FACULTY ADVISING RESOURCE GUIDE

www.wichita.edu/education
# COE Resource Guide Index

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**WSU Campus Referrals for COE Advisors**

**Education Support Services**
- Director – Sherena Langley 978-6951
- Office Manager – Jane Eshelman: 978-3300
- Licensure Specialist – Stacie Ogborn: 978-6949
- Degree Check/Records – Sherri Heersche: 978-6947
- Field Experience Coordinator – Melissa Dimeo: 978-7860
- Academic Advisors (Pre-Core) for Teacher Education
  - Sherena Langley: 978-6951
  - Twambi Kerstetter: 978-3774
- Academic Advisor for Human Performance Studies
  - Sheri Barnes: 978-6952
- Academic Advisor for Sport Management
  - Kayla Jasso: 978-7434

**College Advising Contacts**
- Business Advising Center: 978-4752
- Engineering Student Records: 978-4749
- Art Advising: 978-4745
- Dance Advising: 978-4748
- Music Advising: 978-4746
- Performing Arts Advising: 978-4747
- Health Professions Advising Center: 978-4744
- Liberal Arts Advising Center: 978-4757

**Student Counseling & Special Assistance**
- Athletic Student Services: 978-3272
- Career Services: 978-3435
- Counseling & Testing Center: 978-3440
- Disability Services: 978-3309
- Emory Lindquist Honors Center: 978-3375
- International Student Services: 978-3232
- Student Health Services: 978-3620
- Student Support Services: 978-3715
- Writing Center: 978-3173
- Math Lab: 978-3209
- One Stop – 978-7440

**Other Campus Resources**
- Admissions: 978-4755
- Career Development Center: 978-3688
Financial Aid: 978-4750
Graduate School: 978-4742
Housing & Residence Life: 978-3693
Registrar: 978-4741 (Registration) 978-4740 (Records)
South Campus: 978-8000
Tuition & Fees: 978-3333
Veterans Service: 978-3027
West Campus: 978-6777
Websites for Advising

http://advising.wichita.edu/lasac/gpacalc/wsugpa.html

**WSU GPA calculator** - allows students to determine the number of hours and level of grades needed to accomplish the desired g.p.a.

http://image-ination.com/test_maker/gpa.html

Allows student to predict current course grades and see *impact on g.p.a.*

http://www.ucc.vt.edu/stdysk/stdyhlp.html

Introduces students to the concept of *learning styles* and how best to maximize

http://owl.english.purdue.edu

This site has many helpful resources including research paper style guides, links to internet resources and lots of *information on the writing process*.

http://www.m-w.com/dictionary.htm

On-line *dictionary*

http://www.ipl.org

Internet Public Library includes *excellent reference section* and huge subject collections.

http://www.bartleby.com/141/

Strunk and White Essentials of *Writing on-line guide*

**ADVISOR DEVELOPMENT**

http://www.nacada.ksu.edu

The authoritative site for *advising issues*; including a clearinghouse, advisor resources and interest groups, and opportunities for professional development & conferences

**CAREER & COUNSELING ISSUES**

http://www.personalitytype.com/quiz.html

User-Friendly *personality assessment* based on Myers Briggs Type Indicator with lists of careers for each personality type

http://www.career.missouri.edu/students/explore/thecareerinterestsgame.php

Based on John Holland’s theory of *career development*, relates interests and skills to particular careers


A printable *work values exercise* to help students link values with careers

http://www.bls.gov/oco

Occupational Outlook Handbook – US Department of Labor *information on careers*
On-line *career library*

http://www.uncwil.edu/stuaff/career/majors
“What can I do with a major in” provides a listing of careers related to a variety of majors

https://www.cco.purdue.edu/Student/Series_Major.shtml
Information about various *career fields* with helpful web links for each field

http://www.myplan.com/
A comprehensive *career information* web site

http://www.jobhuntersbible.com/
Many links related to the *job search*

http://campusblues.com
A one-stop site for multiple issues related to *student health, happiness and success*

**TESTING INFORMATION**

http://www.ets.org
Information on *PRAXIS, TOEFL, GRE, GMAT*, locations, test preparation, score reports

http://arc.missouri.edu
Provides general information about the *CBASE*

http://www.collegeboard.com/testing
Information on *CLEP, SAT, PSAT* tests, study guides, test preparation, score reports

http://www.act.org
Information on *ACT* tests, PREPARATION and ordering score reports

