



**Student Information Packet**  
**Post-Baccalaureate Students**  
**Secondary Education**  
**Master of Arts in Teaching – 5<sup>th</sup> year format**  
**Initial Teacher Licensure Program**  
*Revised 5-24-11*

The **Secondary Education Master of Arts in Teaching** graduate program prepares individuals for initial licensure to teach students of grades 6-12 (*Foreign Language licensure is grades Pre-K–12*). The state approved licensure areas in the secondary education program at JMU include **biology, chemistry, earth science, English, foreign languages, mathematics, physics, and history and social science**. Licensure programs in **Algebra I, Journalism, and Gifted Education** are available as **add-on** endorsement areas. *At the current time, the program is not accepting post-baccalaureate candidates in the area of History and Social Science.*

Candidates must complete the following course work requirements to be recommended for teacher licensure in Secondary Education through JMU's approved teacher licensure program:

- **Undergraduate content area course work required for licensure**
- **Undergraduate pre-professional Secondary Education course work**
- **Master of Arts in Teaching (MAT) 5<sup>th</sup> Year format graduate course work**

**THE GRADUATE SCHOOL:** <http://www.jmu.edu/grad/>

Candidates pursuing licensure to teach through the **Secondary Education Master of Arts in Teaching** program ***must satisfy all requirements for admission to The Graduate School***. Candidates must apply and be accepted into The Graduate School prior to beginning course work. Admission requirements include:

- **Submission of the official graduate application form with required fee**
- **Official transcripts** (*minimum cumulative GPA of 2.7 required*)
- **Graduate Record Exam scores** (*25<sup>th</sup> percentile or above required*)

Additional admission requirements to be mailed directly to the Secondary Education Department (*address at top of this handout*) include:

- **Resume**
- **Two letters of reference** (*one of which must be an academic reference*) to include potential as a classroom teacher, oral and written expression, performance as a professional, and potential to succeed in a graduate program

**Secondary Education Advisors:**

Subject Area	Advisor	Room	Phone (540) 568-	e-mail address
English	Dr. Mary Beth Cancienne	Mem Hall 3240C	x7327	<a href="mailto:cancieme@jmu.edu">cancieme@jmu.edu</a>
	Dr. Steve Purcell	Mem Hall 3200B	x6793	<a href="mailto:purcells@jmu.edu">purcells@jmu.edu</a>
Foreign Language	Dr. Steve Purcell	Mem Hall 3200B	x6793	<a href="mailto:purcells@jmu.edu">purcells@jmu.edu</a>
Mathematics	Dr. Kyle Schultz	Mem Hall 3265D	x4532	<a href="mailto:schultkt@jmu.edu">schultkt@jmu.edu</a>
Natural Sciences	Dr. David Slykhuis	Mem Hall 3265A	x4314	<a href="mailto:slyhuda@jmu.edu">slyhuda@jmu.edu</a>

## **TEACHER EDUCATION ADMISSION INSTRUCTIONS**

**JMU Education Support Center (ESC) website:** <http://coe.jmu.edu/esc/>  
**Office located in Memorial Hall, room 7230; 540-568-6274**

All candidates pursuing initial licensure in secondary education must be fully admitted to JMU's Teacher Education Program through the **Education Support Center**. Full admission is a pre-requisite to most education courses; candidates not admitted to teacher education will be blocked from registering for those courses. Candidates must **start** the application process **prior** to the first semester they are enrolled **once entered in the JMU student database as an active student**. **Candidates must complete all remaining admission requirements and become fully accepted into the Teacher Education Program during their first semester at JMU.**

***To be admitted to a teacher education program, candidates must:***

- 1 Once entered in the JMU student database as an active student with an active JMU email, go to ESC website (above) and complete and print an **Application to Teacher Education** form;
- 2 Meet with Secondary Education advisor and review program requirements. Take completed (and signed by your advisor) **Application to Teacher Education** form to the ESC office and pick up **admission packet**;
- 3 submit *two* completed **AR-2 reference forms** (provided by ESC office in admission packet) ;
- 4 have an overall undergraduate **GPA of a least 2.7**( *required for Secondary post-bac students*);
- 5 have earned a **grade of "C" or better** in **GWRIT 103 Critical Reading and Writing** or the equivalent, a *3-credit college level Mathematics* course, and **GPSYC 160 Life Span Human Development** or the equivalent;
- 6 have *no record of any felony conviction or misdemeanors* involving children or drugs;
- 7 submit passing scores on the **Praxis I: Pre-Professional Skills Tests** - Reading, Writing and Mathematics (*or have acceptable SAT or ACT scores to waive Praxis I requirement*) – *see information on PRAXIS I PPST on page 3*;
- 8 complete an on-line training and test in **Universal Precautions** through the University Health Center's website: [http://www.jmu.edu/healthctr/wm\\_preview/universalprecautions.shtml](http://www.jmu.edu/healthctr/wm_preview/universalprecautions.shtml);
- 9 complete on-line training and quiz on **Child Abuse and Neglect** found on the ESC website at: <http://coe.jmu.edu/esc/admissions/cap.shtml>
- 10 once ALL above requirements have been met, candidates subscribe to the **Tk20 CampusTools** system (cost \$103) to complete admission process; complete the **Application to Teacher Education Writing Sample** in Tk20.

