

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

Secondary Education

**Master of Arts in Teaching 5th Year Format
 Initial Teacher Licensure Program**

Revised 5/23/11

The **Secondary Education Master of Arts in Teaching 5th Year** format program prepares individuals for initial licensure to teach students of **grades 6-12**. The **undergraduate pre-professional program in Secondary Education** is designed to provide candidates with the prerequisite course offerings and experiences that form the required foundation for admission to the **Secondary Education Master of Arts in Teaching 5th Year format (MAT)** graduate program. **Completion of the MAT graduate program is required for licensure in Secondary Education.**

The state approved teacher **licensure areas** in the Secondary Education program at JMU include:

ENGLISH

HISTORY & SOCIAL SCIENCE (*Candidates must declare a History or Political Science major and Interdisciplinary Social Science minor*)

MATHEMATICS

FOREIGN LANGUAGE

PHYSICS EARTH SCIENCE BIOLOGY CHEMISTRY

Add-on licensure areas include:

Algebra I Gifted Education

Journalism

Secondary Education Advisors:

Subject Area	Advisor	Room	Phone 540-	e-mail address
English	Dr. Mary Beth Cancienne	Mem Hall 3240C	568-7327	cancieme@jmu.edu
	Dr. Kristina Doubet	Mem Hall 3210G	568-2805	doubetkj@jmu.edu
	Dr. Kristy Dunlap	Mem Hall 3220H	568-6702	dunlapkl@jmu.edu
	Dr. Hood Frazier	Mem Hall 3240B	568-5130	fraziech@jmu.edu
	Dr. Jennifer Pease	Mem Hall 3220C	568-4530	peasejs@jmu.edu
	Dr. Steven Purcell	Mem Hall 3200B	568-6793	purcelsl@jmu.edu
Foreign Language	Dr. Steven Purcell	Mem Hall 3200B	568-6793	purcelsl@jmu.edu
Mathematics	Dr. Kyle Schultz	Mem Hall 3265D	568-4532	schultkt@jmu.edu
	Dr. Ann Wallace	Mem Hall 3265B	568-7325	wallacah@jmu.edu
Natural Sciences	Dr. David Slykhuis	Mem Hall 3265A	568-4314	slykhuda@jmu.edu
History & Social Science	Dr. Eric Carbaugh	Mem Hall 3220A	568-7326	carbauem@jmu.edu
	Dr. Michelle Cude	Mem Hall 3210H	568-4533	cudemd@jmu.edu
	Dr. Barbara Stern	Mem Hall 3240D	568-6791	sternbs@jmu.edu
	Dr. Timothy Thomas	Mem Hall 3330B	568-6190	thomastg@jmu.edu

ADMISSION TO TEACHER EDUCATION

JMU 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. Questions about Teacher Education can be sent to teacher-ed@jmu.edu and will be forwarded to the most appropriate person for response. Candidates must be **fully admitted** into Teacher Education before they can register for certain designated undergraduate education courses. Candidates should be aware that some requirements take several weeks to get submitted to the Education Support Center; therefore, candidates must complete admission requirements well in advance of registration of blocked courses.

Teacher Education Admission Requirements

Candidates will be blocked from registration of certain designated education courses until ALL the requirements listed below are met. See page 3 for blocked courses and requirements.

1. in Memorial Hall, room 3200, **declare** undergraduate **pre-professional program in Secondary Education** and be assigned a **Secondary Education advisor/declare appropriate major** for Secondary Education students;
2. on the ESC website <http://welcome.coe.jmu.edu/apply/>, complete & print an **Application to Teacher Education** form;
3. meet with assigned Secondary Education advisor, review program requirements, and get the **Application to Teacher Education** form **signed**. Take completed and signed form to the ESC office and pick up **admission packet**;
4. submit **two** completed **AR-2 reference forms** (forms provided by ESC office in admission packet);
5. earn a **grade of "C" or better** in **GWRTC 103**, **one 3-credit college level Mathematics** course, and **GPSYC 160**;
6. have no record of any felony conviction or misdemeanors involving children or drugs;
7. **pass Praxis I (PPST) tests** or waive with acceptable SAT or ACT scores (*see page 4 for more information*);
8. have and maintain a GPA of 2.5 or better;
9. complete **Universal Precautions training**. On-line **tutorial** and **test** is located on the University Health Center website: http://www.jmu.edu/healthctr/wm_preview/universalprecautions.shtml
10. complete **Child Abuse Prevention (CAP) Training**. On-line **training** and **test** is available at: <http://www.jmu.edu/coe/esc/admissions/CAP.shtml>
11. once all above Teacher Education admission requirements have been met, candidates will need to subscribe to the **Tk20 CampusTools** system (*cost \$100*) to finish completing the admission process;
12. after candidates receive a response that their **Tk20** subscription is available, they complete the **Application to Teacher Education Writing Sample** in Tk20.

