Teacher Education Application Packet

Mail or submit complete application packet to:
Teacher Education Admissions
Education Support Services
Wichita State University
1845 Fairmount, Campus Box #131
Wichita, KS 67260-0131

Web site: www.wichita.edu/education

Notice of Nondiscrimination:

Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187.
Wichita State University
Teacher Education Program, Admission Requirements

I. Thirty-Five (35) Hours of General Education,
   A. Basic skills course requirements with grades that meet Wichita State University policy
      1. English Composition I
      2. English Composition II
      3. Basic Public Speaking
      4. College Algebra or higher level mathematics course
      *Elementary, Early Childhood Unified, and Middle Level Math majors are required to have a 2.0 or better in College Algebra in order to take Math 501. A grade of C- is not accepted.

   B. Other general education course requirements
      1. General Psychology
      2. Elementary Statistics
      **Secondary Math majors need Calc. I, instead of Elementary Statistics

II. Introduction to the Teaching Profession Course
    Prospective candidates must complete an introductory to the teaching profession course (e.g., CI 270) with an earned grade of B- or better in the course and a “satisfactory” grade in the corresponding field experience component.

III. Standardized Test Requirement
    A prospective teacher education candidate must meet only one of the following four standardized test requirements. The basic skills test used to fulfill his or her admission requirements must have been taken within ten (10) years from the date of the prospective candidate’s application to the teacher education program:

   A. American College Testing Program (ACT) - Composite score 21 or above.
   Most scores are available for online viewing within 2 weeks after each national or international test date. For specific information: http://www.act.org/content/act/en/products-and-services/the-act/test-day.html. Cost is approximately $46.00

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>(Late Fee Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 10, 2018</td>
<td>January 12</td>
<td>January 13-19</td>
</tr>
<tr>
<td>April 14, 2018</td>
<td>March 9</td>
<td>March 10-23</td>
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<tr>
<td>June 9, 2018</td>
<td>May 4</td>
<td>May 5-18</td>
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<tr>
<td>July 14, 2018</td>
<td>June 15</td>
<td>June 16-22</td>
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</tbody>
</table>

   B. Praxis Core Academic Skills for Educators Tests.
   Minimum required scores—Reading (exam code 5712) 152; Writing (exam code 5722) 162; and mathematics (exam code 5732) 142

   C. SAT - Combined score 980 or above
   https://collegereadiness.collegeboard.org/sat/register
**College Assessment of Academic Proficiency (CAAP). Minimum required scores:**

a. Writing 55
b. Mathematics 53
c. Reading 56

- Note: This exam is no longer offered by ACT as of December 2017. Scores from exams completed prior to December 2017 will still be accepted for the next 10 years.

b. If a student completes the CAAP test but does not have the minimum grade in a category, see an academic advisor.

IV. Elementary and Early Childhood Program Additional Requirement. **Cost is approximately $44**

CBASE tests: Social Studies 235  Science 235

These tests are used to affirm a candidate’s mastery of elementary education content. (See following page for specific information).

V. Grade Point Average (GPA) Requirements

A. Overall GPA: 2.5
B. GPA in 35 hours of general education coursework: 2.75
C. WSU GPA: 2.5 (if applicable)

a. Signed Attestation of Eligibility

b. Background check cleared. **Cost is approximately $42**

- Option #1: Provide a copy of current Substitute License (Applicant may also give SSN to Education Support Services staff to look up license on the KSDE website).
- Option #2: Provide a copy of recent background clearance with Validity or NATSB.
- Option #3: Validity Screening Solutions - Submit the Validity online background request form with payment within 10 business days from the date of the Teacher Ed. application (instructions attached).

c. Signed Grounds for Dismissal Regulations

d. Provide proof of a completed CERTIFICATION OF HEALTH FOR SCHOOL PERSONNEL (K.S.A. 72-5213) form to ESS, 107 Corbin. On this form you are responsible for Negative TB exam and physical, completed by your family doctor, Wichita State Student Health Services, or another medical professional. Student Health also charges for this service and an appointment is necessary. **Cost is approximately $60**
CBASE Information

The CBASE tests will be administered on Saturday mornings. The registration deadline is the Thursday preceding the actual test date. Allow 4 weeks for scores to be posted. All test registration must be done online at www.registerblast.com/wsu.

