear Nevada teaching license. A clear license requires that all requirements are complete including passage of appropriate Praxis II exams. Beginning in the 2002-03 school year, Title I schools are required to hire only qualified teachers. By the end of the 2005-06 school year, all schools will be required to disseminate to the parents and the public, information on the number of teachers who are not fully qualified who are working at each school.

In the College of Education, we anticipate that school districts will become increasingly hesitant to hire any teachers who do not have a clear license. Beginning in the fall semester of 2003, students must pass the internship with a grade of Satisfactory and pass the required state licensing Praxis II exams before a notice of Program Completion will be sent to the Teacher Licensure Office of the Nevada Department of Education. Elementary and Special Education majors will be eligible for graduation as long as they earn a grade of Satisfactory for their internship, but they will not be considered a program completer with a notice of completion sent to the Nevada Department of Education until they pass all required Praxis II exams.

While the specific test requirements for secondary teachers change on occasion, secondary education majors can expect to take:

- A subject specific pedagogy test for the teaching major or, if no specific pedagogy test is identified, the Principles of Teaching and Learning, 7-12.
- Content knowledge test(s) for the teaching major.

Teacher candidates should consult the list of exams required by Nevada Dept of Education online at <http://www.doe.nv.gov/licensing/> then under Application Forms. Registration for the Praxis II tests is done online at www.ets.org/praxis

TEACHING MAJORS AND MINORS

- The sequence of courses for teaching majors and minors has been developed by the College of Education in conjunction with the departments or colleges offering the courses.
- Documents describing requirements for each major and minor are available in the office of the Department of Curriculum and Instruction and the Student Advising Center.
- Substitutions, transfers, and/or waivers for required courses in majors and minors must be approved by the Department of Curriculum, Teaching, and Learning.

The following major and minor teaching fields are offered:

MAJOR AND MINOR FIELDS:	MINOR FIELDS ONLY:
Agriculture Art Biology Business Education Chemistry Earth Science English Foreign Languages: German French Italian Spanish General Science Health Education History Family and Consumer Science Industrial Education: Industrial Arts Trade & Industrial Education Journalism Mathematics Music Physical Science Physics Political Science Social Studies Speech Technology Education Theatre	Anthropology Computers in Education Earth Science Economics English as a Second Language Geography Geology Psychology Special Education Sociology

Major sheets showing the courses required in each major are available in the Student Advisement Center and online at www.unr.edu/educ/ac/tchr_ed.html

B.A. – General Education & Core Curriculum

*Core Curriculum requirement

English – 6 credits	Fine Arts – 3 credits
*ENG 101 (3) _____	*Fine Arts Core (3) _____
*ENG 102 (3) _____	

Core Humanities – 9 credits	Social Sciences – 3 credits
*CH 201 (3) _____	*Core Social Science (3) _____
*CH 202 (3) _____	APEC 100, 202; ANTH 101, 201-202, ECON 102-103; GEOG 106, 200;
*CH 203 (3) _____	PSC 101, 211, 231; PSY 101; SOC 101; WS 101
Note: Eng 102 is prerequisite to CH 201 CH 201 is prerequisite to 202 & 203	

Core Mathematics – 3-6 credits	Core Science – 6 credits
*Core Math () _____	*Core A (3) _____
*Core Math () _____	*Core A or B (3) _____
Math 120, 128, 176, 181, 126 & 152, 126 & APST 270, or 126 & 127	Note: Must have at least one Core A science to satisfy Core Curriculum requirement

Capstone Courses – 6 credits	
* EDUC 411 (3) Sociocultural Contexts in Education (Included in major)	*General Capstone (3) _____

Foreign Language – 0 to 14 credits (see advisor for approved options)
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Electives – to equal 128 credits required for graduation, including 64 credits required from 4 year schools.
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B.S. – General Education & Core Curriculum

*Core Curriculum requirement

English – 6 credits	Fine Arts – 3 credits
*ENG 101 (3) _____	*Fine Arts Core (3) _____
*ENG 102 (3) _____	

Core Humanities – 9 credits	Social Sciences – 3 credits
*CH 201 (3) _____	*Core Social Science (3) _____
*CH 202 (3) _____	APEC 100, 202; ANTH 101, 201-202, ECON 102-103; GEOG 106, 200;
*CH 203 (3) _____	PSC 101, 211, 231; PSY 101; SOC 101; WS 101
Note: ENG 102 is prerequisite to CH 201 CH 201 is prerequisite to 202 & 203	

Science and Mathematics – minimum of 16 credits

Physical Science (6-7)	Life Science (6-7)
* _____ _____	* _____ _____
Core A – CHEM 100, 121, or 201; PHYS 100, 151+151L, or 180+180L; GEOLOG 100, 101+103	Core A – BIO 100, 191-192 Core B – ENV 100 Note: All science courses must be chosen from Core A with the exception of ENV 100.