**TRANSFER & GRADUATE SCHOOL INFORMATION**

http://capitol.wichita.edu/sre1001/Default.aspx
WSU *transfer equivalency* guide

http://www.petersons.com
This site contains information on *graduate programs* and the ability to search by locations, programs offered, costs, etc.

http://www.collegesource.org
Search engine to locate *universities in the US and abroad* - connects to college home pages to access catalogs and program information
WSU General Information:

- Wichita State University - [www.wichita.edu](http://www.wichita.edu)
  Facebook: WichitaState, Twitter: @WichitaState
- Weather Closing Hotline: 316-978-6633
- Parking: [www.wichita.edu/parking](http://www.wichita.edu/parking)
  Facebook: wsuparking, Twitter: @ShockerParking
- Rhatigan Student Center: [www.wichita.edu/rsc](http://www.wichita.edu/rsc)
  Facebook: rhatiganstudentcenter, Twitter: @WSU_RSC
- WSU Bookstore - [www.wsubooks.com](http://www.wsubooks.com)
  Facebook: WSUBooks, 316-978-3490

Academic Resources:

- Library - [www.wichita.edu/library](http://www.wichita.edu/library)
  Facebook: wslibraries, Mon-Thu 7:30am - 10:30 pm, Fri 7:30am - 7:00pm,
  Sat-Sun 1:00pm - 7:00 pm
- Tutoring - [http://webs.wichita.edu/?u=OFDSS&p=/Students/LocateTutor](http://webs.wichita.edu/?u=OFDSS&p=/Students/LocateTutor)
- Supplemental Instruction - [http://webs.wichita.edu/?u=OFDSS&p=Students/SupplementalInSTRUCTION](http://webs.wichita.edu/?u=OFDSS&p=Students/SupplementalInSTRUCTION)
- Writing Center - [http://webs.wichita.edu/?u=COMPOSITIONWEB&p=/writing_center](http://webs.wichita.edu/?u=COMPOSITIONWEB&p=/writing_center)
  Mon-Thu 11am-7 pm, Fri 11am-4 pm, 601 Lindquist Hall, 316-978-3173
- Math Lab - [www.math.wichita.edu/general/mathlab.html](http://www.math.wichita.edu/general/mathlab.html)
  Mon-Thu 8am - 7 pm, Fri 9am-2 pm, 371 Jabara Hall, 316-978-3938
- Disability Services - [www.wichita.edu/disabilityservices/](http://www.wichita.edu/disabilityservices/)
  150 Grace Wilkie Annex, 316-978-3309

Career and Co-op Services:

- WSU Career Services - [www.wichita.edu/career](http://www.wichita.edu/career)
  Facebook: hire.shocker, 203 Grace Wilkie, 316-978-3435
- WSU Co-op Education - [www.wichita.edu/coop](http://www.wichita.edu/coop)
  Facebook: wsu.coop, Twitter: @Wichita_coop
  Mon-Fri 8am-5pm, 223 Grace Wilkie 316-978-3688

Health, Wellness, and Safety:

- University Police - 316-978-3450
- Student Health Services - [www.wichita.edu/studenthealth](http://www.wichita.edu/studenthealth)
  Facebook: Wichita-State-University-Student-Health-Services,
  209 Ahiberg Hall, Mon-Fri 8am-5pm, 316-978-3620
- Counseling and Testing Services - [http://www.wichita.edu/thisis/home/?u=coutsctr1](http://www.wichita.edu/thisis/home/?u=coutsctr1)
  318 Grace Wilkie, Mon-Fri 8am-5pm, 316-978-3440
- Student Advocate - [www.wichita.edu/studentadvocate](http://www.wichita.edu/studentadvocate)
  200 Rhatigan Student Center, 316-978-3026
- Shocker Safe Ride - [http://webs.wichita.edu/?u=POLICE&p=saFe_ride](http://webs.wichita.edu/?u=POLICE&p=saFe_ride)
  Available 365 days a year.
  7 PM-7 AM Weekdays, 12 PM-7 AM Weekends
  316-978-7433 (RIDE)

Student Activities and Athletics:

