

# SECTION B

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## ADVISING OVERVIEW

The Certification Officer serves as the post-baccalaureate advisor and is dedicated to facilitating the completion of the teacher candidate's certification program. The advisor's office is located in BEP 247H and is open from 8:00 am—5:00 pm daily during University hours.

### How do I contact my advisor?

- Contact information:
  - + Virginia Fender
    - Office: BEP 247H.
    - Phone number: 903-566-7053.
    - Email address: [gfender@uttyler.edu](mailto:gfender@uttyler.edu)
  - or
  - + Certification Assistant: Cynthia Harris
    - Email address: [charris@uttyler.edu](mailto:charris@uttyler.edu)

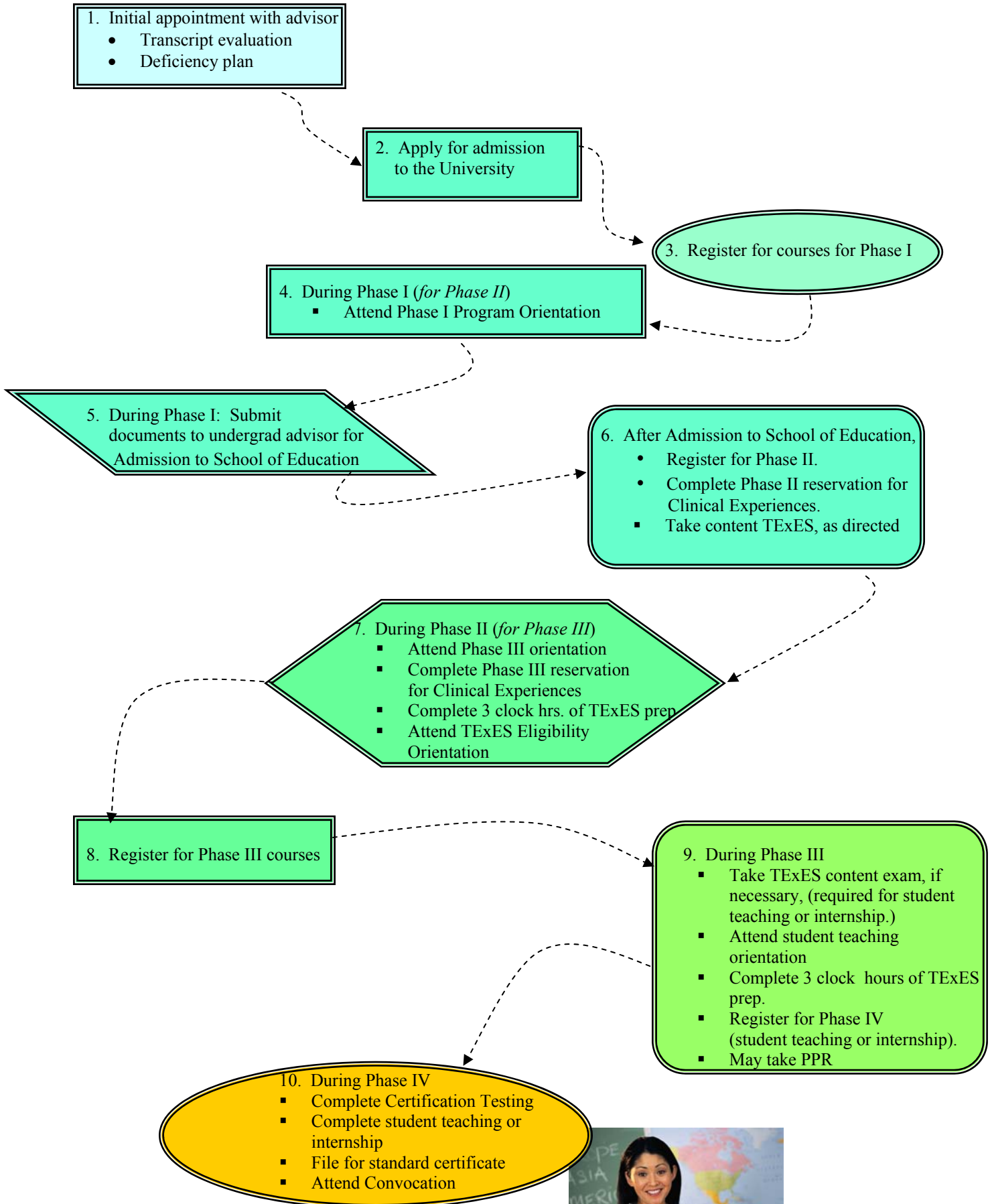
Students are strongly encouraged to contact the advisor at least once each semester for updates and program progress, preferably before registration for the following semester begins. (See flow-chart, B-2)

**Financial Aid:** Questions about financial aid should be addressed to the Financial Aid Office in the Administration Building (ADM 215; 903-566-7180).

If you plan to teach in a “high need” field, as defined by the State and Federal governments, you may be eligible for a TEACH Grant. Information about this grant is available at <http://studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp>. After you have read all of the material at this site and its links, you can complete the Agreement to Serve (also available at this site) and submit it to the Financial Aid Office.

Other Loan Forgiveness Programs can be found at <http://www.tea.state.tx.us/loan.aspx>.

## Overview: Advising Flowchart for EC-6 Certification



## REQUIREMENTS FOR ADMISSION TO THE SCHOOL OF EDUCATION

Students should apply for admission to the School of Education (SOE) during the semester in which they will complete the professional education coursework in Phase I.