All of the above **Teacher Education Admission requirements** are listed, explained in more detail, and linked to the Education Support Center website:

<http://www.jmu.edu/coe/esc/admissions/application.shtml>

## THREE REQUIRED VIRGINIA STATE TESTS for Secondary Education Teacher Licensure

All three tests require advanced pre-registration and scores take a minimum of 5 weeks to be submitted to JMU. Candidates are encouraged to take the tests early so there is ample time to re-take the tests if necessary to achieve passing scores. When candidates register for these tests, they should insure that scores are sent to JMU or candidates must provide a paper copy of scores to the JMU Education Support Center office

### 1. **PRAXIS I: Pre-Professional Skills Tests (PPST):** [www.ets.org/](http://www.ets.org/)

Candidates must **pass** the **Praxis I: PPST tests** (reading, writing, and mathematics) to be admitted into Teacher Education at JMU. These tests measure basic academic skills in reading, writing, and mathematics. Passing scores are set by the state (composite score of 532). Praxis I tests are available in two formats – *paper-delivered* tests and *computer-delivered* tests. *Computer-delivered* tests are available at Prometric Test Centers located throughout Virginia and US. *Paper-delivered* tests are available on JMU campus several times per year as well as other locations throughout the state. See scoring charts on the JMU ESC website: <http://www.jmu.edu/coe/esc/waivepraxis.shtml> for acceptable scores on the **SAT** or **ACT** tests to **waive** the Praxis I: PPST test requirement. Candidates **must** provide a paper copy of the SAT or ACT results to the ESC to waive the Praxis I. **Registration, test dates, and test site locations are found on the website.**

### 2. **VIRGINIA COMMUNICATION AND LITERACY ASSESSMENT TEST:** [www.va.nesinc.com](http://www.va.nesinc.com)

Candidates must take and pass the Reading and Writing subtests of the **Virginia Communication and Literacy Assessment (VCLA) prior to beginning MSSE 470, MSSE 471, and READ 440 Secondary Education courses**. The VCLA measures the communication and literacy skills necessary to teach and communicate effectively with parents and others in the education community. Tests are offered in a *paper-based testing* format several times per year and in a *computer-based testing* format at Pearson VUE test centers nationwide most days. **Registration, test dates, and test site locations are found on the website.**

### 3. **PRAXIS II: Subject Assessment Test:** [www.ets.org/](http://www.ets.org/)

Candidates must **pass** the appropriate **Praxis II Subject Assessment Test** and have scores submitted to the Education Support Center **prior to beginning graduate course work in the MAT program**. The Praxis II test measures subject-specific knowledge and teaching skills. An updated copy of the Teacher Education Handbook (available on-line through the JMU Education Support Center website) lists the required Praxis II test for each specialty area, minimum scores, and test code for registration. Most Praxis II tests are offered in *paper-delivered* format only and are offered on JMU campus several times per year as well as other test site locations. Foreign Language Praxis II tests are *computer-delivered* only and given by appointment through Prometric Testing Centers. **Registration, test dates, and test site locations are found on the website.**

## **STUDENT TEACHING**

Students are advised that applications for student teaching positions are due to the Education Support Center office **October 31 for student teaching the following fall and student teaching in spring three semesters away (example: October 31, 2011, application deadline for student teaching in fall 2012 or spring 2013)**. Instructions for accessing student teaching application packets are available on the Education Support Center website. Note there are three required student teaching meetings. One of these meetings is required before the student teaching application deadline. Dates and details can be found on the Education Support Center website. A minimum graduate GPA of 3.0 is required to student teach.