Candidates can check their individual Teacher Education Admission status by going to the following website: http://www.jmu.edu/coe/esc/Check_Status.shtml

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

- Candidates must receive grades of “C-” or better in all academic major content courses that are required for licensure
- Effective beginning in the Fall 2011 semester, candidates must receive grades of “B-” or better in all undergraduate Secondary Education pre-professional program course work, unless otherwise indicated

Course	Course Title	Credits
FRESHMEN/SOPHOMORE YEAR		
MSSE 101	Orientation to the Profession – optional, but highly recommended	(2)
GPSYC 160	Life Span Human Development (<i>grade of “C” or better required</i>)	3
EDUC 300	Foundations of American Education	3
<u>GWRIT 103</u> Critical Reading and Writing and a 3-credit <u>MATH course</u> (or Cluster III equivalent) must also be completed with grades of “<u>C</u>” or better for Teacher Education admission		
<p>Youth Mentoring Experience – 20 hours of academic or non-academic mentorship work with middle /high school aged students. To be completed prior to (within 2 years) <u>or</u> during the semester candidates are enrolled in EDUC 310, MSSE 370, MSSE 371 course work.</p> <p><i>MSSE 101 will satisfy this requirement – more details are located on the <u>Y-ME Youth Mentorship</u> handout</i></p>		
JUNIOR/SENIOR YEAR (<i>offered fall & spring semesters</i>)		
<ul style="list-style-type: none"> • All remaining course work is BLOCKED and require full admission into Teacher Education to register. See page 2 of this handout for complete listing of Teacher Education admission requirements. 		
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 <u>three</u> courses within this cell are co-requisites and must be enrolled in during the same semester</i>		
JUNIOR/SENIOR YEAR (<i>offered fall & spring semesters</i>)		
<ul style="list-style-type: none"> • Course work below requires successful completion of EDUC 310, MSSE 370, and MSSE 371 • Course work below requires submission of <u>passing</u> scores on the Reading and Writing subtests of the <u>Virginia Communication and Literacy Assessment (VCLA) exam</u> – see page 4 for details • Course work below requires registration during enrollment appointment (no late registration) • Applications for student teaching are due October 31 of senior year – see page 7 for details 		
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 <u>three</u> courses within this cell are co-requisites and must be enrolled in during the same semester</i>		
Total Undergraduate Credit Hours		22-24

- * Candidates must provide dependable transportation for field placements and placement location travel may be significant (1-2 hours driving distance).
- **MSSE 470F & MSSE 471F courses for Foreign Language students will be offered **spring semesters only**; HIST & POSC majors must register for major capstone course this semester.

THREE REQUIRED VIRGINIA STATE TESTS **FOR SECONDARY EDUCATION TEACHER LICENSURE CANDIDATES**

Praxis I: Pre-professional Skills Tests (PPST)

to be taken freshmen/sophomore year

Certain scores on SAT or ACT may waive this test requirement - see below

Virginia Communication and Literacy Assessment Test (VCLA)

to be taken prior to *or* early in junior year

Praxis II: Subject Assessment Test

to be taken prior to *or* early senior year

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 that 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/

Candidates must pass the Praxis I: PPST tests (reading, writing, and mathematics) to be admitted into Teacher Education. These tests measure basic academic skills in reading, writing, and mathematics. 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 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 offered on JMU campus several times during the year as well as other locations throughout the state. Certain minimum scores on the SAT or ACT will wave the Praxis I test requirement. See charts on the JMU Education Support Center's website for minimum score requirements (<http://coe.jmu.edu/esc/>). Registration, test dates, and test site locations are found on the website.

2. VIRGINIA COMMUNICATION AND LITERACY ASSESSMENT TEST (VCLA): www.va.nesinc.com

Candidates must take and pass the Reading and Writing subtests of the Virginia Communication and Literacy Assessment 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/

Candidates must pass the appropriate Praxis II Subject Assessment Test and have scores submitted to the Education Support Center prior to beginning more than 12 hours of graduate course work in the Secondary Education Master of Arts in Teaching 5th Year format graduate program. The Praxis II test measures subject-specific knowledge and teaching skills. The Teacher Education Handbook (available on-line through the JMU ESC 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 throughout the 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. Candidates are encouraged to take the Praxis II test early - prior to *or* early in their senior year so that there is ample time to re-take the test if necessary to achieve passing scores. Registration, test dates, and test site locations are found on the website.

