STUDENT HANDBOOK
FOR PROFESSIONAL EDUCATION

College Policies
Field Experience Guide
Degree Information
Overseas Student Teaching

Wichita State University
College of Education
2002-2003
College of Education
Corbin Education Center

Jon Engelhardt
Dean

Peggy Anderson
Associate Dean

Randy Ellsworth
Associate Dean
Welcome to our introductory course in teacher education. By enrolling in this course, you will be exploring teaching as a career. We hope that through the information provided, as well as exposure to professional educators, schools and children, you will be able to make an informed decision. For those who already know or later decide to be a teacher, the information and experiences you will encounter provide a kind of scaffolding or general framework for subsequent professional preparation.

It is probably uncommon for the Dean of a college to welcome students to a particular course. I believe this course and your decision to consider a career in teaching are crucial, not only to you but to children and the teaching profession. Society is in need of bright, committed and caring people who are well prepared to help students reach their full potential and make positive contributions to our democratic society. I urge you to consider seriously the information and experiences you encounter as well as your inner feelings and motivations. In some ways, teaching is as much a calling as it is a career.

A few students may decide ultimately that being an elementary or secondary teacher is not a good fit. If so, we will have done them (and children) a great service. For those who do decide to pursue a teaching career, I can assure you that the professional preparation you will receive at Wichita State University (and with our Wichita partner schools) is among the best in the country. Upon completion, you can expect to enter the teaching profession confidently and successfully (realizing, of course, becoming a master teacher is a life-long quest).

Part of being a good teacher (as well as a good educational organization) is continuing commitment to learning. In that spirit, I hope that you will give us feedback on your learning experience (in this course and throughout the program) so we can learn from you and make refinements for those who follow.

Once again, welcome and best wishes across the semester.

Jon M. Engelhardt, Dean
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Wichita State University Teacher Education Program

Belief Statement
The most important purpose of schooling is the development of knowledge, skills and values that enable the functioning of students as responsible and productive members of a democratic, multicultural and technological society.

Theme
The teacher as a professional nurturing instructor/manager who is knowledgeable of the discipline(s) and sensitive to the needs of the learner.

Professionalism Goals
*The graduate will*
1. ............Display the behaviors of a reflective professional practitioner who seeks opportunities to grow professionally.

2. Foster collegial relationships with others (e.g., school personnel, parents, and agencies in the larger community) as an advocate for students’ learning and well being.

3. Understand and apply legal and ethical concepts related to professional conduct.

4. Compile and maintain important educational information in order to share with the school and community.

Instructor Goals
*In planning and implementing instruction, the graduate will*
1. Understand and apply major developmental principles and theories.

2. Assess prior knowledge, skills, attitudes, and beliefs of diverse student populations.

3. Use appropriate instructional techniques for a variety of learning styles, modalities, and intelligences.

4. Use knowledge of historical, philosophical, social, and cultural factors.

5. Integrate curriculum effectively.

6. Select, use, and evaluate a variety of appropriate instructional approaches, formats, materials, and technologies.

7. Assess student progress using formal and informal assessment strategies to ensure (a) the continuous intellectual, emotional, social, and physical development of the learner, and (b) the achievement of specified outcomes.

8. Demonstrate knowledge of the central concepts, tools of inquiry, and structures of the disciplines she or he teaches and makes these aspects of subject matter meaningful to students.
Manager Goals

*In managing the educational environment and experiences, the graduate will*

1. Evaluate and implement developmentally, culturally, and ethically appropriate classroom management strategies.

2. Plan, implement, and sustain a responsive learning environment.
Undergraduate Advisors

Elementary and Secondary Education
Advising is done in Education Support Services, 107 Corbin Education Center for students during their Freshman and Sophomore years. Students are to contact Education Support Services with advising questions until they are accepted into Teacher Education and enrolled in Block 1.

After being admitted to Teacher Education (TE) and entering Block I, students are assigned a program advisor. To find out who your assigned advisor is, contact:

<table>
<thead>
<tr>
<th>Block 1 through Block 4</th>
<th>Assigned Advisor</th>
<th>978-3322</th>
</tr>
</thead>
<tbody>
<tr>
<td>C&amp;I students admitted to TE</td>
<td>Advisor listed on database in C&amp;I Office, 151 CE</td>
<td></td>
</tr>
</tbody>
</table>

Specific Undergraduate Program Questions Concerning:

<table>
<thead>
<tr>
<th>Program</th>
<th>Advisor</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education</td>
<td>Mary Sue Foster</td>
<td>3555</td>
</tr>
<tr>
<td>Communicative Disorders &amp; Sciences</td>
<td>Hal Edwards</td>
<td>6353</td>
</tr>
<tr>
<td>&quot;</td>
<td>Julie Scherz</td>
<td>5344</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>Jeri Carroll</td>
<td>6865</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>Assigned Advisor</td>
<td>3322</td>
</tr>
<tr>
<td>TESOL/BE</td>
<td>Anh Tran</td>
<td>6934</td>
</tr>
<tr>
<td>Middle School</td>
<td>Michael James</td>
<td>6298</td>
</tr>
<tr>
<td>Music Education</td>
<td>Larry Blocher</td>
<td>3103</td>
</tr>
<tr>
<td>Physical Education/Health K-12</td>
<td>Vicki Worrell</td>
<td>5444</td>
</tr>
<tr>
<td>&quot;</td>
<td>Coleen Fletcher</td>
<td>5442</td>
</tr>
<tr>
<td>Secondary Ed: English</td>
<td>Bryant Fillion</td>
<td>6873</td>
</tr>
<tr>
<td>Secondary Ed: Foreign Language</td>
<td>Brigitte Roussel</td>
<td>6658</td>
</tr>
<tr>
<td>Secondary Ed: Math</td>
<td>Sue Neal</td>
<td>3913</td>
</tr>
<tr>
<td>Secondary Ed: Science</td>
<td>Cathy Yeotis</td>
<td>6861</td>
</tr>
<tr>
<td>Secondary Ed: Social Studies</td>
<td>Candace Wells</td>
<td>6860</td>
</tr>
<tr>
<td>Special Education–Mild Exceptionalities</td>
<td>Fran Clark</td>
<td>6877</td>
</tr>
<tr>
<td>&quot;</td>
<td>Robin Cook</td>
<td>3534</td>
</tr>
<tr>
<td>&quot;</td>
<td>Sandy Emery</td>
<td>6387</td>
</tr>
<tr>
<td>Special Education–Gifted</td>
<td>Kay Gibson</td>
<td>5569</td>
</tr>
<tr>
<td>Special Education–Early Childhood</td>
<td>Linda Mitchell</td>
<td>6367</td>
</tr>
</tbody>
</table>
### Certification Questions
- Initial, Renewal, Provisional Applications, and Transcript Analysis Requests
  - Joann Loquist 978-6949
- Endorsements, PPST
  - Main ESS Office 978-3300

### Student Records, Degree Check Questions
- Sherri Heersche 978-6947

### Student Teaching/Field Experience Placements
- Jeanne Belew 978-6948

### Cooperative Education
- Cathy Razook-Ellsworth 978-3688

#### Teacher Education Steering Council
- **Preprofessional**
  - Innes Villalpando 6978
- **Block 1**
  - Johnnie Thompson 6881
- **Block 2**
  - Marlene Schommer-Aikins 6386
- **Block 3**
  - Colleen Evans-Fletcher 5442
- **Block 4**
  - Elaine Bernstorf 3103

#### Professional Development Schools
- **Horace Mann/Irving Park**
  - Twyla Sherman 6862
- **John Marshall Middle School**
  - Michael James 6298
- **Wichita High School North**
  - Bryant Fillion 6873

#### Scholarships
- **College of Education**
  - Sue Burdette 3756
  - Peggy Anderson 6872
- **Curriculum & Instruction**
  - C&I Office 3322
- **Kinesology & Sports Studies**
  - KSS Office 3340
- **Communitive Disorders & Science**
  - CDS Office 3240
- **Graduate Scholarships**
  - Graduate School 3095
- **Grow Your Own Teacher Program (GYOT)**
  - Marilyn Wisman USD 259 973-4504
### SPECIAL PROGRAMS and WORKSHOPS

#### On Going Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Saturday Series</td>
<td>Jeri Carroll</td>
<td>6865</td>
</tr>
<tr>
<td>Computer Workshops</td>
<td>Marshal Gladhart</td>
<td>3385</td>
</tr>
<tr>
<td>Peace Corps Program</td>
<td>Robert Lane</td>
<td>6580</td>
</tr>
<tr>
<td>Post-Baccalaureate Alternative Certification (Secondary level only)*</td>
<td>Robert Lane</td>
<td>6580</td>
</tr>
</tbody>
</table>

*Employment-related teacher education delivery model

#### College of Education Groups and Organizations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council for Exceptional Children</td>
<td>Linda Mitchell</td>
<td>6367</td>
</tr>
<tr>
<td>Kappa Delta Phi (Honorary Education Society)</td>
<td>Innes Villapando</td>
<td>5569</td>
</tr>
<tr>
<td>K-12 PE Crue</td>
<td>Vicki Worrell</td>
<td>5444</td>
</tr>
</tbody>
</table>