Core Math
*() _____
*() _____
Math 128, 176, 181, 126 & 152, 126 & APST 270, or 126 & 127 NOTE: Math 128 or above is prerequisite or co-requisite to most Core A sciences

Capstone Courses – 6 credits

*EDUC 411 Sociocultural Contexts in Education (3) (included in major)	* General Capstone (3) _____
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Electives – to equal 128 credits required for graduation, including 64 credits required from 4 year schools.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Education Courses Open to Pre-Majors – 18 credits

EDU 202 Intro Sec Ed (3) _____
Prerequisite for admission to Secondary Teacher Education

EPY 330 Ed Psych (3) _____

EDU 214 Pre Teach Use Tech (3) _____

EDRL 451 Read/Write in Sec Sch (3) _____

EL 401 Law & Ethics for Tchrs (3) _____

EDRL 473 Mthds/Eng Lang Lnrs (3) _____

Education Courses Open to Admitted Majors Only – 15 credits

EDSC 321 Sec Pedagogy I (3) _____
Prerequisite EDU 202

EDSP 411 Stds Dis Gen Ed (3) _____

EDSC 404 Sec Pedagogy II (3) _____
Prerequisite EDSC 321

ED__ 4__ Major Mthds (3) _____
Prerequisite or co-requisite EDSC 404

This Methods course should correspond with your teaching major.

Must earn a C or better; may retake only once.

EDUC 411 SocCult Cntxts in Ed (3) _____
(Capstone)

Internship – 12 credits

CTL 699b Supervised Internship in Secondary Education (12)
Prerequisite: Completion of Bachelor's degree

Students graduating from a program outside the College of Education **MUST** take **EDUC 411** as part of licensure requirements (regardless of having completed UNR Capstone requirements via other courses).

Suggested Sequence of Courses: B.A.

First Year	Second Year
<p>ENG 101 & 102</p> <p>Core Math (prerequisite to most science courses)</p> <p>Core Fine Arts</p> <p>Core Social Science</p> <p>Foreign Language 111 & 112</p> <p>EDU 214</p> <p>Teaching Major – 3-6 credits</p>	<p>Pass PPST or CBEST Apply for Admission to Teacher Education (Oct 1 or Mar 1)</p> <p>CH 201 (Prerequisite: ENG 102)</p> <p>CH 202 or 203 (Prerequisite: CH 201)</p> <p>Foreign Language 211 & 212</p> <p>EDU 202 – (required for admission to teacher education)</p> <p>Core Science: Group A - (prerequisite: Core Math)</p> <p>Core Science: Group A or B - (prerequisite: Core Math)</p> <p>Teaching major – 6-9 credits</p>
Third Year	Fourth Year
<p>CH 202 or 203 (Prerequisite: CH 201)</p> <p>EDRL 451 Reading & Writing in the Secondary Schools</p> <p>EDRL 473 Methods for Adol & Adult English Language Learners</p> <p>EPY 330b</p> <p>Teaching Major – 21 credits</p> <p>EDSC 321 (Admission to teacher education required)</p>	<p>Apply for Internship, Apply for Graduation</p> <p>Core Capstones – 6 credits</p> <ul style="list-style-type: none"> • EDUC 411 (3 cr) (Prerequisites: Admission to teacher ed and all Core courses) • Additional General or Major Capstone (3 cr) <p>EDSP 411 (meets Core Diversity requirement)</p> <p>EDSC 404 (prerequisite: EDSC 321)</p> <p>ED__ 4__ Methods in the Teaching Major (Prerequisite or co-requisite: EDSC 404)</p> <p>EL 401</p> <p>Remaining Teaching Major and/or elective credits</p>
<p>Post-BA Internship – CTL 699b (12 credits) (graduate tuition fees)</p>	

Suggested Sequence of Courses: B.S.

First Year	Second Year
<p>ENG 101 & 102</p> <p>Core Math (3-5 credits) (prerequisite to most science courses)</p> <p>Core Fine Arts</p> <p>Core Social Science</p> <p>Life Science – (Prerequisite: Core Math) BIO 100, 191-192 (BIO 190 prerequisite), or ENV 100</p> <p>EDU 214</p> <p>Teaching Major – 3 credits</p>	<p>Pass PPST or CBEST Apply for Admission to Teacher Education (Oct 1 or Mar 1)</p> <p>CH 201 (Prerequisite: ENG 102)</p> <p>CH 202 or 203 (Prerequisite: CH 201)</p> <p>Additional life science – BIO 100, 191-192, or ENV 100</p> <p>Physical Science – 6-8 cr (Prerequisite: Core Math) CHEM 100, 121, 201; PHYS 100, 151-15151L, 180-180L; GEOL 100, or 101-103</p> <p>EDU202 – (required for admission to teacher education)</p> <p>Teaching major – 6 credits</p>

Third Year	Fourth Year
<p>CH 202 or 203 (Prerequisite: CH 201)</p> <p>EDRL 451 Reading & Writing in the Secondary Schools</p> <p>EDRL 473 Methods for Adol & Adult English Language Learners</p> <p>EPY 330b</p> <p>Teaching Major – 21 credits</p> <p>EDSC 321 (Admission to teacher education required)</p>	<p>Apply for Internship, Apply for Graduation</p> <p>Core Capstones – 6 credits</p> <ul style="list-style-type: none"> • EDUC 411 (3cr) (Prerequisites: Admission to teacher ed and all Core courses) • Additional General or Major Capstone (3cr) <p>EDSP 411 (meets Core Diversity requirement)</p> <p>EDSC 404 (prerequisite: EDSC 321)</p> <p>ED__ 4__ Methods in the Teaching Major (Prerequisite or co-requisite: EDSC 404)</p> <p>EL 401</p> <p>Remaining Teaching Major and/or elective credits</p>

<p>Post-BS Internship – CTL 669b (12 credits)</p>