Secondary Education Master of Arts in Teaching 5th Year format Graduate Program Information

GRADUATE SCHOOL APPLICATION

The Graduate School Website: <http://www.jmu.edu/grad>

Candidates must apply to the Secondary Education Master of Arts in Teaching 5th Year format graduate program through The Graduate School summer prior to or early fall of SENIOR year. It is important that candidates apply to the MAT graduate program by early fall of their senior year. Transcripts are reviewed upon application to the MAT for any discrepancies within the content area course work or education course work required for teacher licensure. Candidates are notified of any discrepancies as soon as possible so *adequate time* is left to complete any missing requirements during candidate's last undergraduate semester.

Prior to APPLYING to the MAT graduate program, candidates must:

- a) be fully admitted into Teacher Education
- b) exhibit and demonstrate personal qualities and dispositions that reflect effective development as a professional educator

Prior to ENROLLING in MAT graduate course work, candidates must:

- a) apply and be *conditionally* admitted to the Secondary Education MAT 5th Year format graduate program through The Graduate School office at JMU
- b) successfully complete all undergraduate Secondary Education pre-professional program course work requirements with grades of "B-" or better and successfully complete all undergraduate courses in the appropriate content area(s) that are required for licensure
- c) have a minimum undergraduate cumulative GPA of 2.7

Prior to BEGINNING more than 12 hours of MAT graduate course work, candidates must:

- a) have submitted passing scores on the Praxis II Specialty Area Subject Assessment test for their appropriate licensure area
- b) have successfully completed all undergraduate degree requirements and have obtained their undergraduate degree posting

GRADUATE SCHOOL APPLICATION INSTRUCTIONS

1. Go to website for The Graduate School <http://www.jmu.edu/grad/>
Go to "Prospective Students" then select "Apply Now"
2. Select "Application Instructions" and "Create Your Account." Follow the steps to set up your graduate account. You must exit the website to finalize setting up your account.
3. Once you have your account, select the "Apply Now" and "Application for Graduate Admission" link. Complete the application online and finalize/submit the application. You should designate:
"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" - Secondary Education (6-12). "Type of Degree" - Master of Arts in Teaching.
4. Pay the application fee by check or credit card (discussed in the directions and information). Credit card payment is the easiest method.
5. The Graduate School will obtain your JMU transcript.
6. GRE scores are not required for MAT 5th Year format students completing the Secondary Education Pre-professional Studies in Education undergraduate minor while completing their undergraduate degree at JMU and are fully admitted into Teacher Education.
7. Wait for admission - a letter will be sent to you by mail. **Be sure to contact The Graduate School AS SOON AS POSSIBLE and "ACCEPT" the offer of admission. This step is required to register for MAT course work.**
8. 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.

Secondary Education Master of Arts in Teaching 5th Year Format Graduate Program Professional Studies in Education Course Work

- Student Teaching Applications are due to the Education Support Center October 31 of candidate's senior year for student teaching the next academic year
- Submission of passing Praxis II scores required to begin more than 12 hours of graduate course work
- Minimum undergraduate cumulative GPA of 2.7 required

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 <u>summer</u> following undergraduate graduation		
First Stage – usually SUMMER following undergraduate graduation		
EDUC 540	Educational Technology	3
MSSE 607	Middle and Secondary School Curriculum and Co-Curriculum <i>(offered Fall and Summer only)</i>	3
MSSE 625	Assessment in Secondary Education <i>(offered Spring and Summer only)</i>	3
EXED 512	Behavior Management in the Classroom	3
Second Stage – FALL Semester of MAT year		
EXED 520	Differentiation of Instruction and Academic Collaboration	3
MSSE 630	Inquiry in the Classroom	3
MSSE 570	Content Area Methods of Teaching in High School (content specific) – <u>offered Fall semester only!</u> <i>co-requisite with MSSE 571</i>	3
MSSE 571	Content Area Field Experience in High School (content specific) – <u>offered Fall semester only!</u> <i>co-requisite with MSSE 570</i>	3
Last Stage - LAST SEMESTER of MAT program, usually SPRING Semester of MAT year		
Pre-requisites:		
<ul style="list-style-type: none"> ▪ All other graduate MAT course work with a <u>minimum cumulative GPA of 3.0</u> ▪ Student Teaching Application due <u>October 31</u> of senior year – see page 7 for more information ▪ Met all requirements for student teaching by the student teaching eligibility deadline_– Deadline: May 10 for the following fall student teaching and Nov 10 for the following spring student teaching 		
MSSE 650	Internship Seminar	3
MSSE 675	Internship (Student Teaching) in Middle and Secondary Education * <i>Register for 2 different blocks within the same semester at 4 credits each block</i> <i>Courses within this cell are <u>co-requisites</u> and are offered <u>Spring and Fall</u> semesters only</i>	8
Total Graduate Credit Hours		35