**If you are local: MAKE AN APPOINTMENT WITH THE EDUCATION ADVISOR, MS. FERRELL, TO TURN IN YOUR PAPERWORK FOR ADMISSION.**

**If you are out of area: FAX YOUR PACKET OF INFORMATION, INCLUDING THE ADMISSION APPLICATION (B-4&5), TO MS. FERRELL AT 903-565-5819**

### Requirements:

1. Attend a Phase I orientation. (Phase I instructors will inform students when this will be held.)
2. Complete a successful Admission Interview prior to application to the SOE. Contact Michael Giordano for an interview schedule: [mgiordano@uttyler.edu](mailto:mgiordano@uttyler.edu).
3. Complete an admission application. The application is available online (<http://tinyurl.com/9lt4wmk>) or in this section of your School of Education Post-Baccalaureate Handbook. (B-4 & 5) Submit the **completed** packet rather than one item at a time by fax, 903-565-5819 or make an appointment with Ms. Ferrell to submit the packet.
4. Provide evidence of negative tuberculosis (TB) test results. The test must have been taken within one year of the date of application for admission to the program. This is available for free with your student ID card at the University Health Clinic, 903-939-7870 or you may use your personal physician.
5. Pay \$100.00 for admission to the SOE (the fee is paid in the Cashier's Office, ADM 125) and submit a copy of the **receipt** with your application packet. **PROGRAM ADMISSION FEE IS NON-REFUNDABLE.**
6. Provide **evidence** of satisfactory scores on one of these acceptable basic skills tests:

<b>THEA/TASP</b>	Minimum of 240 on each section—reading, mathematics, and writing
<b>Accuplacer*</b>	Minimum of 82 in reading and mathematics; 6 in writing
<b>ACT</b>	Composite score of 24 with minimum of 22 on the English, mathematics, and writing tests
<b>SAT</b>	Minimum of 550 on the critical reading (verbal), mathematics, and writing tests
<b>GRE</b>	Contact Ms. Ferrell for required scores

*\*For Accuplacer information contact the testing center at 903-565-5693 in UC 3160.*
7. Hold the minimum of a baccalaureate degree from an accredited college or university, with an overall GPA of at least 2.5 on a 4.0 scale.
8. **Print, sign, and submit** the Handbook Agreement form: <http://tinyurl.com/9hxm7rn>. (See Section A-2)

### Process:

1. Submit the **application** and *copies* of your **deficiency plan**, the **TB results**, a copy of the **receipt**, the **Handbook Agreement form**, and the **test scores** to the undergraduate education advisor (BEP 247F; fax: 903-565-5819).
2. **Important:** Maintain a copy of all submitted documents.
3. **Important:** You will receive a copy of your admission to the SOE. It is an important document and should be kept with other important SOE documentation.

**Note: Admission to the School of Education is required in order to enroll in any professional education coursework beyond Phase I. There are no exceptions to this policy.**



**III. DISCLOSURE AND PRIVACY STATEMENTS**

- A. **\*Disclosure statement:** Disclosure of your Social Security Number ("SSN") is requested from you in order for The University of Texas at Tyler to provide the number to the State Board for Educator Certification (SBEC) as mandated by SBEC internal rules. Your social security number will be used by the SBEC in order to process applicant certification. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN may, however, result in your inability to complete certification requirements for Texas educators. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.
- B. **Privacy statement:** With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

**IV. CERTIFICATION**

- A. A candidate for the teaching profession who has any grade below a C in her or his degree or deficiency plan is not eligible to be recommended for teacher certification.
- B. Students should record the date of their admission to the School of Education in a permanent and accessible location. **They will be required to provide this date when they complete a TExES/ExCET registration form for the Office of Teacher Certification.**

**I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTOOD ALL OF THE ABOVE INFORMATION (Items I, II, III, and IV)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date (mmddyyyy)

\_\_\_\_\_  
Driver's License ID #

\_\_\_\_\_  
Issuing State

***FOR OFFICE USE ONLY***

<input type="checkbox"/> THEA/TASP	<input type="checkbox"/> Accuplacer	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> Handbook
Reading _____			<input type="checkbox"/> Receipt
Math _____			<input type="checkbox"/> TB test
Writing _____			<input type="checkbox"/> Degree Plan
Hours _____			<input type="checkbox"/> Post-Bac Plan
GPA _____			<input type="checkbox"/> 48 hours
			<input type="checkbox"/> 2.5 GPA
			<input type="checkbox"/> Interview Approv.
Date Admitted _____			

## Phase I Overview

1. See Advisor
2. Register for Phase I education classes

EC-6 courses
Phase I
<ul style="list-style-type: none"><li>○ EDUC 1301<sup>†</sup></li><li>○ EDUC 2301</li><li>○ EDUC 3312</li><li>○ EDUC 3313</li><li>○ EPSY 3330</li><li>○ READ 4350</li></ul>

<sup>†</sup>Denotes a course that will require clinical experience. The site for field experience will be assigned by the Office of Clinical Experiences. The assignment for clinical experience will be assigned by the course instructor.

3. During Phase I
  - a. Attend Phase I orientation offered early in the semester. *(TBA: Check the lobby monitor and the Blackboard Community regularly for this information.)*
  - b. Apply for admission to the School of Education *(See B-3-5)*
  - c. TEA Account: Approximately one (1) month after applying, open the TEA webpage ([www.tea.state.tx.us](http://www.tea.state.tx.us)) and create a TEA personal account *(see Educator Login/Account Setup at website)*.
    - i. Check the information in your personal account: name, SSN, contact information. *It is important to keep this updated throughout your career! Also important: **Your name must appear exactly as it appears on your valid state ID.***
    - ii. Note your TEA number. This will be necessary for all future communication with the Texas Education Agency.
  - d. During the last Phase I courses, submit the reservation for Phase II clinicals to the Office of Clinical Experiences, BEP 247G. *(See B-21) . (Please adhere to established SOE deadlines: Lobby Monitor, SOE Facebook page, and Blackboard Organization.)*
  - e. Complete clinical experience observations. *(Assigned schools and dates for observations are made by the Office of Clinical Experiences in conjunction with school districts in the UT Tyler area. Complete information is on pp. B-9-11.)*

*Even if you are employed as a teacher of record, you must do these observations; they can be completed during planning time, take a business day, etc.*

- i. Phase I courses require that the teacher candidates observe in an elementary, a middle school, and a high school classroom.