- Student Activities Council - [www.wichita.edu/activities](http://www.wichita.edu/activities)
  Facebook: wsu.involvement
  Twitter: @wsu_involvement
  262 Rhatigan Student Center, 316-978-3022
- Campus Recreation - [www.wichita.edu/campusrecreation](http://www.wichita.edu/campusrecreation)
  Facebook: WichitaStateCampusRecreation,
  Mon-Fri 7am-8pm, Sat-Sun 1pm-6pm, Heskett Center
- Greek Life - [http://www.wichita.edu/thisis/home/?u=Greek_Life](http://www.wichita.edu/thisis/home/?u=Greek_Life)
  Twitter: @wsu_greeks
- Athletics - [www.goshockers.com](http://www.goshockers.com)
  Facebook: wichitastateuniversityathletics
  Twitter: @GoShockers
- The Sunflower - [www.thesunflower.com](http://www.thesunflower.com)
  Facebook: wssunflower, Twitter: @sunflowernews
  Published three times a week—Mon, Wed, Fri
  019 Elliott Hall 316-978-3640
- Wu Shock - [www.wichita.edu/wushock](http://www.wichita.edu/wushock)
  Facebook: wushock.fans
twitter: @wu_shock
COLLEGE OF EDUCATION ADVISING

I. ADVISING RESPONSIBILITIES

A. ESS ADVISOR:
   The ESS office is the first place the student begins his/her advising. When a student is admitted into the University, he/she will be notified and will register for Orientation. The ESS advisor:
   1. Discusses the specific program and plan of study with the student
   2. Advises on general education requirements
   3. Discusses Teacher Education Packet with the Student
   4. Helps the student to select classes
   5. Encourages secondary education majors to meet with the faculty advisor early for a plan of study.
   6. Creates a folder for active and prospective students
   7. Communicates with faculty on student’s progress.

B. FACULTY ADVISOR:
   1. The faculty advisor can check out a student’s file through the ESS office at any time. A student may also check out the file for an advising appointment by showing their ID and taking it with them for the appointment. All documentation from the original file in the ESS office must stay in that file. Faculty can copy anything from the file for their own records.
   2. All office hours should be posted on faculty door.
   3. If a student wants to change his/her major, faculty should advise the student to make those changes online through their MyWSU “home page” tab then, visit the ESS office. Note: If the student has submitted an “Application for Degree” (AFD), the online change of major option will prompt them to visit the ESS office.
   4. The faculty advisor is expected to follow up with a student upon receiving notice that the student has been tagged in the “SEAS” early alert system or has been placed on probation due to academic progress.
   5. The faculty advisor should work with the student on a Plan of Study and use the Degree Works process to see what the student is lacking. Contact ESS for any questions.
   6. Verifies student has successfully passed previous Core classes.
   7. Informs student of “Application of Degree” (AFD) online process, two full semesters prior to graduation. This can be found online through their “my classes” tab under Graduation requirements.
   8. Keeps student informed on deadlines for applications and documents needed (ie, student teaching application, degree forms, TB exams, Praxis/PLT info., etc…)

II. ACADEMIC PROBATION INFORMATION:
   A. Students admitted into the College of Education, whose GPA falls below 2.5 (either WSU or overall) will be placed on probation for the following semester. The student will be limited to 14 hours while on probation. A hold will be placed on the student’s record by the registrar’s office and he/she must meet with an advisor before the hold is released.
   B. If the student does not meet the 2.5 after being placed on probation, he/she will be dismissed from the University. However, if the student has a 2.5 semester gpa, but the WSU or Overall is still below 2.5, the student will continue on probation. See undergraduate catalog for more details related to policy.
Wichita State University - Advising Syllabus
College of Education

Education Support Services: 107 Corbin Education Center
Phone: (316) 978-3300
Fax: (316) 978-3302
Office hours: Monday – Friday, 8:00 a.m. - 5:00 p.m.
Walk-in hours:
  Teacher Education: Monday & Wednesday: 1:00-4:00 (107 Corbin)
  SMGT: Wednesday: 1:00-4:00 (109 Heskett)
  HPS -Exercise Science: Tuesday - 1:00-3:00 (limited to current students w/ 30-89 hours - 107 Corbin)

Dean's Office: 104 Corbin Education Center
Dr. Shirley Lefever-Davis, Dean
Dr. Clay Stoldt, Associate Dean
Dr. Ashlie Jack, Assistant Dean/ Accreditation

College of Education Chairs:
  Ms. Kim McDowell, Chair Curriculum and Instruction (C&I)
  Dr. Jody Fiorini, Chair Counseling, Educational Leadership, Educational and School Psychology (CLES)
  Dr. Michael Rogers, Chair Human Performance Studies (HPS)
  Dr. Mark Vermillion, Chair Sport Management (SMGT)