Test Dates:
- February 3, 2018
- March 3, 2018
- April 7, 2018
- May 5, 2018
- June 2, 2018
- July 7, 2018
- July 28, 2018
- September 8, 2018
- October 6, 2018
- November 3, 2018
- December 1, 2018

CBASE Fees and Study Guide (Beginning Fall 2018, CBASE in Reading, Writing and Math will not be accepted)
- Two sections (Science and Social Studies): $44.00
- One section only: $29.00

Study Guides available in the WSU Ablah Library
Flash Cards available at the Resource desk

Students’ Study Guide:
http://www.testprepreview.com/CBASE.htm
http://education-portal.com/academy/course/cbest-test.html

Individual Testing by Arrangements Available
Weekday individual test dates and times may be arranged with the Counseling and Testing Center. Individuals incur an additional $25 fee for arranged individual testing opportunities. Individual tests will be held and evaluated with the next group of tests unless otherwise noted. Please call 316-978-3440 for additional College Base testing information. CBASE Clusters and Skills

<table>
<thead>
<tr>
<th>SCIENCE</th>
<th>SOCIAL STUDIES</th>
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<tbody>
<tr>
<td>235 or higher</td>
<td>235 or higher</td>
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<tr>
<td><strong>Laboratory &amp; Field Work</strong></td>
<td><strong>History</strong></td>
</tr>
<tr>
<td>Recognize the role of observation and experimentation in the development of scientific theories.</td>
<td>Recognize the chronology and significance of major events and movements in world history.</td>
</tr>
<tr>
<td>Recognize appropriate procedures for gathering scientific information through laboratory and field work.</td>
<td>Recognize the chronology and significance of major events and movements in United States History.</td>
</tr>
<tr>
<td>Interpret and express results of observation and experimentation.</td>
<td>Recognize basic features and concepts of world geography.</td>
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<tr>
<td>Understand the fundamental concepts, principles, and theories of the life sciences.</td>
<td>Recognize basic features and concepts of the world’s political and economic structures.</td>
</tr>
<tr>
<td>Understand the fundamental concepts, principles, and theories of the physical sciences.</td>
<td>Recognize appropriate investigative and interpretive procedures in the social sciences.</td>
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<tr>
<td><strong>Fundamental Concepts</strong></td>
<td><strong>Social Sciences</strong></td>
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</tbody>
</table>

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<thead>
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<th><strong>History</strong></th>
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</table>
Application for Admission Into Teacher Education

Candidate’s Name __________________________ Degree_____________________________ Code _______

Date of Birth _______________           WSU ID______________________   Email ______________________

Mailing Address____________________________ Phone ___________________

Candidates must complete all columns which are not shaded

<table>
<thead>
<tr>
<th>Course Requirements for Admission</th>
<th>Grade</th>
<th>WSU Advisor Check</th>
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</thead>
<tbody>
<tr>
<td>English Comp 1</td>
<td></td>
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<tr>
<td>English Comp 2</td>
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<td>Public Speaking</td>
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<td>College Algebra</td>
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<td>General Psychology</td>
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<td>Elementary Statistics (Calc I for Sec. Math majors)</td>
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<tr>
<td>Intro to the Teaching Profession course (grade of B- or better)</td>
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</table>
*Must have a copy of all transcripts on file.

<table>
<thead>
<tr>
<th>Test Requirements for Admission (circle testing type and fill in score and date)</th>
<th>Score</th>
<th>Date</th>
<th>CBASE (Elem &amp; ECU) Score</th>
<th>Date</th>
<th>WSU Advisor Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle One: ACT SAT CORE CAAP (if available)</td>
<td></td>
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<td>Social Studies (235 minimum)</td>
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<tr>
<td>Writing</td>
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<td>Math</td>
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<tr>
<td>Reading</td>
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<tr>
<td>ACT Composite (21 minimum) SAT Combined (980 minimum)</td>
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</table>

Table below will be filled out by ESS advisor.

<table>
<thead>
<tr>
<th>GPA Requirements for Admission</th>
<th>Requirement Met</th>
<th>GPA</th>
<th>WSU Advisor</th>
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<tbody>
<tr>
<td>2.75 GPA 35 hours general education course work</td>
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<tr>
<td>2.50 GPA Overall</td>
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<tr>
<td>2.50 GPA WSU (if applicable)</td>
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<tr>
<td>Signed Attestation of Eligibility</td>
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<tr>
<td>Signed Grounds for Dismissal Regulations</td>
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___ I give permission to have my photo published in WSU publication such as newsletters, websites, etc…

___ I do not need a background check because I have a valid substitute teaching license. (Please attach a copy of your license to the staff in the ESS office upon submission).

___ I understand that I must submit the “Certification of Health Form” to Education Support Services and have a background clearance on file before I am allowed to enroll in Core I classes.