- ii. Candidates will make reservations for field experience observations\*. (*See sample form, B-16-17*).
- iii. Candidates will submit a UT Tyler Criminal History Record Information form to the OCE for criminal history background check prior to going into the schools. (*See additional information on B-13.*)
- iv. The Office of Clinical Experiences (OCE) will place the teacher candidates in classrooms for these initial observations and clinical experiences. (*See additional information on B-9-11.*)
- v. Candidates will complete a Time Log (*See sample on pp. B-18-19.*)
- vi. Submit the Time Log to the OCE by the published deadline\*.

**\* Failure to meet submission deadlines will result in a late fee.  
No late reservations will be accepted after requests have been sent to the districts.**

- f. Adhere to the Attendance Policy adopted by the Phase I team:
  - i. Class 1 Day per week: 2 absences
  - ii. Class 2 Days per week: 4 absences
  - iii. Class 3 Days per week: 6 absences

★ If you miss the above number of class periods, you will need to make an appointment with the instructor for a Disposition Conference. More absences will result in the completion of a Disposition Assessment Form by the instructor and may result in lowering your final grade by one letter grade.

★ Students who receive three or more Disposition Assessment Forms during the course of his/her study in the educator preparation program, may be dismissed from the program.
- g. Complete assessments satisfactorily for transition to Phase II.
  - Dispositions Assessment
  - All grades for certification (pedagogy and content) must be “C” or above.
  - GPA must remain a 2.5 or better to progress to the next Phase.
  - GPA—To compute the GPA, add the number of grade points earned to date. This becomes the numerator of a fraction.  
Add the number of hours *attempted* to date. Include *all* hours on transcript(s). This becomes the denominator of a fraction.  
Divide the numerator by the denominator to determine the overall GPA.
  - Phase I Benchmarks must be satisfactorily completed prior to Phase II
  - The online Supervisor Survey must be completed.

Phase I Benchmarks EC-6: must be met prior to moving to Phase II.

Course Number	Course Title (short)	Benchmark / Assessment
Prior to admission to SOE		THEA or equivalent basic skills exam, GPA
EDUC 4321	Integrating Technology	Technology Portfolio*

\*Students will be completing the technology portfolio throughout the program.





## Blackboard

Blackboard is the Web-based course management system used for the online STEP classes. It is also used to enhance communication within your courses and within the School of Education. Blackboard serves to make education immediate and direct.

**Module/Course-related Blackboard:** The instructor in each of your online modules and courses will inform you about how Blackboard is to be used. Any course may have:

- Syllabus: Your instructor will make the course syllabus available in Blackboard;
- Discussion Board: Your instructor will use Blackboard to provide an opportunity to hold online discussions;
- Documents: Your instructor will distribute course materials through Blackboard;
- Quizzes: Your instructor may choose to have quizzes administered online through Blackboard;
- Other: Your instructor may use Blackboard in other ways to enhance learning and communication within the class.

**My Organizations:** The tab at the top of the Blackboard page that says “My Organizations” will be critical in keeping you apprised of upcoming deadlines and any other news important to your progress through the teacher preparation program. Two important organizations for the School of Education, and therefore, teacher preparation are:

- Education – Clinical Experiences
- Education – Certification Information

Information and announcements will appear in these organizations; so, it is important to check this section of Blackboard regularly.

**To access Blackboard,** begin at the home page for [The University of Texas at Tyler](#),

- Click on UT Tyler Logins in the top section of the web page.
- Click on [Blackboard](#) (under [UT Tyler Logins](#))
- Using your User Name and Password for UT Tyler, log in.
- To access any module or course you are taking, click on the name of the module or course you want (listed under [My Courses](#)).
- To enroll in and then access your organizations, click on the “My Organizations” tab at the top right of the page.
  - Click on Academic Interest in the **Organization Catalog** on the right of the page.
  - Scroll to EDUCATION\_CLINICAL\_EXPERIENCES
  - Hover over the name of the organization, and click on “Enroll” when the down arrow and dropdown box appear.
  - Be sure to click “Submit” on the next page. This will take you to the Announcement page of the organization.
  - Repeat this process for EDUCATION\_CERTIFICATION INFORMATION.
  - For assistance, contact [IT support](#) or their help desk at 903-565-5850.


## CLINICAL EXPERIENCES INTRODUCTION

### for EC-6 Certification

**In all phases of the program, students will receive important and time-sensitive information via their UT Tyler Patriot email account. You MUST check your Patriot email account on a frequent and regular basis in order to stay informed.**


Field experience is an integral part of every education course at The University of Texas at Tyler. Each semester's clinical experience builds on prior clinical experiences and includes observation and planning for individual tutoring, working with small groups, and working with the entire class. The Office of Clinical Experiences (OCE) processes all reservations for clinical experiences and works with the school districts designated by the School of Education to find an appropriate clinical experience placement. The assignment of teacher candidates requires a working relationship with public schools willing to cooperate with the university in preparing teachers. The university and the cooperating school have the joint responsibility for the quality of clinical experiences during Phases II, III, and IV.

All forms required for clinical experiences are available on the Blackboard Organization: Education-Clinical Experiences.


 **Phase I courses** require that the teacher candidates observe in an elementary, a middle school, and a high school classroom.