## Instructions for Registration of Pre-requisite Undergraduate Course Work

Undergraduate education and content area course work requirements must be completed prior to enrolling in graduate MAT course work. Depending on the amount of undergraduate pre-requisite course work required, candidates (in consultation with their advisor), should:

- Defer their graduate admit term to a later term and enroll in pre-requisite undergraduate course work as a “Non-Degree Seeking Student” through JMU’s **Outreach and Engagement** office.
- Be admitted to **The Graduate School** beginning with their first semester and use their “Graduate Career” for registration of undergraduate course work. This option may be used if there are *minimal* pre-requisite undergraduate course requirements.

## **Secondary Education Pre-Professional Undergraduate Pre-requisite Course Work Required for Teacher Licensure**

Course	Title	Credits
GWRIT/ENG MATH	Reading and Composition course ( <i>equivalent of GWRIT 103</i> ) with grade of “ <u>C</u> ” or better Mathematics course – 3 credit college level with grade of “ <u>C</u> ” or better	6
	Content Endorsement Requirements – Content courses listed on licensure review letter - grades of “ <u>C-</u> ” or better required	varies
<b>Secondary Education Course Requirements in the following sequence (Grades of “<u>B-</u>” or better are required unless otherwise noted)</b>		
MSSE 101	Orientation to the Profession – optional, but recommended	(2)
GPSYC 160	Life Span Human Development ( <i>grade of “<u>C</u>” or better required for Teacher Education</i> )	3
EDUC 300	Foundations of American Education	3
<b>Pre-requisites for below course work:</b>		
<ul style="list-style-type: none"> <li>▪ All remaining course work is <b>BLOCKED</b> and require full acceptance into Teacher Education to register. A <i>one semester waiver</i> is allowed for <i>post-bac</i> students, where only the on-line Teacher Education Admission application is required to be submitted to the ESC office to register for the first set of co-requisite courses. All remaining admission requirements (listed on page 2) must be completed during candidate’s first semester to be allowed to continue.</li> </ul>		
EDUC 310	Teaching in a Diverse Society	3
MSSE 370	General Instructional Methods for Grades 6-12	3
MSSE 371	Clinical Experience in Adolescent Education	1
<i>All courses within this cell are <u>corequisites</u> and must be scheduled in the same semester</i>		
<b>Pre-requisites for below course work:</b>		
<ul style="list-style-type: none"> <li>▪ Successful completion of GPSYC 160, EDUC 310, MSSE 370, and MSSE 371</li> <li>▪ Full admission into Teacher Education (<i>see admissions requirements listed on page 2</i>)</li> <li>▪ Submission of passing scores on the Reading and Writing subtests of the Virginia Communication and Literacy Assessment (VCLA) exam (<i>see page 3 for more details</i>)</li> </ul>		
MSSE 470	Content Methods Courses for Middle School ( <i>content specific</i> )*	3
MSSE 471	Content Area Field Experience in the Middle Schools ( <i>content specific</i> )*	3
READ 440	Literacy-Based Learning in Secondary Education	3
<i>All courses within this cell are <u>corequisites</u> and must be scheduled in the same semester</i>		

\* MSSE 470F & MSSE 471F for Foreign Language licensure candidates offered spring semesters ONLY

## Secondary Education Master of Arts in Teaching 5<sup>th</sup> Year format Graduate Course Work

Prior to beginning Secondary Education MAT graduate level course work, candidates must:

- Have successfully completed all undergraduate pre-requisite content area course work with grades of “C-” or better.
- Have successfully completed all undergraduate pre-requisite Secondary Education pre-professional course work with grades of “B-” or better.
- Submit passing scores on the appropriate **Praxis II Subject Assessment Test** to the Education Support Center office – *see page 3 for more details*