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 majors register for EDUC 675M and EDUC 675S Internship in Foreign Language (student teaching)

ENROLLING IN EARLY MAT GRADUATE COURSE WORK DURING LAST UNDERGRADUATE SEMESTER

Senior candidates may enroll in *early* MAT graduate course work during their **last undergraduate semester**. To be eligible to enroll in *early* MAT graduate courses, candidates must:

- **Have applied** through The Graduate School office and been **conditionally admitted** into the Secondary Education Master of Arts in Teaching 5th Year format graduate program for the semester *following* undergraduate graduation.
- **Have successfully completed the 22 credit undergraduate** pre-professional Secondary Education program.
- **Have a minimum undergraduate GPA of 2.7.**
- **Keep in mind that the Praxis II Specialty Area Subject Assessment Test must be passed** prior to beginning **more than 12 hours of graduate course work.**
- **Ensure they will have a minimum of 120 credit hours required to earn an UG degree. Any MAT graduate credits taken early MUST EXCEED the 120 credit hour requirement for the UG degree and will count ONLY toward hours required for the MAT Graduate degree.**

Steps to Enroll in Early MAT Graduate Courses During Last UG Semester:

1. Candidates must qualify and meet criteria listed above.
2. Candidates may have a **one-semester overlap** in careers (undergraduate *and* graduate) during their **last undergraduate semester**.
3. **Prior** to registration for their last undergraduate semester, candidates who wish to enroll in *early* MAT graduate courses must contact the **Secondary Education Department office in Memorial Hall, room 3200**, and request to have their **Graduate Academic Career Admit Term** activated in Ecampus **one semester early** (example, from *Summer* to *Spring* semester). Keep in mind, this change may take a couple of days to activate in Ecampus.
4. Candidates register in Ecampus during their enrollment appointment time for:
 - **Early MAT graduate courses** using their newly activated **GRADUATE CAREER**
 - **Remaining undergraduate courses** using their current **UNDERGRADUATE CAREER****Note Financial Aid implications below**

****Financial Aid Issues - 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. Most Financial Aid recipients are required to be enrolled in at least 12 undergraduate credits each semester.**

STUDENT TEACHING

Applications for student teaching positions are due to the Education Support Center office **October 31** of candidate's **senior year**. 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 application deadline. Dates and details about all three meetings can be found on the above mentioned website. **Candidates must have a minimum cumulative graduate career GPA of 3.0 to be eligible to student teach.**

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**. **A candidate cannot graduate with a GPA below 3.0 in a Master’s degree program.**

TEACHER WORK SAMPLE REQUIREMENT

The Graduate School requires candidates to successfully complete a comprehensive assessment in order to receive their graduate degree. Secondary Education MAT candidates satisfy this required assessment by the 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.

APPLY FOR A GRADUATE DEGREE (*Graduation Application for Master’s 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 advisors signature and taking the application to the Secondary Education Department office in Memorial Hall, room 3200. Candidates must complete all the conditions of their original admission to the Secondary Education MAT 5th Year format degree program before they can be permitted to graduate.

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

View: **Graduation**

Print and Review: **Degree Progress Checklist**

Complete: **Application for a Graduate Degree**

Since candidates will be student teaching during their last semester, it would be easier to complete the application to graduate the semester before their student teaching experience. The application will need signatures and will be more convenient to complete while candidates are still taking courses on campus.

TEACHER EDUCATION HANDBOOK

This informative handbook is a guide for teacher licensure candidates. It is the responsibility of each student as a teacher candidate to become and remain aware of all applicable requirements, deadlines, and provisions that may apply for admission to and successful completion of the program. This handbook is available on the **Education Support Center’s** website: <http://coe.jmu.edu/esc/> or a hard copy can be found in the Secondary Education Department office.