Semester and Year Expecting to “Start” Core I at WSU_____________________________________________

Candidate’s Signature ___________________________________________________________ Date _____________

Education Support Services (ESS) Advisor’s Signature _______________________________ Date _____________

Full Admit _____                       Conditional ____  Reason: ____________________________________________
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 answer the questions below and complete the "Attestation of Eligibility."

1. Have you ever been convicted of a felony? _____ **
2. Have you ever been convicted on ANY crime involving theft, drugs, or a child? _____ **
3. Have you entered into a criminal diversion agreement after being charged with any offense described in Question 1 or 2 above? _____
4. Are criminal charges pending against you in any state involving any of the offenses described in question 1 or 2 above? _____
5. Have you had a teacher's or school administrator's certificate or license denied, suspended or revoked in any state? _____
6. Is disciplinary action pending against you in any state regarding a teacher's or administrator's certificate or license? _____
7. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores? _____
8. Have you ever falsified or altered assessment data documents, or test score reports required for licensure? _____

**Note: Anyone who is ineligible to be employed according to KSDE regulations, or has been denied by Coop because of an existing record, cannot be assigned a field placement in any of the Core classes.

ATTESTATION OF ELIGIBILITY

I, ______________________________________________, certify that the information on this application is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my certificate or license.

Signature: _________________________________________ Date: ______________
Grounds for Dismissal from Field Experiences

Candidates in a teacher education program participating in a clinical experience as a part of their degree program are expected to conduct themselves in accordance with the requirements and expectations of their degree program. Candidates in a teacher education program should likewise not engage in unprofessional conduct or unlawful behaviors. In view of these expectations, students in a teacher education program participating in a clinical experience who are unable to meet these academic standards, as judged by faculty and cooperating teachers, may receive a failing grade and/or face possible removal from their particular clinical/field experience:

1. Candidates may not engage in any inappropriate interactions with pupils, guardians of pupils enrolled in the school, or school or university personnel during the clinical experience. If you feel you are under any pressure to engage in inappropriate social activity, contact your university supervisor.

2. Candidates’ social interactions and communications, including use of cellular phones, Email, and the internet with school pupils, or guardians of pupils enrolled in the school, or school or university personnel, should be limited to those occurring in an official capacity at officially sponsored school events or sites.

3. Candidates may not be in the possession of or under the influence of alcoholic beverages, illegal drugs or dangerous weapons or substances on school property, nor with or in the presence of any school pupil(s).

4. Candidates may not use sexually explicit, obscene, profane, abusive, or derogatory language on school premises or at school sponsored events; nor may they suggest access to inappropriate material (e.g., on the Internet).

5. Candidates may not escort or transport pupils off school property unless accompanied by the cooperating teacher or another full-time employee assigned by the principal.

6. Candidates may not leave school early, be late to school or seminars, or have absences on a consistent basis.

7. Candidates may not falsify, forge, or alter any documents pertaining to academic records, including evaluation reports.

In addition, if at any time your conduct causes the cooperating teacher, the principal, or the university supervisor to determine that your presence in the classroom has become detrimental to the educational program of the pupils in the class, your actions will be reviewed by a field experience review team comprised of school and university officials and/or you may be asked to leave the school and your placement could be terminated by the University.

Should you be asked to leave the school based upon your behavior or your failure to perform at a satisfactory level, Wichita State University is not obligated to reassign you to another school. Failure to abide by these regulations may result in any of the following consequences: removal from field experiences, judicial action by Wichita State University, legal action, and/or failure of course work.

I have read and am aware of WSU’s Guidelines for Professional Conduct during Field Experiences and Grounds for Dismissal from Field Experiences.

Printed Name: __________________________________________

Signature: ___________________________________________ Date: _____
Student Acknowledgement and Authorization Regarding Field Experience

Wichita State University College of Education requires all prospective teacher education candidates to pass a criminal background check that they obtain at their own expense. A current Substitute Teaching license will be accepted.

I am informed and understand, accept, and agree to abide by the following:

1. I understand that I am required to consent to a background check which may include, but is not limited to an investigation regarding whether I am registered as a sex offender and whether my criminal history raises reasonable questions about my ability to obtain a license in the State of Kansas.

2. I understand that passing the criminal background required at application to teacher education does not replace nor ensure I will pass the Kansas Department of Education (KSDE) background check required when applying for licensure.

3. I understand I am required to obtain and pay for all background checks and criminal history investigations as an applicant to the Wichita State University Teacher Education Program.

4. I understand that I am required to have such information forwarded directly to the College of Education at Wichita State University.

5. In the event that information regarding my background check and/or criminal history investigation is provided to Wichita State University, I understand that officials of Wichita State University may review such material to determine whether any information discovered during any background check or criminal history investigation renders it reasonably questionable whether I will be able to obtain a license in the State of Kansas.