- Candidates enrolled in Phase I courses will complete a field experience reservation form during the first week of classes. (*See Section B-16-17*)
  - Should the student fail to do so by the deadline, a late fee will be assessed.
  - After placement requests have been sent to the school districts, no late reservations will be accepted.
  - Students who fail to submit field reservations and complete Phase I will receive a failing grade for the course and be forced to repeat it in order to progress to Phase II.
- Candidates will complete the appropriate criminal background check forms.. (*Forms are on the Blackboard Organization: Education-Clinical Experience, in the Phase I section.*)
- The OCE in collaboration with cooperating school districts places the candidates in classrooms for these initial observations.
  - **Note:** *Although the OCE will attempt to honor requests for placements at the individual's first-choice school district, we cannot guarantee that this will always be possible. Every effort will be made to assign the candidate to a school district within a reasonable driving distance of the candidate's first choice.*
  - *According to the policy established by the School of Education, the OCE will not place students in districts where closely related family members attend or work.*
  - *The OCE does not make specific requests to the districts for a particular campus or teacher. This decision is made by the school district in consultation with their faculty.*
- Field experience assignments will be made by mid-October in the Fall semester and by mid-March in the Spring semester.


- Students are required to make contact with their assigned teachers by the published deadline. Should a student fail to make contact with his/her assigned teacher(s) by the deadline, the OCE will not make other arrangements. **Failure to complete an assigned field experience will result in a failing grade for the course.**
- Students will complete a Time Log for Phase I field experience (*See Section B-18-19 for this form.*) The Time Log is used to record the assigned field experience hours. It is a legal contract between the candidate and the School of Education. *False information can lead to legal action, including suspension.*
  - Candidates participating in Phase I field experience will record the visit (time in and time out) at the end of the visit.
  - The cooperating teacher should be asked to initial the Time Log at the end of each visit.
  - Upon completion of the assigned field hours, the student will provide his/her assigned teacher(s) the Time Log for their signatures.
  - Cooperating teachers are notified by the OCE of the timeframe for observations and the deadline for submission of the Time Log.
  - Submission deadlines for the Time Log are final. Extensions are not given.
  - Phase I students will be evaluated by the school district personnel to whom they have been assigned. (*See B-20*)


 **Phase II courses** require the students to observe, fulfill some limited teaching requirements, and in general, serve the assigned teacher as a teaching assistant in his/her class, working with individuals and small groups as needed.

- Each student will complete a reservation form for Phase II during Phase I.
- Clinical experiences are completed in an appropriate public school setting with a certified teacher and under the supervision of UT Tyler clinical faculty.
  - Feedback/evaluation will be given by the clinical faculty and by the mentor teachers. (*See Clinical Observation Rubric [COR], C-8-9*)

 **Phase III courses** will allow students to continue as a teaching assistant in the classroom working with individuals, small groups, and whole group instruction.

- Specific teaching requirements—what is taught, how it is taught, etc.—will be designated by the clinical faculty and the mentor teacher.
  - Feedback/evaluation will be given by the clinical faculty and by the mentor teacher. . (*See Clinical Observation Rubric [COR], D-3-4*)

 **Note: Post-baccalaureate students may take Phases II & III together if the schedule permits. See advisor for clarification.**

 **Phase IV, Student Teaching or Internship,** is the final teaching experience in the formal preparation of teachers. It represents the culmination of the collaborative effort of multiple educators engaged in preparing highly qualified practitioners for entry into the teaching profession.

- During Phase III, all Phase III students will make a reservation to student teach during the student teaching orientation on the published date. (*See reservation form, D-5-7*)

- Completion of all professional education courses (Phases I, II, and III) is required for enrollment in student teaching or the internship. **Any requests for exceptions to this or any other requirement must be submitted on an official appeal form at least one semester prior to student teaching.** (See form, A-24)
- Assignments for Phase IV are made through the OCE in cooperation with designated school districts.
- During the student teaching semester, students spend **the full university semester** in one or more assigned classrooms, engaged in teaching. No part-time student teaching is allowed.
- Job placements for those wishing to do an internship are the responsibility of the teacher candidate. **Important:** *The position for which the candidate applies must:*
  - *Be in the content area for which the candidate has prepared—Note: classes taught outside the content area are not permitted;*
  - *Be within the grade range for which the candidate has prepared—Note: classes taught outside the grade range of the certificate are not permitted;*
  - *Be in a school district that is accredited by TEA.*
  - *Be full time. Part time employment cannot be accepted.*
- During the year of an internship, the intern has full “teacher of record” rights and responsibilities. A University Supervisor and a District Mentor will support the intern throughout the first year of teaching.

**For students who take EDUC 5115** instead of the Phases II and III clinical experiences:

- The clinical experiences assignment is made through the OCE.
- EDUC 5115 must be completed prior to internship or student teaching.
- There are two formal observations during this course. (See COR, D-3-4)
- See the instructor of EDUC 5115 for course requirements.

Deadlines for Clinical Reservations should be strictly followed. In the event that a late reservation is submitted, there is a \$35 non-refundable late fee. HOWEVER,

- Absolutely no late reservations for Phases II or III will be accepted after the deadline.
- Absolutely no late reservations for Phases I or IV will be accepted after requests for placements have been sent to the school district.

## CRIMINAL HISTORY BACKGROUND CHECKS

**The School of Education reserves the right to deny or revoke admission to the School of Education program to any individual who has been convicted, received probation, or received deferred adjudication of crimes that involve violence or crimes against children.**

### ***Prior to the first clinical experience:***

A teacher candidate who has ever had an arrest that resulted in deferred adjudication, probation, or a conviction should be aware of the possible consequences related to the offense. If there are questions, he/she may contact the Certification Officer to discuss the potential ramifications.