Course	Title	Credits
<b>Requirements in the following sequence</b>		
<b>EDUC 540</b>	<b>Educational Technology</b>	<b>3</b>
<b>MSSE 607</b>	<b>Middle and Secondary School Curriculum and Co-Curriculum</b> <i>(offered <u>Fall</u> and <u>Summer</u> semesters only)</i>	<b>3</b>
<b>MSSE 625</b>	<b>Assessment in Secondary Education</b> <i>(offered <u>Spring</u> and <u>Summer</u> semesters only)</i>	<b>3</b>
<b>EXED 512</b>	<b>Behavior Management in the Classroom</b>  <i>It is recommended that all courses within this cell be completed prior to taking course work below</i>	<b>3</b>
<b>EXED 520</b>	<b>Differentiation of Instruction and Academic Collaboration</b> <i>(formerly SPED 520)</i>	<b>3</b>
<b>MSSE 630</b>	<b>Inquiry in the Classroom</b>	<b>3</b>
<b>MSSE 570</b>	<b>Content Area Methods of Teaching in High School</b> <i>(content specific – offered <u>Fall</u> semester only; corequisite with MSSE 571)</i>	<b>3</b>
<b>MSSE 571</b>	<b>Content Area Field Experience in High School</b> <i>(content specific – offered <u>Fall</u> semester only; corequisite with MSSE 570) *</i>	<b>3</b>
<b>LAST SEMESTER – Pre-requisites:</b>		
<ul style="list-style-type: none"> <li>▪ <b>All other MAT graduate courses and achieve a minimum graduate GPA of 3.0</b></li> <li>▪ <b><u>Student Teaching Application due October 31</u> of year enrolled in UG course work – see page 3 for more information</b></li> <li>▪ <b>Met student teaching requirements by eligibility deadline</b> <i>(May 10 for following fall student teaching and Nov 10 for following spring student teaching)</i></li> </ul>		
<b>MSSE 650</b>	<b>Internship Seminar</b>	<b>3</b>
<b>MSSE 675</b>	<b>Internship (Student Teaching) in Middle and Secondary Education *</b> <i>(register for <u>2 blocks within the same semester</u> at 4 credits each block )</i>  <i>The two courses within this cell are <u>corequisites</u> and must be scheduled in the same semester</i>	<b>8</b>
<b>Total Graduate Credit Hours</b>		<b>35</b>

\*Candidates must provide dependable transportation for field experience and student teaching and must be aware that student teaching placement location travel may be significant (1-2 hours driving distance). Foreign Language licensure students register for EDUC 675m and EDUC 675s instead of MSSE 675 for their student teaching semester.

### **Unsatisfactory Progress in Graduate Course Work**

If a graduate student fails to make satisfactory progress toward the degree, the student may be denied permission to continue in the program. A student will be dismissed from the degree program if the student receives an “F” or “U” in any graduate course or a total of **three “C” grades** in his or her graduate program. A graduate student will receive a notice of academic warning upon receiving a grade of “C” in any two graduate courses or if the student’s grade point average falls below 3.0.

**Continuous Enrollment Policy:** All graduate students enrolled in graduate degree programs must register each regular semester for a minimum of one graduate credit hour from enrollment to graduation. This policy excludes summer sessions.

### **Applying for a Graduate Degree (Graduation Application):**

Go to <http://www.jmu.edu/grad/current/forms.shtml> and print the **Degree Requirements Checklist** and **Application for a Graduate Degree** form. Please note the deadlines for filing.

### **Sample schedule for typical full-time student**

<b><u>1<sup>st</sup> Fall</u></b>	<b><u>Hrs.</u></b>	<b><u>1<sup>st</sup> Spring</u></b>	<b><u>Hrs.</u></b>
MSSE 101	2	EDUC 300	3
GPSYC 160	3	MSSE 470	3
EDUC 310	3	MSSE 471	3
MSSE 370	3	READ 440	3
MSSE 371	1	Content course work	3-6
<i>GWRIT or MATH course if required</i>			
Content course work	3		
<b><u>1<sup>st</sup> Summer</u></b>	<b><u>Hrs.</u></b>	<b><u>2<sup>nd</sup> Fall</u></b>	<b><u>Hrs.</u></b>
EDUC 540	3	EXED 520	3
MSSE 607 (summer/fall only course)	3	MSSE 630	3
MSSE 625 (summer/spring only course)	3	MSSE 570 (fall only course)	3
EXED 512	3	MSSE 571 (fall only course)	3
<b><u>2<sup>nd</sup> Spring</u></b>	<b><u>Hrs.</u></b>		
MSSE 675	8		
MSSE 650	3		

***Please contact the following offices if you have questions:***

**The Graduate School**  
Grace Street House, MSC 6702  
Harrisonburg, VA 22807  
(540)568-6131  
<http://www.jmu.edu/grad/>

**Registration Services**  
Warren, third floor, MSC 3533  
Harrisonburg, VA 22807  
<http://www.jmu.edu/registrar/>

**Financial Aid Office**  
Warren 302A, MSC 3519  
Harrisonburg, VA 22807  
(540)568-3139  
<http://www.jmu.edu/finaid/>

**University Business Office**  
Warren 302, MSC 3516  
Harrisonburg, VA 22807  
(540)568-6505  
<http://www.jmu.edu/ubo>