Education Support Services (ESS) Advising - (316) 978-3300
Director: Sherena Langley sherena.langley@wichita.edu
Admin. Specialist: Jane Eshelman jane.eshelman@wichita.edu
Licensure/Assessment: Stacie Ogborn stacie.ogborn@wichita.edu
Records: Sherri Heersche sherri.heersche@wichita.edu
Placement: Melissa Dimeo melissa.dimeo@wichita.edu
Scholarships: Johny Buchanan-Spachek johny.buchanan-spachek@wichita.edu
Advisors:
  HPS: Sheri Barnes sherri.barnes@wichita.edu
  SMGT/ Outreach Coordinator: Kayla Jasso kayla.jasso@wichita.edu
  Teacher Ed. Sherena Langley sherena.langley@wichita.edu
  Twambi Kerstetter twambi.kerstetter@wichita.edu

Shocker One Stop: 122 Jabara Hall (available to handle general questions)
Monday-Thursday (8:00 a.m.-7:00 p.m.)
Friday (8:00 a.m.-5:00 p.m.)
http://www.wichita.edu/onestop
College Overview:
The College of Education offers bachelor’s degrees in programs that prepare elementary and secondary teachers, exercise scientists, athletic trainers and sport administrators. The faculty of the college are student-centered and committed to excellence in teaching and student support services. Each program is built around interactive learning and hands-on field placements. The college offers state-of-the-art educational technology for students and faculty use. The college departments are located in Hubbard Hall, the Heskett Center, and Corbin Education Center, which is a Frank Lloyd Wright designed building. The college is accredited by the National Council for Accreditation of Teacher Education and by the Commission on Accreditation of Athletic Training Education. The college also offers graduate degrees in seven areas, a specialist degree in school psychology and a doctorate in educational leadership.

Mission Statement:
The mission of the College of Education at Wichita State University is to prepare professionals to benefit society and its institutions through the understanding, the facilitation and the illumination of the learning process and the application of knowledge in their disciplines.

Advisor Responsibilities: You can expect your advisor to:
- Assist you in understanding the purposes and goals of higher education and its effect on your life and personal goals.
- Assist and encourage you by providing accurate information about required courses, graduation requirements, WSU resources and WSU policies and procedures.
- Be accessible for advising appointments, telephone, email and web correspondence.
- Assist you in utilizing university resources to maximize your educational and personal potential.
- Monitor your progress toward meeting your chosen academic goals.
- Encourage you to develop decision-making skills and take responsibility for your educational plans and goals.
- Help you to define and develop realistic academic and professional goals.
- Help you to develop an individual academic plan of study for your major.
- Maintain confidentiality.
- Maintain up to date records with your program check sheet, notes, emails, and important documents.

Student Responsibilities – What you are expected to do:
- Discuss your career goals with the advisor in order to determine the best major and plan of study to reach those goals.
- It is strongly recommended that you meet with an advisor each semester with questions regarding enrollment, plan of study, change of major, grade point average issues, difficulties in class, and other academic concerns.
- Provide your advisor with accurate information about your interests and abilities.
- Arrive on time and be prepared for each appointment.
- Be an active learner by participating fully in the advising experience.
- Know the requirements of your degree program and make sure that you are taking the courses your program requires for graduation.
- Ask questions if you do not understand an issue or specific concern.
- Become knowledgeable about college policies, deadlines, and procedures.
- Become familiar with the College of Education handbooks and undergraduate catalog.
- Follow through with all recommendations from your advisor.
- Identify university resources and career opportunities.
- Be aware of your actions and how they affect you, your academic progress, and your financial aid status.
- Be professional in your field placements by: 1) respecting your supervisors, 2) dressing
appropriately, 3) accepting constructive criticism and 4) being on time.

- Request that all transfer work be sent to the registrar from each college attended, immediately following the semester in which the courses were completed.
- Apply for “Degree Audit” two semesters prior to graduation.
- Take any standardized tests in a reasonable time frame; allowing time for repetition if necessary.
- Have a copy of your negative TB test on file with Education Support Services at the beginning of each semester in which you will have a field placement.
- **Maintain a personal file at home with important documents such as TB tests, exception forms, emails, tests scores, and other documents**
TRANSITION POINTS

I. Teacher Education Acceptance: (Transition I)

   A. A student must submit a Teacher Education Application to the ESS office and have approval for admission into the program before he/she can enroll in any Teacher Education classes.