More information is available at the TEA website:

[www.tea.state.tx.us](http://www.tea.state.tx.us) > **Educator Certification** > [Investigations and Criminal Background Status](#)

### ***During Clinical Experiences for Phases I-IV:***

In 2007, the Texas legislature passed a law (Senate Bill 9) requiring individuals working on public school campuses to submit to a criminal history check; therefore, throughout Phase I-IV all students are required to submit to a criminal history background check prior to going onto an EC-12 campus. (See Section C-16) The candidate's name will be submitted to the school district that will host him/her during the clinical experience. The district will do a *state* criminal history check. *Students are ineligible to participate in clinical field experiences without this clearance.*

### ***Application for Certification:***

At the time of application for the Standard Texas Teaching certificate, each applicant will submit his/her fingerprints to the Texas Education Agency for a criminal history check by the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). Although the Agency is most interested in offenders who have committed crimes of violence or crimes against children, it is important to know that TEA reserves the right to deny certification to anyone deemed unfit to teach.

### ***In case of a prior infraction:***

TEA has an office dedicated to criminal history evaluations *prior* to the certification application. The teacher candidate may inquire about his/her personal criminal history early in the program to "get an idea" of the consequence of this history on his /her certification.

- There is a \$150.00 fee.
- It requires that *all* court case information be submitted, including:
  - The date
  - The charge
  - The adjudication
  - The disposition of the adjudication
- The results of this information depends totally on full disclosure by the applicant.
- More information is available at this TEA site, [www.tea.state.tx.us](http://www.tea.state.tx.us).



**TYLER INDEPENDENT SCHOOL DISTRICT  
Criminal History Record Information**

**TO BE COMPLETED BY ALL APPLICANTS AND VOLUNTEERS**

By completing this form I understand that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and the Safe Schools website and will be based on the name and DOB information I supply.

Tyler ISD is not allowed to discuss any information obtained from the name and DOB search; therefore, in cases of misidentification, Tyler ISD may offer the applicant or volunteer the opportunity to have a fingerprint search performed. I may choose to have a fingerprint search performed to clear up any questionable results that I believe are not connected to me in any manner.

In the event that I choose to complete a fingerprint search, I will submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety Automated Fingerprint Identification System. I am aware that for this process to be complete, I must:

- Obtain a correct fingerprinting (FAST) form
- Make an on-line appointment
- Submit a full and complete set of my fingerprints
- Pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and Tyler ISD receives the data from the DPS, the information on my fingerprint criminal history record may be discussed with me.

Please print the information requested below.

Name \_\_\_\_\_  
Last First Middle Maiden

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Sex:  Male  Female Ethnicity:  Black  Hispanic  White  Other

Address: \_\_\_\_\_  
\_\_\_\_\_

Previous counties/states of residence or employment:  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>Check and initial each applicable space:</b>	<b>TISD USE ONLY</b>
CCH Report Printed <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> initial
Purpose of CCH: _____	
<input type="checkbox"/> Hired <input type="checkbox"/> Not Hired	<input type="checkbox"/> initial
Date Printed: _____ / _____ / _____	<input type="checkbox"/> initial
Destroyed Date: _____ / _____ / _____	<input type="checkbox"/> Initial
<i>retain in your files</i>	

## DPS Computerized Criminal History (CCH) Verification (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b>		
<b>Check and Initial each Applicable Space</b>		
<b>CCH Report Printed:</b>		
YES _____	NO _____	_____ initial
<b>Purpose of CCH:</b> _____		
Hired _____	Not Hired _____	_____ initial
<b>Date Printed:</b> _____		_____ initial
<b>Destroyed Date:</b> _____		_____ initial
<b>Retain in your files</b>		



THE UNIVERSITY OF TEXAS AT TYLER  
RESERVATION FOR PHASE I FIELD EXPERIENCE  
SCHOOL OF EDUCATION

**READ AND ANSWER ALL QUESTIONS ON THIS FORM.  
COMPLETE ONLY ONE FORM FOR ALL FIELD HOURS.  
DO NOT HIT RETURN KEY. TAB TO EACH FIELD.**

1. \_\_\_\_\_ 20 \_\_\_\_\_ / / \_\_\_\_\_  
*myUTTyler# Semester/ Year Today's Date*

2. \_\_\_\_\_  
*Last Name First Name Middle Name Maiden Name*

3. \_\_\_\_\_  
*Mailing Address City State Texas Zip Code*

4. ( ) - ( ) - ( ) - \_\_\_\_\_  
*Home Phone Work Phone Cell Phone Patriot E-Mail Address (only email we will use)*

5. / / \_\_\_\_\_ **6. Gender**  Male  Female **7. Ethnicity** (choose only one)  
*Date of Birth (including year)*  Hispanic/Latino  Not Hispanic/Latino  
**Race** (choose one or more)  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

8. **Certification Sought:** (Check one box)  EC-6 Generalist/ESL/EC-12 Spec Educ  
 4-8 Language Arts/Social Studies  
 6-12 or 8-12  
 EC-12 (Art, Health, Music, PE, Spanish)

9. **Teaching Specialization(s):**  
(1) \_\_\_\_\_  
(2) \_\_\_\_\_

10. From this list **select three school districts in order of preference. Choose 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> from the drop-down boxes to the right of the three districts you prefer. DO NOT** select a campus where you have immediate family (children, parents, parents-in-law, siblings, grandparents, or grandchildren) attending or employed **UNLESS you are a full-time employee of the district.**

Alba-Golden	Corsicana	Henderson	Mt Pleasant	Trinidad
	Cross Roads	Hughes Springs	Murchison	TJC Family Learning Center
Arp	Daingerfield	Jacksonville	Neches	
Athens	Edgewood	Kaufman	New Diana	
Beckville	Elkhart	Kemp		
Big Sandy		Kilgore	Ore City	Tyler*
		Kilgore College ECC		
Brownsboro*	Eustace	La Poynor	Overton	
Buffalo	Fairfield	Leveretts Chapel	Palestine*	
	Frankston	Lindale	Pine Tree	
Bullard*			Pittsburg	Van
Canton (Adnl CHR Req'd)	Frost	Longview*	Quitman	
Carlisle	Gilmer		Rains	West Rusk
Carthage	Gladewater	Mabank (CHR expense)	Rice ISD	Westwood
Cayuga	Grand Saline	Malakoff	Rusk	Whitehouse*
Chapel Hill*		Marshall	Sabine	
Chapel Hill, Mt. Pleasant	Hallsville	Martins Mill	Slocum	White Oak
	Harleton	Mexia	Spring Hill	Wills Point
Como-Pickton	Harmony	Mineola	Tatum	Winnsboro (Adnl CHR Req'd)
	Hawkins	Mt. Enterprise	Teague	Winona

Districts with \* have campuses that are being used as Phase II and/or Phase III sites and these campuses will not be used for Phase I field observation. You might still be assigned that district.

