

College of Education
 Department of Middle, Secondary,
 and Mathematics Education
 Memorial Hall, 395 S. High Street, Room 3200, MSC 6912,
 Harrisonburg, VA 22807
 (540) 568-6486 <http://www.jmu.edu/coe/msme>



Student Information Packet
MIDDLE EDUCATION
Master of Arts in Teaching 5th Year Format
Initial Teacher Licensure Program

Revised 8/01/09

(includes NEW MAT admission requirements effective summer 2009 and summer 2010)

The *undergraduate pre-professional* program in Middle Education is designed to prepare teachers of *grades 6 through 8*. This program provides the requisite course offerings and experiences that form the foundation for admission to the Master of Arts in Teaching (MAT) program. Completion of the MAT program is required for licensure in Middle Education at JMU.

Undergraduate candidates must meet a set of content and subject-specific criteria that are established and required by the National Middle School Association standards for initial level teacher preparation. To meet requirements for these standards and also meet requirements for JMU's state approved Middle Education teacher licensure program, middle grade teachers must hold endorsement credentials in two of the four core subject areas (mathematics, social studies/history, science, English/language arts). In order to meet this requirement, candidates are advised to major in Interdisciplinary Liberal Studies (IDLS), a major that will allow them to hold dual content concentrations as well as meet the necessary subject-matter competencies. *Add-on* licensure areas include: *Algebra I, Journalism, English as a Second Language (ESL), and Gifted Education.*

Candidates should consult with the Middle Education Department and the IDLS program early during their freshman year or as soon as possible to obtain information concerning the general education requirements, IDLS requirements, Middle Education pre-professional program requirements, and the requirements for admission to Teacher Education. It is important for candidates to understand that they must meet the requirements for a baccalaureate degree and successfully complete all undergraduate pre-professional courses and experiences prior to being admitted to the MAT graduate program.

Middle Education Advisors *(for Middle Education minor advising and Teacher Education Admission Requirements):*

Program	Advisor	Room	Phone	e-mail address
Middle Education Department Chair	Dr. Steve Purcell	MH 3200B	568-6793	purcellsl@jmu.edu
Middle Education Advisor	Mr. David Lane	MH 3220D	568-6866	lanedj@jmu.edu
Middle Education Peer Advisors	Middle Education students	MH 3220B	568-7324	middleed@gmail.com

IDLS Major Program *(for General Education advising and IDLS major advising):*

Title	Name	Room	Phone	e-mail address
IDLS Director	Dr. G. Fletcher Linder	MAUR 118	568-5270	lindergf@jmu.edu
IDLS Major Program Advisor	Mr. Matthew Chamberlin	MAUR 118	568-5218	chambema@jmu.edu

ADMISSION TO TEACHER EDUCATION

Education Support Center (ESC) Website: <http://coe.jmu.edu/esc/>

The Education Support Center office is located in Memorial Hall, room 7230, 540-568-6274. All Teacher Education admission requirements are submitted through this office. Information on admission requirements, admission status, Praxis, deadlines, and upcoming events are posted on their website. Candidates pursuing initial licensure in middle education must be **fully admitted** into Teacher Education before they can enroll in the first cluster of co-requisite middle education course work (1st semester of junior year). Candidates must meet with their Middle Education advisor as soon as possible to start the application process.

Teacher Education Admission Requirements

*Candidates will be **blocked** from taking designated education courses until the below requirements are met
See page 3 for blocked courses and requirements*

1. in Mem Hall, room 3200, declare **pre-professional program in Middle Education**/declare **major in IDLS**;
2. on ESC website, complete and print an “**Intent to Apply to Teacher Education**” form;
3. meet with Middle Educ advisor and review program requirements. Take completed (and signed by your education advisor) “**Intent to Apply to Teacher Education**” form to the ESC office and pick up admission packet;
4. submit **two** completed reference forms (provided by ESC office in admission packet);
5. earn a **grade of "C" or better** in **GWRIT 103**, **one 3-credit Cluster 3 Math course**, and **GPSYC 160**;
6. have no record of any felony conviction or misdemeanors involving children or drugs;
7. meet **SAT, ACT, or Praxis I: Pre-Professional Skills Tests** requirements (*see below*);
8. have and maintain a GPA of 2.5 or better;
9. complete on-line training and test in **Universal Precautions** through the University Health Center. Information can be found at: <http://www.jmu.edu/healthctr/universalprecautions.shtml> ;
10. complete **Child Abuse and Neglect** on-line training and quiz at : <https://secureweb.jmu.edu/esc/cap.shtml>
11. once all above admission requirements have been met, candidates will need to subscribe to **TK20 CampusTools** System (*cost \$103*) to finish completing the admission process;
12. complete and submit on-line **writing portion** of the **Teacher Education Application** in **TK20**.