*prefix for all numbers is 978-

### Where to Find
1.) **Your Student Records**
   a) *College of Education*
      Education Support Services, 107 Corbin Education Center
      (Must have picture ID to check out folder)
   
   b) *Liberal Arts and Sciences*
      University Advising Center, 115 Grace Wilkie
   
   c) *Fine Arts*
      Art, 302 McKnight Art Center
      Music, C127 Duerkson Fine Arts Center

2.) **Undergraduate Forms**
   *Education Support Services, 107 Corbin Education Center*
   a.) Undergraduate petition for an exception to College or University policy
   b.) Transfer credit application
   c.) Student teaching application (due September 15 and February 15)
   d.) Drop and add
   e.) State teacher certification, endorsement, and renewal applications
   f.) Principles of Learning and Teaching (PLT) and Pre-Professional Skills Test (PPST) applications
      (Booklets can also be found in the Counseling & Testing Center, Room 320 Grace Wilkie Hall)
   g.) Scholarship application for College of Education
   h.) Grow Your Own Teacher Scholarship Program information

3.) **Registration Material**
   *Schedule of Courses* boxes are located in each building, at the Campus Police Station, at the Information Desk in the Rhatigan Student Center, and in Education Support Services, Room 107, Corbin

**Undergraduate Degree Programs**
The College of Education offers teaching and non-teaching programs that lead to the bachelor’s degree. Non-teaching programs are available in the Department of Kinesiology and Sports Studies. Speech Language Pathology/Audiology is available, but certification is completed through the American Speech, Language Association (ASHA).
Certification/degree options include:

Elementary (K-9)

K-12
   Art (College of Fine Arts) (K-12)
   Music (College of Fine Arts) (K-12)
   Physical Education (K-12)

Secondary Education (7-12)
   Chemistry
   English Language/Literature
   Mathematics
   Natural Sciences: Biological
   Physics
   Social Studies: Comprehensive
Endorsements:
Must have initial teaching degree before endorsements are added. (Can be earned simultaneously.)

- Early Childhood (infancy – age 4)
- Earth and Space Science (7-12)
- General Science (7-12)
- Journalism (7-12)
- Speech (7-12)
- Middle Level (5-9)
  - English, Mathematics, Science, Social Studies
- Reading Specialist (K-12)
- Teaching English to Speakers of Other Languages (TESOL)
  - (Early Childhood-12 grade)
- Library Media (K-12)

All Special Education programs are at the Master’s level and require a teaching degree.

Non-Teaching Options:
- Sport Administration
- Exercise Science
- Communicative Disorders and Sciences (BA)
  - Must have Master’s degree for national certification and to practice in the field

THE KANSAS BOARD OF REGENTS PROHIBITS STUDENTS WHO HAVE NOT BEEN ADMITTED TO THE TEACHER EDUCATION PROGRAM FROM ENROLLING IN REQUIRED PROFESSIONAL TEACHER EDUCATION COURSES AT WICHITA STATE UNIVERSITY.
Admission Requirements: Teacher Education Program

The following information applies to:
FRESHMEN, FALL 1995, AND
TRANSFERRING/RETURNING STUDENTS WHO WERE NOT IN SCHOOL DURING
THE 1994-1995 SCHOOL YEAR

1. Complete 35 General Education Hours with a 2.75 GPA
   These 35 hours must include basic skills of:
   English 101 and 102 (grade of “C” or better)
   Communications 111 Public Speaking (grade of “C” or better)
   Math 111 College Algebra or a higher level mathematics class
      (grade of “C” or better)

2. Mathematics 370, Elementary Statistics

3. Pass the Pre-Professional Skills Test (PPST)
   Writing 172 or higher
   Reading 173 or higher
   Mathematics 172 or higher

4. Introduction to Professional Education (CI 271 & 272)
   (CI 271-grade of “B” or better) (CI 272-grade of “S”)**

5. Cumulative GPA and Wichita State University GPA must be 2.5 or higher

**Music Education majors must take CI 271 and MUS Ed 272
Testing Programs
The Pre-Professional Skills Test (PPST) and The Principles of Learning and Teaching Test (PLT) were developed and are administered by the Educational Testing Service. The State of Kansas contracts with the Educational Testing Service to administer the tests.

Students are responsible for the testing fee. The fee is paid to the Educational Testing Service and is subject to change each year. If students miss the registration date (usually four to five weeks in advance of the test date), standby registrations are allowed if space permits, although an extra fee is charged.