   B. The ESS advisor looks over the application and verifies that all prerequisites have been met before admitting the student into Teacher Ed. (Students may be conditionally admitted into Teacher Ed. if they are currently enrolled in courses that are needed for entrance and have all other requirements met).

   C. After admission into Teacher Education, the student is assigned a faculty advisor, who advises the student until program completion. They are encouraged at this time to be advised by their faculty advisor.

II. Admission to Student Teaching: (Transition II)

   A. Student completes the application online and meets with their faculty advisor for approval and signatures

   B. ESS and Placement Coordinator validate the following:

      1. 2.5 or better Content GPA
      2. 2.5 or better Overall GPA
      3. 2.5 or better WSU GPA
      4. Successful completion of all courses except for Student Teaching and Seminar
      5. Submitted Application for Degree (AFD) online
      6. Advisor’s Signature
      7. Valid TB test and physical
      8. Attestation of Eligibility/Dismissal Policy
9. Release of Information

10. Educational Profile

C. Placement Coordinator places Student Interns

D. Placement Coordinator plans dinners and seminars for Cooperating Teachers, University Supervisors and Student Interns

E. Classroom Teachers and University Supervisors are expected to make observations and complete forms/evaluations

III. Candidate Disposition Assessments validated by Placement Coordinator

A. Field Experience Disposition Rubric

B. Classroom Dispositions

C. Final Intern’s Supervisor Evaluation Form

IV. Exit from Clinical Practice/Student Internship (Transition Point III)

A. All Courses completed successfully

B. 2.5 or better Overall GPA and WSU GPA

V. Licensure
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. Standardized Test Requirement
    (Beginning Fall 2017, CBASE will no longer be accepted for Reading, Writing and Math)

   A prospective teacher education candidate must meet only one of the following four standardized test requirements. All minimum category scores within a single exam must be met in order for the candidate to meet the test requirement. 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). Minimum required scores—reading 22; English 22; and mathematics, 22; or
   B. College Assessment of Academic Proficiency (CAAP). Minimum required scores—writing 55; reading 56; and mathematics, 53; or
   C. 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; or
   D. SAT. Minimum required scores—verbal 510; and mathematics 510.

III. Elementary and Early Childhood Program Additional Requirement
    CBASE tests: Social Studies 235 Science 235
    These tests are used to affirm a candidate’s mastery of elementary education content.

IV. 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.
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)

VI. Signed Attestation of Eligibility

VII. Background check cleared
   - 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).

VIII. Signed Grounds for Dismissal Regulations

IX. A Completed Copy of the “Certification of Health for School Personnel” must be submitted to Education Support Services, 107 Corbin, before a candidate is permitted to enroll in Core I classes. Candidate must keep the original Health Form or a copy at all times during field experiences and internships. Student Health Services charges a small fee and is available for current WSU students. An appointment is necessary to complete the Provider’s Statement of Health.
Wichita State University  
Plan of Study  
College of Education  
STUDENT MUST HAVE A 2.5 OVERALL GPA AND 2.5 WSU GPA (IF APPLICABLE) 
FOR COLLEGE OF EDUCATION ENTRANCE REQUIREMENTS.

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</tbody>
</table>
Education Support Services Policy on Student Concerns

The Education Support Services (ESS) staff welcomes the opportunity to hear student concerns regarding the ESS advising process or related student services issue (e.g., scholarships, retention, student associations).

Students desiring to express their concerns should complete the Education Support Services Concern Form available in the ESS office or access the form via the COE web site. Those individuals submitting a concern form will receive a written reply with an indication of action to be taken. Possible action, for example, may include a follow-up discussion with involved parties and/or pursuit of appropriate policy change recommendations.

** If you would like a response please provide the information below: **

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be completed by ESS office staff:

<table>
<thead>
<tr>
<th>Date Concern Form received:</th>
<th>Concern Form received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Response provided:</td>
<td></td>
</tr>
</tbody>
</table>

Office Use Only

Action Taken:

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Education Support Services

CONCERN FORM

Date __________

Topic of concern: _______________________________________________________________

Elaboration: (attach additional sheet if necessary)

What steps have you taken to resolve this issue?

In your opinion, what action would best resolve this situation?
FACULTY CONCERN FORM

Faculty desiring to express student concerns should complete this form and submit it to the chair of your department.

Date __________

Name of Student: _________________________________________________

Student ID: ____________________________________________

Elaboration: (attach additional sheet if necessary)

What steps have you taken to resolve this issue?