PRACTICE I and PRACTICE II Registration Information

The Praxis Series is an Educational Testing Service (ETS) program that provides tests and other services for states to use as part of their teacher licensure process. Registration, test dates, and test site locations are found on their website www.ets.org/. **Please note it takes a minimum of 6 weeks for Praxis scores to be submitted to JMU.** When candidates register for these exams, they should insure that scores are sent to JMU or candidates must provide a paper copy of scores to the Education Support Center office. Advanced pre-registration is required on all Praxis exams.

PRACTICE I: Pre-Professional Skills Tests (PPST)

Candidates must **pass** the **Praxis I: PPST tests** (reading, writing, and math) to be accepted into Teacher Education. Passing scores are set by the state (composite score of 532) and should be taken at the first opportunity so there is time to review skills and retake the tests if needed. Praxis I is available in two formats – **paper-based tests and computer-based tests**. Computer-based tests are available at Prometric Test Centers. Paper-based tests are offered on JMU campus several times during the year as well as other locations throughout the state. **See charts on the JMU Education Support Center website for acceptable scores on the SAT or ACT to waive Praxis I: PPST test requirement.** Candidates **must** provide a paper copy of the SAT or ACT results to the ESC office to waive the Praxis I.

PRACTICE II: Specialty Area Subject Assessment Test

Middle Education candidates must submit **passing** Praxis II Specialty Area Subject Assessment Test scores in their **two** Middle Education content areas **prior to beginning more than 12 hours of graduate course work** in the **Middle Education Master of Arts in Teaching 5th Year format graduate program**. However, candidates must submit **passing** Praxis II scores for **at least one** of their content areas **prior to beginning more than 6 hours of MAT graduate coursework**. **To clarify – in order to go beyond 6 hours of MAT graduate course work, candidates must have passed at least one content area Praxis II exam; to go beyond 12 hours of MAT graduate course work, candidates must have passed their two content area Praxis II exams.** An updated copy of the **Teacher Education Handbook** (available on-line through the ESC website) lists the required Praxis II test for each specialty area, minimum scores, and test code for registration. The Praxis II test is offered in **paper-based format** only and is offered on JMU campus several times

throughout the year as well as other test site locations throughout the state. Candidates are encouraged to take the Praxis II tests early in their senior year so that there is ample time to re-take the tests if necessary to achieve passing scores.

**Middle Education Undergraduate
Pre-Professional Studies in Education Program Course Work**

Candidates must receive grades of "C-" or better in all Middle Education pre-professional program courses and maintain an overall GPA of 2.5 or greater

Course	Course Title	Credits
Freshmen/<i>First</i> Semester Sophomore Year		
MSSE 101	Orientation to the Profession <i>(optional course)</i>	(2)
GPSYC 160	Life Span Human Development <i>(grade of "C-" or better required for Teacher Education)</i>	3
EDUC 360	Foundations of American Education <i>(may be completed second semester sophomore year)</i>	3
<i>GWRIT 103 and Cluster III MATH course requirement completed for Teacher Education admission (grade of "C-" or better required for Teacher Education)</i>		
Junior Year (1st semester)		
<ul style="list-style-type: none"> • ALL remaining course work is BLOCKED and require full acceptance into Teacher Education to register <i>See page 2 of this handout for complete listing of Teacher Education admission requirements.</i> • All three courses within this cell are co-requisites and require registration during enrollment appointment 		
EDUC 310	Teaching in a Diverse Society	3
MIED 311	Field Experience in Middle Education	2
READ 312	Reading and Writing Across the Curriculum in the Middle Grades	3
Junior Year (2nd semester)		
<ul style="list-style-type: none"> • The two courses within this cell are co-requisites and require registration during enrollment appointment 		
Youth Mentoring Experience – 20 hours of academic or non-academic mentorship work with middle school age students. To be completed prior to <u>or</u> during this semester. <i>(MSSE 101 will satisfy this requirement – more details are located on the Y-Me Youth Mentorship handout)</i>		NO CREDIT
MSSE 370	General Instructional Methods for Grades 6-12	3
MSSE 371	Clinical Experience in Adolescent Education	1
Senior Year (1st semester) *		
<ul style="list-style-type: none"> • All three courses within this cell are co-requisites and require registration during enrollment appointment 		
MSSE 470	Content Methods Courses for Middle School <i>(content specific)</i>	3
MSSE 471	Content Area Field Experience in Middle Schools <i>(content specific)</i>	3
READ 472	Literacy Assessment and Instruction in the Content Areas for Middle Grades	3
Senior Year (2nd semester)		
<ul style="list-style-type: none"> • All three courses within this cell are co-requisites and require registration during enrollment appointment 		
MSSE 470	Content Methods Courses for Middle School <i>(content specific)</i>	3
MSSE 471	Content Area Field Experience in Middle Schools <i>(content specific)</i>	3
EXED 460	Differentiation of Instruction and Academic Collaboration <i>(formerly SPED 460)</i>	3
Total Undergraduate Credit Hours		36-38