Pre-Professional Skills Test (PPST)
During the Fall and Spring semesters, the test is given several times; however, during the summer, the test is given only once.

Direction booklets explaining the sections of the test, the test fees, the registration dates, and the test dates are available in the C&I 271/272 course, in the University Testing Center, and in the College of Education, Office of Education Support Services. Test results are usually returned in five to six weeks. Wichita State University score requirements are Reading 173, Writing 172, and Mathematics 172.

Principles of Learning and Teaching Test (PLT)
Elementary education majors should select the K-9 test or, if you are getting middle school certification, you may select the 5-9 test. Secondary education majors should select 7-12 test or, if you are getting middle school certification, you have the option of taking the 5-9 test. For art, music and physical education, you have the option of taking either one of the three tests.

The requirements for the completion of the PLT are State of Kansas certification requirements and do not affect graduation requirements of Wichita State University. Students are given information about the PLT in the student teaching semester and are urged to take the examination during that semester. Direction booklets explaining the sections of the test, the test fees, the registration dates, and the test dates are available in the University Testing Center and in the College of Education, Office of Education Student Services. The State of Kansas score requirement is 161.
Skill Development Options

Listed below are services available to students who need assistance in preparation for the Pre-Professional Skills Test (PPST).

**Writing:** Skill in writing is taught in English composition courses (English 011 or 101 or 102). If your composition scores are low, your grade in English composition classes may have been low. Re-enrollment in English 101 or 102 or perhaps in English 011 may be desirable. Please consult the Director of Composition (978-3130) to consider such enrollment.

**Mathematics:** A Mathematics Laboratory is available to help you. Persons with limited background in mathematics may wish to consider enrollment in basic mathematics courses in the adult education programs of the public schools or enrollment in pre-college algebra courses on campus (Math 007 or 011).

**Tutoring:** In addition to the above suggested sources for assistance, academic tutoring is available for students who have skill deficiencies. Contact Student Support Services (978-3715 in Grace Wilkie Hall).

**PPST Study Guide:** Prior to taking the PPST, students should study the *PPST Study guide* as a part of their preparation process. The “Guide” is on reserve in the Ablah Library (ask for material under CI 300), in the writing and mathematics labs, or may be purchased in the University Bookstore.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics Lab</td>
<td>Room 371, Jabarra Hall</td>
<td>978-3160</td>
</tr>
<tr>
<td>Writing Lab</td>
<td>Room 601, Lindquist</td>
<td>978-3173</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>Room 309, Grace Wilkie</td>
<td>978-3715</td>
</tr>
</tbody>
</table>
Kansas Code of Standards

CODE OF STANDARDS FOR COMPETENT BEHAVIOR

1. Competence Related to Curriculum and Instruction
   The competent educator promotes inquiry, promotes the acquisition of knowledge and formulates instruction as it relates to the assignment.

   **Standards**
   The Kansas educator shall demonstrate knowledge of curriculum and instruction appropriate to the assignment.

   The Kansas educator shall demonstrate the use of instructional objectives to meet student needs.

   The Kansas educator shall demonstrate techniques in meeting student needs to promote learning.

2. Competence Related to Education
   The competent educator establishes evaluation practices to promote learning.

   **Standards**
   The Kansas educator shall evaluate curriculum and instructional goals.

   The Kansas educator shall assess individual growth appropriate to the assignment.

3. Competence Related to Management
   The competent educator promotes management skills to foster individual growth.

   **Standards**
   The Kansas educator shall demonstrate skill in the management of individuals.

   The Kansas educator shall comply with the management requirements of local school board policies, state regulations and state laws.

4. Competence in Human Relations
   The competent educator possesses the human relations skills which promote the school programs.

   **Standards**
   The Kansas educator shall work cooperatively with others.

   The Kansas educator shall demonstrate communication skills.

   The Kansas educator shall demonstrate conflict management skills.
KANSAS CODE OF STANDARDS FOR ETHICAL BEHAVIOR

Ethical Conduct Related to Students
The ethical educator promotes activities, which are in the best interest of the student.

Standards
The Kansas educator shall refrain from disclosing confidential or damaging information that affects the student unless disclosure is required by district policy or law.

The Kansas educator shall refrain from using professional relationships with students for personal or private advantage.

The Kansas educator shall make reasonable effort to protect the student from conditions detrimental to learning, health or safety.

Ethical Conduct Related to the District
The ethical educator shall fulfill the employment obligations to the district.