11. IF YOU ARE AN EMPLOYEE OF A SCHOOL DISTRICT, list your district, job title, and campus:

District: \_\_\_\_\_ Job Title: \_\_\_\_\_ Campus: \_\_\_\_\_

12. IF YOU HAVE RELATIVES ATTENDING OR EMPLOYED IN A DISTRICT, list below their relationship to you and the name and level of the campus involved.

**FAILURE TO DISCLOSE THIS INFORMATION MAY RESULT IN DENIAL OF OBSERVATION HOURS**

District: \_\_\_\_\_ Campus(es): \_\_\_\_\_ Relationship(s): \_\_\_\_\_

13. Have you ever been the subject of an arrest that has resulted in a conviction?

Yes  No

14. List your instructor's name beside each course in which you are currently enrolled.

**COURSES REQUIRING FIELD**

EDUC 1301	_____	[09]
EPSY 3330	_____	[05]
EPSY 3340	_____	[05]

15. I am requesting to be assigned field hours for a **prior semester**: (please provide information below)

Course(s): \_\_\_\_\_ Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

TOTAL FIELD HOURS REQUESTED:

Please **BRIEFLY** write additional comments here:

**\*\* IMPORTANT DATES \*\***

1. This reservation form must be returned to the Clinical Experience Office (BEP 247G) by **DDMMYYYY**.
2. Assignments will be posted online in the Phase I section of the Blackboard Community by **DDMMYYYY**.
3. You **must** contact all of your assigned teacher(s) **no later than DDMMYYYY**. If the teacher(s) is/ are not contacted by this date, he/ she has the right to decline your placement as a field student. Should this occur, you **will not** be reassigned.
4. Field observation hours are to be completed and Time Logs submitted to the Clinical Experience Office (BEP 247G) no later than **DDMMYYYY**.

**NOTE:** If you have questions about making a reservation for Phase I field observation, please call 903-566-7283. Incomplete reservations **will not** be accepted. **There is a \$35 fee for late reservation forms. No late reservations (even with the late fee) will be accepted after requests for placement have been sent to the school districts on MMDDYYYY.**

Do you have the following forms to turn in?

- Phase I Field Reservation \_\_\_\_\_
- UT Tyler CHR Form \_\_\_\_\_
- Tyler ISD CHR Form \_\_\_\_\_
- District DPS Form \_\_\_\_\_
- Two enlarged copies of driver's license \_\_\_\_\_

# TIME LOG FOR SEMESTER YYYY SEMESTER

(One per semester per student. Please type or print top portion of form)

Student's Name \_\_\_\_\_ SID# \_\_\_\_\_  
*Last First Print SID# Legibly!*

<i>DISTRICT(S)</i>	<i>CAMPUS(ES)</i>

University courses for which field is being completed:

<i>COURSE TITLE(S)</i>	<i>UT INSTRUCTOR(S)</i>

TOTAL NUMBER OF FIELD HOURS COMPLETED:

STUDENT SIGNATURE \_\_\_\_\_

**THIS TIME LOG IS A LEGAL CONTRACT BETWEEN THE STUDENT AND THE UNIVERSITY OF TEXAS AT TYLER. FALSE INFORMATION CAN LEAD TO LEGAL ACTION, INCLUDING SUSPENSION.**

<i>DATE</i>	<i>TIME IN/OUT</i>	<i>ACTIVITY</i>	<i># HOURS</i>	<i>TEACHER INITIALS</i>

**\*\*Teacher signature(s) required on back of form\*\***

DATE	TIME IN/OUT	ACTIVITY	# HOURS	TEACHER INITIALS
<b>Total Hours Completed</b>				

**\*\*TIME LOGS ARE DUE IN THE FIELD OFFICE (SCI 247G) BY mm/dd/yyyy. MAKE A COPY OF THIS FORM BEFORE YOU TURN IT IN. OUR OFFICE WILL NOT MAKE A COPY OF IT FOR YOU.\*\***

_____	_____
Teacher Signature	Date
_____	_____
Teacher Signature	Date
_____	_____
Teacher Signature	Date
_____	_____
Teacher Signature	Date

# Teacher Questionnaire

At the completion of the student’s observation, the instructors at The University of Texas at Tyler would like to have your input about the field experience. Please take a few moments to answer the following questions.