* During Candidate's Senior Year - **Applications for student teaching positions** are due to the Education Support Center office **one year prior** to student teaching semester – October 31 - for the following fall semester – **see page 6 for more information.**

Middle Education

Master of Arts in Teaching 5th Year Format Graduate Program

Undergraduate candidates wishing to pursue licensure to teach through the **Middle Education Master of Arts in Teaching 5th Year format** program should apply to the graduate program through The Graduate School office **early fall semester of their senior year.** Complete application instructions can be found on **page 5** of this handout.

Pre-requisites to the Master's Program and Graduate Course Work

- **Prior to applying** to the graduate program, candidates must be fully admitted into Teacher Education.
- **Prior to enrolling** in graduate course work, candidates must *apply and be conditionally accepted* to the Middle Education Master of Arts in Teaching 5th Year format *graduate program* through The Graduate School office at JMU.
- **Prior to enrolling** in graduate course work, candidates must complete all undergraduate *Middle Education pre-professional program course requirements with grades of "C-" or better (or be enrolled in last semester of course work).*
- **Prior to beginning** more than **12 hours** of graduate course work, candidates must have submitted **passing** scores in their **two** Middle Education content areas. Candidates must submit **passing** Praxis II scores for at least **one** of their content areas **prior to** beginning more than **6 hours** of graduate course work
- **Prior to enrolling** in graduate course work, candidates must have a **minimum undergraduate GPA of 2.7** (effective May 2010)

Middle Education Master of Arts in Teaching 5th Year Format Professional Studies in Education (Graduate)

Course	Course Title	Credits
Requirements in the following sequence - For the program to be completed in <u>one full calendar year</u>, graduate course work must begin no later than summer following undergraduate graduation		
<u>Course work for SUMMER following undergraduate graduation</u>		
EDUC 540	Educational Technology	3
EXED 512	Behavior Management in the Classroom	3
MIED 620	Assessment in Middle Education	3
MSSE 630	Inquiry in the Classroom	3
<u>Course work for FALL Semester Graduate year</u>		
Pre-requisites:		
<ul style="list-style-type: none"> • Student Teaching Application due 1 year prior to student teaching semester (<i>Deadline – October 31 for fall student teaching the following year</i>) • Met all requirements for student teaching by the student teaching eligibility deadline (<i>Deadline – May 10 for Fall semester student teaching</i>) • A minimum graduate GPA of 3.0 required to student teach 		
MSSE 650	Internship Seminar	3
MSSE 690	Internship in Middle Education (<i>students register for <u>two 4-credit</u> blocks within the same semester</i>)	8
<u>Course work for SPRING Semester Graduate year</u>		
MIED 610	Collaborative Leadership in Schools	3
MIED 656	Seminar in Middle Education	3
ELECTIVE	Approved graduate level elective	3

Middle Education MAT Graduate Program Information

Application Process for the Middle Education MAT 5th Year Format Graduate Program

1. Go to website for The Graduate School <http://www.jmu.edu/grad/>
Go to **“Prospective Students”** then select **“Apply Online Now”**
2. Select **“Create Your Account.”** Follow the steps to set up your graduate account. You must exit the website to finalize setting up your account.
3. Select **“Apply Online Now”** and **“Application Instructions”**. Please read carefully! You will need to know ahead of time, for example, how you will pay the application fee. Follow the directions.
4. Once you have your account, select the **“Apply Online Now”** and **“Application for Admission”** link. Complete the application online and finalize/submit the application. You should designate the **“Admit Term”** - first session in which you will be taking graduate course work following undergraduate graduation. **“Department”** – General Education. **“Program of Study”** – Education 5th year Format-MAT. **“Concentration”** – Middle Education (6-8). **“Type of Degree”** – Master of Arts in Teaching.
5. Pay the application fee by check or credit card (discussed in the directions and information). Credit card payment is the easiest method.
6. Official transcripts from your undergraduate studies must be received to process your application. The Graduate School will obtain your JMU transcript.
7. GRE scores *are not required* for MAT 5th Year format students who are completing the Middle Education Pre-professional Studies in Education undergraduate minor while completing their undergraduate degree at JMU and are fully admitted into Teacher Education.
8. Wait for admission – a letter will be sent to you by mail.
9. Once you are accepted into the program, register for your *graduate courses* under your newly established **“graduate career”** option through E-Campus for the specific academic term that *follows* undergraduate graduation. Registration of graduate classes under your **“graduate career”** option will not be available until advanced registration begins for the term *following* your anticipated undergraduate graduation.