Standards
The Kansas educator shall refrain from falsifying any documents related to the employment process.

The Kansas educator shall adhere to the conditions of the contract.

The Kansas educator shall conduct school district business through established procedures.

The Kansas educator shall accept no gratuities, gifts or favors that influence professional decisions.

The Kansas educator shall refrain from willfully making false statements about the operation of the school district.

Ethical Conduct Related to the Profession
The ethical educator promotes personal integrity and honesty in the performance of professional responsibilities.

Standards
The Kansas educator shall maintain professional effectiveness by respecting and obeying the law.

The Kansas educator shall refrain from disclosing confidential or damaging information that affects colleagues unless disclosure is required by district policy or law.
Field Experiences

Field experiences of observation and practice teaching are critical tools in the field of education. They allow you to become acquainted with the way people function in the classroom. These field experiences provide information on room layout, children, teachers, and interactions between any of these. Through these experiences, it is possible to identify differences in how children learn, how teachers teach, how children and teachers respond, how teachers’ behaviors influence students and the learning environment, how students’ behaviors can be modified, and how to apply the tools of the teaching profession.

In many of your courses in the College of Education, you will be asked to observe classrooms, tutor individual students, and teach mini-lessons to supplement your university classroom work.

**To be successful in these experiences, there are some critical points to remember.**

a. The first contact that you make in the school should be the office personnel. Give your name, state your reason for being in the building, and wait for instructions.

b. Pay careful attention to grooming. Remember to go into the school as a professional, not as a student. Professional, conservative dress is best.

c. Arrive 15-20 minutes before the scheduled observation. You will need time to park, check into the office, and find the classroom by the time you are expected to do your observation or teaching.

d. Be ready to present yourself as pleasant, friendly and businesslike. Let your interest in education come through.

e. Be familiar with the purpose of your observation or teaching before you enter the room. Do not be shuffling papers as you begin your observation. Have paper and pencil ready and an outline available of things you will be observing or teaching materials ready before teaching.

f. A good observer is a silent observer. When engaged in a formal observation, there will be no time to talk to others.

g. Although it is impossible to be completely objective in your observations, it is important to write down what actually is happening as objectively as possible rather than to incorporate what you think should be happening.

h. Be courteous while in the classroom and as you are leaving the facility.

i. When teaching, have all of your supplies. Do not depend on the teacher to supply you with materials.

j. Remember that you are a guest in the classroom.
ATTESTATION OF ELIGIBILITY

The Kansas State Board of Education requires that individuals who have been convicted of, or pleaded guilty to, any act punishable as a felony may not be certified to teach. Wichita State University is responsible for recommending individuals who have completed the teacher education program for certification as a teacher. Given this responsibility, it is asked that you read and sign the statement below.

If you are confident that you understand the standard, please complete the "Attestation of Eligibility."

Five questions require either a yes or no answer. Answering yes to any of the questions does not mean that a certificate won’t be issued. Each applicant’s situation is analyzed and, if necessary, the application may be referred to the Professional Practices Commission to make a recommendation regarding certification. Failure to honestly answer the questions can result in revocation of a certificate.

Following are the five questions and a short explanation for each.

Question A. Have you ever been convicted of a felony or a crime involving dishonesty, a controlled substance or a child?
A felony conviction or a conviction of any crime involving dishonesty, a controlled substance, or a child are required to be reported and the court documents provided. A conviction of driving under the influence of alcohol does not need to be reported. This conviction is not a felony and alcohol does not involve dishonesty, a controlled substance, or a child.

Question B. Have you ever entered into a criminal diversion agreement after being charged with any offense described in question A?
If you have entered into a criminal diversion agreement for a felony, a crime involving dishonesty, a controlled substance, or a child, you are required to provide a copy of the diversion agreement. If you have entered into a criminal diversion agreement for any other crime not listed here, you do not need to provide a copy of the agreement.

Question C. Are criminal charges pending against you in any state involving any of the offenses described in question A?
If there are criminal charges pending against you, you are required to provide the court documents.

Question D. Have you ever had a teacher or school administrator’s certificate denied, suspended or revoked in any state?
Provide the documents regarding official action taken.

Question E. Is disciplinary action pending against you in any state regarding a teaching or administrator’s license or certificate?
Attach a copy of the official documents regarding the action pending against you.

ATTESTATION OF ELIGIBILITY

I, ________________________________________________, attest to the College of Education at Wichita State University that I have not been convicted nor have I pleaded guilty for the violation of any law punishable as a felony and I can answer “no” to questions A-E listed above.