1. Name of UT-Tyler student \_\_\_\_\_

2. Evaluation date \_\_\_\_\_

3. I signed his/her time log indicating the amount of time spent in my classroom \_\_\_\_ Yes \_\_\_\_ No

**INDICATORS:**

5=Outstanding 4=Exceeds Expectations 3=Meets Expectations 2=Below Expectations 1=Unsatisfactory NA=Not Applicable

**4. Professional Behaviors:**

My field student:

- contacted me (or made a reasonable effort to contact me) by the specified date. 5 4 3 2 1 NA
- was cooperative. 5 4 3 2 1 NA
- was punctual and conscientious. 5 4 3 2 1 NA
- used appropriate communication skills (grammar, usage, pronunciation, etc.). 5 4 3 2 1 NA
- spent the required amount of time in my classroom. 5 4 3 2 1 NA

5. Campus: \_\_\_\_\_

6. District: \_\_\_\_\_

7. Confidentiality of the responses on this form: \_\_\_\_IS requested \_\_\_\_IS NOT requested

For our research purposes, please answer the following questions regarding your teaching experience:

8. Number of years in the teaching profession: \_\_\_\_\_

9. Number of years in present assignment: \_\_\_\_\_

10. Present teaching assignment: \_\_\_\_\_

11. Grade: \_\_\_\_\_

12. Do you believe the length of time our field student spent in your class was sufficient?

13. How can we improve communication between the university and your campus?

14. What could we do to ensure the best use of your expertise in our educator preparation program?

**RESERVATION FOR PHASE II BLOCK**  
**The University of Texas at Tyler**  
**EC-6 GENERALIST/ ESL/ EC-12 SPEC EDUC CERTIFICATION**

**RESERVATION DEADLINE: MM/ DD/ YYYY**  
**NO RESERVATIONS WILL BE ACCEPTED AFTER THIS DATE. NO EXCEPTIONS.**

**Note: Use the tab key to move from one form field to another.**

myUTTyler# \_\_\_\_\_ Semester 20 \_\_\_\_\_ / / \_\_\_\_\_  
 Semester/ Year Today's Date

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Maiden Name \_\_\_\_\_  
**The applicant/educator's name must appear exactly as it appears on their valid state ID.**

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Texas

( ) - \_\_\_\_\_ ( ) - \_\_\_\_\_ ( ) - \_\_\_\_\_  
 Home Phone Work Phone Cell Phone

**School E-mail Address** \_\_\_\_\_

List all districts and campuses in which you have a close relative (i.e., spouse, child, parent or parent-in-law) attending or employed:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Phase I Courses: EC-6**

**(FOR OFFICE USE ONLY)**

**FOR OFFICE USE ONLY:**

**COMPLETE: \_\_\_\_\_**

Course	Grade	Course	Grade
EDUC 1301	_____	EDUC 4321	_____
EDUC 2301	_____	EPSY 3330	_____
EDUC 3312	_____	READ 4350	_____
EDUC 3313	_____		

**Be advised that if you do not complete Phase I, you earn a grade below "C" in any of the above-listed Phase I courses or you do not have a cumulative GPA of 2.5, you will not be eligible to participate in Phase II and your reservation will be cancelled.**

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Do you have the following forms to turn in?

- \_\_\_ Phase II Reservation Form
- \_\_\_ Site Preference Form
- \_\_\_ UT Tyler Criminal History Form
- \_\_\_ Two copies of your driver's license
- \_\_\_ DPS Verification form
- \_\_\_ Palestine ISD Criminal History Form
- \_\_\_ Tyler ISD Criminal History Form

**For Office Use Only:**

DB \_\_\_\_\_

Adm to Stu Group \_\_\_\_\_

Date Rec'd \_\_\_\_\_

School of Education  
Office of Clinical Experiences

**PHASE II STUDENT SITE PREFERENCE FORM**  
**SEMESTER YYYY**

**PLEASE FILL OUT ONLY ONE FORM PER STUDENT.**

**THESE SITES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE SCHOOL OF EDUCATION.**

Name: \_\_\_\_\_ myUTTyler#:5000 \_\_\_\_\_

Address: \_\_\_\_\_ (not your parent's address)

City: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**EC-6 Site Options: (indicate 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice)**

- Brownsboro ISD  \_\_\_\_\_
- Bullard ISD  \_\_\_\_\_
- Longview ISD  \_\_\_\_\_
- Palestine ISD  \_\_\_\_\_
- Tyler ISD  \_\_\_\_\_

**If you absolutely know that you cannot go to a certain district, do not mark it at all.**

**4-8 Site options: (indicate 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice)**

- Chapel Hill ISD  \_\_\_\_\_
- Tyler ISD  \_\_\_\_\_
- Whitehouse ISD  \_\_\_\_\_

**If you absolutely know that you cannot go to a certain district, do not mark it at all.**

**8-12 and EC-12 Site Options (indicate 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice)**

Please list your teaching field(s): \_\_\_\_\_

- Bullard ISD  \_\_\_\_\_
- Chapel Hill ISD  \_\_\_\_\_
- Whitehouse ISD  \_\_\_\_\_

**If you absolutely know that you cannot go to a certain district, do not mark it at all.**

## CERTIFICATION INTRODUCTION

**MISSION STATEMENT:** The mission of the Office of Teacher Certification is to provide support to all departments, University-wide, involved in the initial and additional certification of teachers; to facilitate informed decision-making by the various University components involved in teacher certification; to provide support and information to all students seeking initial or additional certification; to serve as a link among State, University, and student components; to consistently apply rules, policies, and procedures; and to represent the University.

**GOAL:** The goal of the teacher preparation program is to facilitate the teacher candidates' attainment of a standard teaching certificate. In order to reach this goal, the teacher candidate must complete a bachelor's degree along with all professional development (education) requirements—including student teaching, and all certification testing requirements.

**5-year Certificate:** As of 9/1/99, the state began issuing renewable licenses rather than lifetime certificates. Every 5 years, the holder of a teaching certificate that is issued after September 1, 1999, must reapply for that certificate. In the case of a classroom teaching certificate, the renewal process will include documentation that at least 150 clock hours of approved professional development have been completed during that 5 yr. period. *Note: Professional development includes college coursework as well as approved workshops and seminars.* There is a renewal fee, and for initial certification, there is a criminal history check at the State and Federal levels using fingerprinting.

Prior to 9/1/99, all certificates that were issued upon successful completion of coursework, certification testing, and student teaching were LIFETIME certificates. Anyone who already holds a lifetime certificate will continue with that certificate without having to renew. But if that person adds an area of certification, the new area will be renewable every 5 years.