Graduate Course Work in Senior Year – Transferring credits

During their **last semester senior year** at JMU, undergraduate candidates who have **applied** and been **conditionally admitted** into the **Middle Education Master of Arts in Teaching 5th Year format graduate program**, have **successfully completed 27 hours of the pre-professional program in Middle Education, and have a minimum GPA of 2.7**, may take up to 6 hours of *graduate* course work. ***Prior to beginning more than 6 hours of graduate course work, at least one Praxis II exam must be passed; prior to beginning more than 12 hours of graduate course work, two Praxis II exams must be passed.***

- It is important to note that one must have 120 credit hours to earn their undergraduate degree. **Any graduate credits to be transferred from the undergraduate transcript to the graduate transcript must exceed the 120 credit hour requirement for the undergraduate degree.**
- Undergraduate candidates will need to request **overrides** from the **Middle Education Department** office to register for graduate course work during their senior year and candidates will enroll in the **500 and 600 level** courses using their current **“undergraduate”** career option on E-campus. Contact the department office in Memorial Hall, room 3200, during advanced registration for override requests. Overrides will only be considered for candidates who have **applied** and been **conditionally accepted** into the MAT graduate program.
- **AFTER earning their undergraduate degree** and matriculating to their graduate program, all 5th Year candidates must complete an **Approval of Transfer Credit** form to **transfer the early graduate credits into their Master’s program**. This form can be found at: <http://www.jmu.edu/grad/current/forms.shtml> Candidates are responsible for obtaining their education advisor’s signature and then bring the form to the Middle Education Department office for remaining signatures and forwarding to The Graduate School.
- **Grades of “B” or better are required** in all courses for which transfer credit is requested. **No more than one-half** of the total graduate credits required for completion of a graduate program may be transferred in the student’s graduate program.

- **Financial Aid Issues When Enrolling in Early Graduate Course Work** – Candidates who are receiving financial aid must contact Brad Barnett or Shari Arehart in the JMU Financial Aid office prior to enrolling in early MAT graduate courses. Candidates must inquire if enrolling in early MAT graduate course work under their “undergraduate” career status will jeopardize financial aid.

Graduate Programs Continuous Enrollment Policy

All graduate candidates 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.

Unsatisfactory Progress in Graduate Course Work

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

Grades of “B” or better are required in all courses for which transfer credit is requested - this includes any early graduate course work taken during candidate’s senior year to be later transferred into their graduate program.

Student Teaching

Applications for student teaching positions are due to the Education Support Center office **one year prior to student teaching semester – October 31 for the following fall**. Instructions for accessing student teaching application packets are available on the Web at <http://coe.jmu.edu/esc/>. Note there are three required student teaching meetings conducted by the Education Support Center. One of these meetings (the student teaching informational meeting) is required **before** the student teaching deadline. Dates and details about all three meetings can be found on the above mentioned website. A minimum graduate GPA of 3.0 is required to student teach.

Teacher Work Sample Requirement

The Graduate School requires candidates to successfully complete a comprehensive assessment in order to receive their graduate degree. Middle Education MAT candidates satisfy this requirement by successful completion of the **Teacher Work Sample** project which is completed while enrolled in the **MSSE 650 Internship Seminar** course. Candidates should have an understanding of the purpose, structure, and value of **Teacher Work Sample** as a means to demonstrate professional decision making in terms of instruction and assessment and to provide evidence of candidate’s ability for reflection.

Applying for a Graduate Degree (Graduation Application for Master’s Degree)

Go to: <http://www.jmu.edu/grad/current/forms.shtml>

View: **Graduation**

Print:

- **Degree Progress Checklist**
- **Application for a Graduate Degree**

In order to graduate with their Master’s degree, candidates must complete the Application for a Graduate Degree form. Follow the instructions on the Degree Progress Checklist and note the **deadlines** for filing. Candidates are responsible for obtaining their advisor’s signature and taking the application to the Middle Education Department office in Memorial Hall, room 3200. Candidates must complete all the conditions of their original admission to the Middle Education MAT 5th Year format degree program before they can be permitted to graduate with their MAT degree.

Virginia Communication and Literacy Assessment (VCLA)

Candidates must take and pass the Reading and Writing subtests of the **Virginia Communication and Literacy Assessment** prior to applying for teacher licensure. Information on these tests can be found on the Virginia Communication and Literacy Assessment website at www.va.nesinc.com