Signature:_________________________________________ Date:____________________________
APPLICATION

ENTRY INTO TEACHER EDUCATION

Name__________________________________ CI 272 Section No. _________ SS#_______________________

SP – FL – SU 20_____ (year)   Major_________________________   College_________________________

I hereby make application for Admission to Teacher Education. I understand I must meet the following requirements for admission:

1. 35 hours – General Education Course Work
   2.75 GPA on the 35 hours of General Education Course Work
   Basic Skills:
   English 101 and 102 (grade of C or better)
   Communications 111 (grade of C or better)
   College Algebra or higher level math class (grade of C or better)

2. Statistics 370 – Elementary Statistics

3. Pre-Professional Skills Test
   Writing Score of 172 or higher
   Reading Score of 173 or higher
   Math Score of 172 or higher

4. Introduction to Professional Education (CI 271 & 272) **
   (CI 271 grade of B or better, CI 272 grade of Satisfactory)

5. Overall GPA and Wichita State University GPA is 2.5

**Music Education majors must take CI 271 and Mus Ed 272

I understand that if I do not meet all of these requirements, I cannot continue taking professional education courses.

Signature  ____________________________________________  Date_______
Quick Reference

The student has a responsibility to:

1. **Remember** that he or she is a **guest** in the classroom and should conduct him/herself accordingly.

2. **Recognize** at all times that the education of the students in the class is of primary importance.

3. **Act at all times** as if he/she were under a professional contract with the school district as a full-fledged member of the faculty.

4. **Be present** at the scheduled hours for teaching or observing, early enough for adequate planning and late enough for follow-up conferencing with the cooperating teacher.

5. **Report** absences and tardies to the cooperating teacher, the university supervisor and the building level administrator.

6. **Be physically fit and appropriately dressed**, according to those standards suggested by the school district.

7. **Be conscientious in preparing** for all teaching responsibilities.

8. **Request** assistance from the cooperating teacher or the university supervisor when needed.

**Ethical Consideration**

In talking with others, “specific” statements about a student, a teacher or a classroom should never be made. General statements about observation and experiences in the school may be presented in class or in written comments.
Important Dates/Steps

Entry to Teacher Education
Acceptance into teacher education is required for the enrollment in the following:

- KSS 425 Methods in PE and Health Education
- C I 427 Philosophy & History of Education (Encouraged to take with Block II)
- C I 316 Children’s Literature (Must take before Block III)
- Required Curriculum in Block II, III and IV

A student may pre-register for Block I courses without formal acceptance into the Teacher Education Program. But to be allowed to remain Block I classes, a student must have completed all requirements before the start of the Block I semester. If all requirements are not satisfied, the student will be required to drop all Block I courses.

- Application for Student Teaching
  File application for student teaching (Education Support Services, 107 Corbin) by September 15 for the following Spring semester and by February 15 for the following Fall semester.

- Application for Degree Card
  A card is filed in the Education Support Services Office, 107 Corbin, at least two semesters before expected date of graduation.

- Principles of Learning and Teaching (PLT)
  Take the Principles of Learning and Teaching Test any time, but the passing score is required for the State of Kansas Certification. You may take it during the student teaching semester as long as you allow time for your score report to be returned before you want to apply for Certification. The passing score is 161.

- Office of Career Services
  If desired, during the student teaching semester, register with the Placement and Career Services Office, Room 203 Grace Wilkie, 978-3435. Complete all forms and secure recommendation forms from former instructors.

- Certification
  Complete the State of Kansas forms and deliver to Education Support Services,
Check Points of General Information

Incomplete Grades
An incomplete grade given in an undergraduate course must be satisfactorily completed by the end of the next semester in which you enroll, summer excluded, or the “I” reverts automatically to an “F”. If you do not enroll in the university or you do not complete the work within one calendar year, you must enroll in that course as a repeat.

Maximum Credit Hours (undergraduate)
21 hours during fall or spring
12 hours during summer terms
If you wish to enroll beyond these limits, request approval from the Associate Dean for Undergraduate Students’, ESS Office, 107 Corbin Education.

Probation and Dismissal (undergraduate)
Students in the College of Education are placed on academic probation when their WSU GPA falls below 2.5. Students will not be dismissed if either the WSU grade point average of the last semester’s grade point average equals the minimum graduation level of the college. College of Education students will be dismissed when they have been on probation and have attempted 12 hours with a GPA below 2.5.