In your opinion, what action would best resolve this situation?

Faculty Name: ____________________________

Signature: ________________________________

Office Use Only

Action Taken:
TB Test Procedures

All students enrolled in Core classes are required to furnish proof of a current negative TB test each semester. Skin tests are current for 1 year after the date read. The student must have current negative test for the entire semester. To update the TB record, the student must complete the TB questionnaire from Student Health to determine if another TB test needs to be administered. (See Intern Application)

Proof of a current negative TB test must be on file in the ESS office by the first day of classes each semester. The student must keep the original test results with him/her while in the schools.

Application for Degree Form

All students are required to fill out an online application for Degree Form two semesters before graduation. Once the student applies, the information is sent to the record’s specialist in Education Support Services. The record’s specialist will then notify the student once the analysis has been completed.
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:_______
Job Search Resources for Educators

If you are working with a student, you can refer him/her to the Office of Career Services. This office provides all students, alumni, faculty, staff and community members with career advising including job search tips, résumé critiques as well as credential information. The counselors of the office have also developed specific tools to help Education majors specifically.

Reasons why you might refer a student to Career Services:
1. The student needs help building a résumé, cover letter or reference page.
2. The student wants to know how to prepare for a job interview.
3. The student needs help managing their credential information.
4. The student needs help searching for jobs.
5. The student has a career-related question.
6. The student is unsure of their major or needs help deciding where he/she wants to work.

Services are free for students, but there is a minimal fee for alum and community members.
Dear Graduating Senior:

This packet is especially designed to simplify the teacher licensure process for you. It includes the following items:

1. **Instruction booklet** to make application for teacher licensure online to KSDE. KSDE will forward the application to me. I will make the recommendation and return it to KSDE. KSDE will then advise you it is time to send a fee. Your application process will not be completed until KSDE receives your fee payment.

2. Initial licensure now requires fingerprints on file at KSDE in Topeka. If you have a valid substitute license, you do not need to be fingerprinted. (See enclosed sheet.) It takes 8 weeks (minimum) to get the KBI clearance to KSDE. Be sure to allow adequate time so as not to delay your licensure. The prints, however, may not be more than six months old at the time application is made.

3. **If you plan to leave the state, it is in your best interest to be certified in Kansas.** Licensure in Kansas verifies that you have met state requirements. If you decide in the future 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 will probably result in additional coursework and expense for you.

4. Your PLT score must be on file in ESS, room 107 Corbin Education Center. Content assessment scores (Praxis II) are required to process your application. The score **must** be reported to obtain licensure.

5. Please list all subject-fields of certification and grade levels for which you are eligible on the application form (e.g. elementary, K-6; secondary subject – math, English, etc., 6-12; PK-12 - PE, Art, Music; 5-8 middle level – for a second-field endorsement).
For your information: If you get married and change your name, you must notify the Kansas State Department of Education (KSDE) in writing. A copy of your marriage license is most helpful. List your maiden name, married name, social security number and date of birth. The name, social security number and date of birth must match the information they have in their files. The State uses the first three (3) letters of the last name, social security number and date of birth to identify files.

If you change your mailing address, be sure to notify us or the Kansas State Department of Education, because your license will NOT be forwarded. It goes “dead letter” at the post office.

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN A DELAY IN ISSUING YOUR TEACHING LICENSE!

If you have any questions, or I may assist you in any way, please contact me at the Office of Education Support Services, 107 Corbin Education Center, 978-3300. We want to make this process as easy for you as possible.

For questions, contact Stacie Ogborn at stacie.ogborn@wichita.edu
APPLICANT INSTRUCTIONS
For Teacher Licensure

STEP 1 – REGISTER FOR A LOGIN

Before you can submit your application, you must request a user name and password. To register, do the following:

1. Go to https://online.ksde.org/authtnticationpublic/
2. Click on the “Register” button to display the “KSDE User Registration Form”.
3. Enter the following information:
   • First name
   • Last Name
   • Phone Number
   • Email Address
   • Login ID – this log-on ID will become your User Name for subsequent logins
   • Password (must be at least 8, with at least one upper case letter, at least one lower case letter, and at least one number or special character).
   • Password Re-entered
   • Birth date
   • A question to which only you know the answer
   • The answer to the question

Leave “individual” as the appropriate Application Access Level. When you are ready to submit your registration, click on the “Submit” button.