**Levels of certification:** There are four levels of certification from which a teacher candidate can choose.

Early childhood through 6<sup>th</sup> grade teachers can teach any subject taught in those grades in a self-contained or a departmentalized classroom. Preparation for this certificate requires coursework in a variety of content areas. The degree for this certificate is the Bachelor of Science in Interdisciplinary Studies.

**Supplements:** A supplement is an area of specialization that can be added to your certificate. These require specific coursework as well as a specialized certification exam (TExES). A supplement is added to the teaching certificate and takes on the level of the teaching certificate. Example: A special education supplement added to a history (8-12) teaching certificate becomes special education (8-12); added to a science (4-8) certificate, the special education supplement becomes a grades 4-8 certificate; and added to an EC-6 certificate, the supplement will be for EC-6.



**Maintain the required GPA:** Certification requires that the teacher candidate maintain the required GPA.

- Professional Development: All teacher candidates for certification in academic subjects must successfully complete all of the required education courses with
  - a minimum grade of “C”
  - a minimum GPA in those courses of at least 2.5 (*See p. B-6.g for computing GPA*)
- Content Classes: All teacher candidates for certification in academic subjects must successfully complete all content courses with a minimum grade of “C”.
- Check with your *School of Education advisor* required GPA. This may vary from one department to another.
- All certificates require a cumulative GPA of at least 2.5 at the time of certification.

**Certification testing:** All standard classroom teaching certificates require appropriate certification testing. The Texas Examinations of Educator Standards (TExES) is the official certification examination for Texas teacher certification.

Each initial certificate requires two certification exams: a Pedagogy and Professional Responsibilities (PPR) exam and a content exam. Everyone takes the PPR TExES.

Everyone takes a content TExES. Content TExES exams are specific to the specialization. A list of certification exams for each certificate is available at <http://www.texas.ets.org> > Preparation Materials. A list may also be found in the Appendix of this handbook.

***NOTE:*** Content exams *must be attempted* prior to student teaching.

More information about testing may be found in the Phase II section. (*See pp. C-9-16*)

**National Criminal History Check:** All teacher candidates are required to submit to a criminal history background check at the time of their application for certification. TEA submits the fingerprints to

- the Department of Public Safety, and
- the Federal Bureau of Investigations.

“Criminal history” is defined as an arrest that resulted in deferred adjudication, probation, or a conviction. If you have been the subject of such an arrest, see Section C-15 or click here (<http://tinyurl.com/8wk7hun>) for FAQ’s on the TEA website.

**Future certification:** In addition to the initial certificates which allow one to teach in a classroom, a person may wish to add an additional certification.

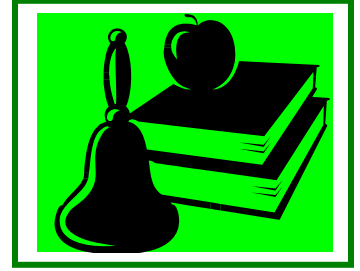
*Additional classroom certificates:* A certified teacher may add a new classroom certificate at any level and in any subject by taking the appropriate examination. No “permission to test” is required. When the new TExES is passed, the teacher applies directly to the Texas Education Agency (TEA) for the new certificate.

Example: A history (8-12) teacher may want to challenge the math (4-8) TExES. The teacher registers for the exam “by exam only”, takes the test, and if passed, applies directly to TEA for the new certificate.

*Professional certificates:* A certified teacher may choose to earn a master’s degree along with a new class of certificate, such as principal, educational diagnostician, school counselor, or reading specialist. These certificates do require a master’s degree, but the certificate can be earned concurrently with the new degree.

# CERTIFICATION

## Overview



### **REQUIREMENTS:**

- degree—minimum of a bachelor's degree
- successful completion of Professional Development classes (GPA = minimum 2.5)
- successful completion of specialization (content) courses
- successful completion of student teaching
- successful completion of EDUC 4057
- successful completion of appropriate TExES\*
- National Criminal History check (requires fingerprinting)

### **STANDARD CERTIFICATE--LEVELS:**

- Elementary—early childhood–6<sup>th</sup> grade
- Elementary/Middle School—4<sup>th</sup> grade–8<sup>th</sup> grade  
+ specializations:  
English/Language Arts and Reading & Social Studies;  
Mathematics  
Science
- Secondary—8<sup>th</sup> grade–12<sup>th</sup> grade (in most cases)
- Early Childhood–12—art, health, music, physical education, Spanish, and special education (with EC-6 certification)

### **SUPPLEMENTS:**

- English as a Second Language
- Special Education
- Bilingual

### **TEACHING REQUIREMENT:**

- Student teach for one semester (6 hrs.)
- Internship for one full year (6 hrs.)

### **RENEWABLE TEACHING CERTIFICATE:**

Renewal process for the five-year license—

- documentation of 150 clock hours of approved professional development;
- renewal fee—currently \$20;
- a performance assessment.

### **TExES\*:**

- TExES is required for certification  
Everyone takes at least two exams—PPR (Pedagogy and Professional Responsibilities) and a content test
- Study guides/Preparation manuals are online at: [www.texas.ets.org](http://www.texas.ets.org)  
Click on Preparation Materials

\*TExES = Texas Examinations of Educator Standards

### **PROFESSIONAL CERTIFICATES:**

- Principal—requires a master's degree, a TExES exam, 2 years of teaching
- Superintendent—requires a principal's certificate + 15 hrs. additional coursework and a TExES exam
- Educational Diagnostician—requires a master's degree, a TExES exam, 2 years of teaching
- Reading Specialist—requires a master's degree, a TExES exam, 2 years of teaching
- School Counselor—requires a master's degree, a TExES exam, 2 years of teaching
- Master Reading Teacher—requires 15 hrs. of specific coursework in reading, a TExES exam, and 3 years of teaching