Repeats
Beginning with the Fall 1994 semester, a grade of A, B, C, D, or F received at the completion of a repeated class at WSU will automatically replace ALL previous grade(s) received for the course in computation of the students cumulative grade point average. A student may use the option of repeating a course for the purpose of grade replacement for five (5) different courses during the student’s academic career at WSU. A course may be repeated a maximum of three times. Grades received in courses taken at another institution may not be used to replace grades in courses taken at WSU.

Drops and Adds
First week of classes (includes late registrations):
No signatures are required for adds and drops.
After “last day for adds” and “last day for drops”:
Adds and drops requested after designated date will require the signature of the instructor and the Dean’s stamp (107 Corbin).

Closed Classes
Closed classes require an “electronic signature” from the department chairperson.

Test-Out Procedure
Credit for certain specified courses may be earned through examinations administered by the Wichita State Counseling and Testing Center, 320 Grace Wilkie.

In general, all undergraduate courses (except ones exempted from credit by the University’s Academic Standards and Practices Committee) are open to the test-out procedure. Apply directly to the chairperson of the department offering the course if you wish to test out of a course.

Transfer Credit
Wichita State participates in the Transfer and Articulation Agreement with Kansas Community Colleges. Students who complete an Associate Degree will be accepted with junior standing. You must, however, meet the distribution requirements of the College of Education. If you question the acceptance of a transfer course, obtain a copy of the catalog description and discuss the problem with your academic advisor in Education Support Services. Education Support Services personnel should be able to answer transfer questions.

Special notes:
Students must complete at least sixty (60) hours at a four-year institution.
Forty (45) hours must be upper division (300 or above).
Twenty-four (24) of the last thirty (30) hours must be completed at WSU.
Scholarships

Scholarships from the College of Education are awarded each year before March 15.

Forms for the various departmental scholarships in the College of Education are obtained in January from:

1. Your Department Office
   Awards the departmental scholarships
   CDS Office 113 Hubbard Hall
   C&I Office 151 Corbin Education Center
   Kinesiology & Sports Studies 106 Heskett Center

2. Education Support Services 107 Corbin Education Center
   Awards the College of Education scholarships for which all College of Education students may apply

3. Wichita State University Office of Student Financial Planning & Assistance can offer additional help with securing financial aid.
   Awards the University’s Scholarships

Counseling Services

The Counseling Center provides psychological services and counseling for personal and career/life planning issues. Professional counseling is available on a cost-shared basis to you and your families. Individual, couple, family, and group counseling are aspects of the professional counseling services. The Counseling Center is located at 320 Grace Wilkie Hall, 978-3440.

Cooperative Education

The goal of the Cooperative Education program, 223 Grace Wilkie, 978-3688, is to provide you with a paid school-related placement that integrates the theory and methods of the classroom with a planned and supervised experience designed to complement and enhance your academic program. You may register for 2 hours of Cooperative Education and may repeat the registration for more than one semester; however, no more than four hours may be applied toward graduation.
**Academic Disputes**

When a dispute arises between you and a faculty member, the first action should be to arrange and appointment with the faculty member and discuss the complaint. If a satisfactory decision cannot be reached, the next step is to arrange an appointment with the department chairperson. The department chairperson will attempt to resolve the dispute. If the chairperson fails to mediate the problem, the chair will arrange a meeting of all concerned with the Associate Dean for Undergraduate Education, and/or the Dean. The final authority in the College of Education is the Dean.

If you do not consider the above procedure successful, the faculty at Wichita State has established a procedure to resolve disputes arising out of the classroom through the Court of Student Academic Appeals. The court hears appeals from students who feel they have been treated unfairly in grading or in an instructor’s charges of plagiarism, cheating or similar offenses. The court is designed to help resolve differences that cannot be settled in the framework of the student/faculty relationship and offers an important safeguard for you, the student. Forms are available in the Division of Student Affairs, 103 Grace Wilkie Hall. The general procedure is explained to students when they pick up the form.

**Academic Honesty**

Students who comprise the integrity of the classroom are subject to disciplinary action the part of the University. Violations of classroom standards include:

1. Cheating in any form, whether in formal examinations or elsewhere.
2. Plagiarism, using the work of others as one's own without assigning proper credit to the source.
3. Misrepresentation of any work done in the classroom or in preparation for class.
4. Falsification, forgery, or alteration of any documents pertaining to academic records.
5. Disruptive behavior in a course of study or abusiveness toward faculty or fellow students.