6. I understand and hereby give my consent for Wichita State University to release information relating to my criminal history or any investigation thereof and to discuss and/or disclose the results of any background check or criminal history investigation to or with the appropriate faculty as deemed necessary or appropriate by Wichita State University.

7. I understand that Wichita State University, in its sole discretion, may make this determination, and in the event that it determines my ability to obtain a license in the State of Kansas may reasonably be questioned, I will not be allowed to participate in the required field experiences. I understand I will be given an opportunity to explain and comment to the Chair of my Academic Department at Wichita State University on the results of any background check attained pursuant to this acknowledgement and authorization; provided, however, that I understand it may be Wichita State University’s responsibility, as mandated by the State of Kansas, to make a determination as to whether or not my criminal history or other status as revealed by a background check or criminal history investigation raises reasonable questions about my ability to obtain a license in the State of Kansas. If the issue cannot be resolved, this may ultimately result in my inability to continue my admission in the above-noted academic program.

By signing herein, I acknowledge that I have read, understand and agree to abide by the statements above.

Student Printed Name ___________________________ Student Signature ___________________________ Date _____________
CERTIFICATION OF HEALTH FOR SCHOOL PERSONNEL
K.S.A. 72-5213

Top portion of this form is to be filled out by Teacher Education Candidate. A completed copy of this form must be submitted to Education Support Services, 107 Corbin, Wichita State University. The candidate must keep the original documentation or a copy at all times during field experiences and internships.

Name: ________________________________________________________________

WSU ID: _______________________________________________________________________

Address: ____________________________________________________ Birthdate: _______________

School: Wichita State University

Tuberculin Testing Results
(To be completed by Health Care Provider)

Tuberculosis has been ruled out by

<table>
<thead>
<tr>
<th>Test</th>
<th>Administered</th>
<th>Read</th>
<th>Result</th>
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<tbody>
<tr>
<td>Mantoux/PPD</td>
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<td></td>
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<td></td>
<td>(Positive)</td>
</tr>
<tr>
<td>Chest X-ray</td>
<td>____________</td>
<td>____</td>
<td>(Negative / Positive)</td>
</tr>
</tbody>
</table>

Administered by __________________________________________________________

Read by __________________________________________________________ (Signature) (Health Facility)

Provider’s Statement
I have, this date, examined _______________________________ and find no evidence of any physical condition that would conflict with the health, safety, or welfare of the pupils or would prevent the individual from working in a safe and healthful manner.
List limitations or restrictions, if any.

Comments ________________________________________________________________

__________________________________________
(Signature of Licensed Physician, Registered Physician’s Assistant or Advanced Registered Nurse Practitioner) (Exam Date)

K.S.A. 72-5213. Certification of health: (a) Every board of education shall require all persons, whether employees of the school district or under the supervision thereof, who come in regular contact with the pupils of the school district, to submit a certification of health on a form prescribed by the secretary of health and environment and signed by a person licensed to practice medicine and surgery under the laws of any state, or by a person who is registered as a physician’s assistant under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery, or by a person holding a certificate of qualification to practice as an advanced registered nurse practitioner under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test.

Teacher Interns are responsible to provide proof of certification with TB results to the school district when requested. The College of Education DOES NOT maintain a copy of this certificate!
Dear College of Education Student:

The Application to Teacher Education process includes completion of a background check with Validity Screening Solutions within 10 business days of submitting the application to Teacher Education and have on file a signed student acknowledgement and authorization form. Passing the criminal background required at application to teacher education does not replace or ensure you will pass the Kansas State Department of Education (KSDE) background check required when applying for licensure.

To complete the criminal background check required for admission to Teacher Education complete these steps:

1. Go to the secure link: [https://www.ejobapp-validityscreening.com/p/wsu3256](https://www.ejobapp-validityscreening.com/p/wsu3256)
2. You will need to create a New User account by client link in the upper right hand corner (previous credentials will not work for this updated site)
3. Create a User Registration by completing the required fields and clicking SAVE
4. An authentication message will be dispatched to your email. Follow the link within the email to set password and begin application.
5. Locate your needed package by selecting the SUBMIT link
6. Complete each section of the screening profile
   a) Review the screening profile to ensure all sections are complete and click NEXT (bottom right)
   b) Read the “Notice” and check the confirmation box, click NEXT (bottom right)
   c) Read the “Summary of Rights under the Fair Credit Reporting Act” and check the confirmation box, click NEXT (bottom right)
   d) Complete the Disclosure and enter your signature in the electronic signature box, click NEXT (bottom right)
   e) Complete the required fields in the Authorization and enter your signature in the electronic signature box, click NEXT (bottom right)
   f) Complete Credit Card payment options (AMEX, Discover, MasterCard or Visa)
      i. Cost is $42.00 plus $2.00 administrative fee
      ii. Receipt of payment will be emailed to you once submitted
   g) Schedule Drug Test (if necessary, you will be prompted to select location)
   h) Select SUBMIT to complete application

* Your results will not be released to WSU until you successfully submit your request and payment to Validity.