A standard of honesty, fairly applied to all students, is essential to a learning environment. Students violating such standards must accept the consequences; penalties are assessed by appropriate classroom instructors or other designated people. Serious cases may result in discipline at the college or university level and may result in suspension or dismissal. Dismissal from a college for academic honesty constitutes dismissal from the University. Students accused of abridging a standard of honesty may protect themselves through established academic appeal procedures and are assured of due process and the right of appeal from accusations or penalties felt to be unjust.
Student Teaching Placement Policy

The placement of students for the field experience of student teaching is the prerogative of the College of Education. Placement is made in cooperation with the public schools, the faculty and the Dean’s Office. Major consideration in each placement will be the quality of the mentor (model) and the field supervisor in relation to providing the student with the maximum potential to learn.

1. Every attempt will be made to place students in schools other than where they have been assigned for cooperative education.

2. The College of Education will make every effort to rotate the selection of schools among all public school districts within the immediate service area.

3. Students seeking middle level/elementary, secondary/middle level or early childhood/elementary certification may student teach at both levels or may, in the case of middle level, request a placement in a fifth through ninth grade classroom.

4. Students will not be placed in schools where their students attend.

5. Students will not be placed in schools where a parent or sibling is employed.

6. Consideration will be given to the geographic area of the WSU service center in which the student lives – north, south, east, or west.

7. Students will be placed in the largest possible grouping to minimize faculty travel time and maximize student supervision time.

8. Students will meet all requirements of the University, State and Regents before placement for student teaching.

9. Students will be placed with field supervisors who have at least three years of successful teaching experience.

10. Secondary students will not be placed in high schools from which they graduated.
Out-of-Area Placement
Normally, student teachers are placed in state certified schools in Sedgwick County and the seven surrounding counties for student teaching experiences. Placement outside the WSU area is a privilege and is not guaranteed. When students request a placement outside the stated area, the following guidelines are used:

1. If the area requested is outside the 75 mile radius of Wichita, the department (CI, KSS, Art Education, Music Education) may elect to supervise or may elect to hire a supervisor in the geographic area of placement.

2. If a department supervisor is selected, student teachers will be responsible for the cost of travel mileage for four supervisory visits. (Mileage is calculated from the 75 mile radius to the destination x .33, using the State mileage chart to determine distance.

3. If a person from the requested geographic area (i.e., a person not on the WSU faculty) is selected to supervise, the student teacher is responsible for the cost of supervision plus mileage, if any significant travel is to be accrued by the supervisor. Currently, the cost is $300.00 ($250 for supervision, $50 for mileage). (The College of Education pays the cooperating teacher a $50.00 honorarium.)

4. When WSU students request to be placed in another state, the Coordinator of Placements will check to see if there is a college/university in the area requested that would be willing to consider a courtesy placement. If the host college requests that the student register in that college’s student teaching course, the costs of supervision is incurred by the host college. If the host college requests that the student register at WSU, the student will pay the costs of supervision as established by the host college (and any other incidental expenses, if so requested). If no college/university is located in the area, the procedure in #3 above is followed. Note: Some universities require a higher payment for supervision and cooperative teacher honorarium. When this occurs, the student will be notified of the additional costs before placement is made.

Note: Any student completing student teaching through the enrollment at another university will be required to file a petition for an exception to the “residency requirement (24 of the last 30 hours)” established by Wichita State University.

Overseas Placement
Student teachers may apply for a placement within the Department of Defense Schools in Germany, England, and Belgium. Additional locations may also be available. Please inquire with the Associate Dean of Teacher Education about the selection process. Literature concerning the program is available in the Office of Education Support Services.

Certification Requirements

*When you apply for Kansas State Certification, you must have:*
1. Achieved a Bachelor’s degree, and completed the requirements of a teaching field.

2. Achieved a 2.50 or higher GPA (overall and major field).

3. Successfully completed the following tests:
   a. Pre-Professional Skills Test
   b. Principles of Learning and Teaching (score 161 or higher)

**Certification Procedure**

1. Secure forms from Education Support Services, Room 107, Corbin Education Center.

2. **Application form. Please be sure all highlighted items are complete.**
   Return the completed form to Education Support Services if you have any problems.

3. Even if you plan to leave the state after graduation, it is in your best interest to be **certified in Kansas.**
   First, it eliminates any problems that might arise when a recommendation is requested from WSU, your parent institution.
   Secondly, should you decide one day to return to Kansas, and were never certified here, you would be required to comply with any new regulations which may have been instituted since your graduation. This could result in additional coursework and expense for you.

4. The completed forms, along with WSU’s endorsement, will be sent to the certification section of the Kansas State Department of Education for processing. You will receive a blue post card telling you the date it was sent to the Kansas State Board of Education. Normally, you will receive your certificate from the state in **three to six weeks.**

*When you receive your certificate, check carefully for errors. If any are found, please report them at once.*