Results will be forwarded to Wichita State University. Instructions on how to access your completed report via your profile page will also be sent via email once your profile has been submitted.

If you have any questions please feel free to contact Ashlie Jack at (316) 978-3589 or ashlie.jack@wichita.edu. You may also contact Validity Screening Solutions with technical questions at 913.322.5995, toll-free at 866.920.5995 or via email at students@validityscreening.co

WICHITA STATE UNIVERSITY/ College of Education/ 1845 Fairmount Street/ Wichita, Kansas 67260-0028
tele: (316) 978-3301/fax: (316) 978-3302/web: www.wichita.edu
The WSU Teacher Education Candidate (includes any WSU student engaged in a field experience as part of their teacher preparation program) and Intern is responsible for:

1. Communicating with the cooperating teacher the university supervisor on a routine and timely basis;

2. Adhering to all placement school policies and procedures;

3. Demonstrating academic and professional integrity as outlined by WSU’s policies and procedures regarding student conduct (visit [http://webs.wichita.edu/inaudit/ch8_05.htm](http://webs.wichita.edu/inaudit/ch8_05.htm));

4. All Teacher education candidates (TECs) in a teacher education program participating in a field experience as a part of their degree program are expected to conduct themselves in accordance with the requirements and expectations of their degree program. TECs should not engage in unprofessional conduct or unlawful behavior in accordance to KSDE’s Kansas Educator Code of Conduct: [http://www.ksde.org/Portals/0/TLA/Licensure/KS_Ed_Code_Conduct_Brochure031014.pdf](http://www.ksde.org/Portals/0/TLA/Licensure/KS_Ed_Code_Conduct_Brochure031014.pdf)

5. Completing all assignments and projects as mutually agreed upon and assigned by the university supervisor, cooperating teacher, and/or the Teacher Education Program (e.g., KPTP, reflection evaluations, lesson plans);

6. Being punctual and regular in attendance;
   a. If any reason a teacher education candidate must be absent, he/she should notify the university supervisor, the cooperating teacher, the building principal, and the school contact person prior to the absence.
   b. Absences should be limited to emergency situations only (e.g., illness or family emergencies).
   c. If a teacher education candidate is ill for an extended absence, he/she should provide the university supervisor with documentation such as a confirmation from his/her doctor. Similarly, the teacher education candidate must provide documentation reflecting the non-illness related absences if documentation is available (e.g., obituaries).
   d. The field experience requirement may be extended when absences occur.
   e. If a teacher education candidate is absent when he/she is scheduled to teach, he/she must provide a set of detailed lesson plans for the teacher who will assume the classroom responsibilities.

7. Demonstrating a sensitivity to students’ needs;

8. Demonstrating responsiveness to feedback;

9. Transporting him/herself to and from the placement school;

10. Maintaining the confidentiality of student information that must remain private in accordance with the Family Educational Rights and Privacy Act (FERPA); and

11. Any other appropriate assignment(s) or request(s) made by the cooperating teacher, university supervisor, or WSU faculty.
Student Fees as of March 2018:  
*Prices are subject to change*

I. Application for Teacher Education Program/ Core I classes - **Out of Pocket Expenses**
   1. Background: $42
   2. TB skin test: $20 (price at WSU Student Health)
   3. Physical: $38 (price at WSU Student Health)
   4. Testing:
      a. ACT (if needed): $46
      b. CBASE (for Elementary and Early Childhood majors): $44

II. Core Program Fees – **Charged to Student Account**
   1. Field Experience/Internship: additional $30/per credit hour
   2. Final Semester: Kansas Performance Teacher Portfolio (KPTP): $60

III. Final Semester - **Out of Pocket Fees**:
   1. Graduation: Cap and Gown (Regalia and Tassel): $36
   2. Licensure:
      a. Background/Fingerprint Process: $50 (*some law enforcement agencies may charge a fee to take your prints*)
      b. Initial Teaching License Application: $60 for each area
      c. Praxis Test Fees:
         • PLT - $90
         • Content test(s) between $120-$146 for each area (Note: two subject areas in Middle Level - between $240-292)