

Student Information Packet

Secondary 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 **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

English as a Second Language (ESL)

Journalism

Gifted Education

Secondary Education Advisors:

Subject Area	Advisor	Room	Phone	e-mail address
English	Dr. Mary Beth Cancienne Acgtblu	Mem Hall 3240C	568-7327	cancieme@jmu.edu
	Dr. Kristina Doubet	Mem Hall 3210G	568-2805	doubetkj@jmu.edu
	Dr. Hood Frazier	Mem Hall 3240B	568-5130	frazierch@jmu.edu
	Dr. Jennifer Pease	Mem Hall 3220C	568-4530	peasejs@jmu.edu
	Dr. Steven Purcell	Mem Hall 3200B	568-6793	purcellsl@jmu.edu
Foreign Language/ESL	Dr. Solange Lopes-Murphy	Mem Hall 3130C	568-2936	lopesmsa@jmu.edu
Mathematics	Dr. LouAnn Lovin	Mem Hall 3205C	568-6701	lovinla@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 **Intent to Apply to Teacher Education** form;
3. meet with assigned Secondary Education advisor, review program requirements, and get the **Intent to Apply** 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 **GWRIT 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 7 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://coe.jmu.edu/esc/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. candidates complete the **writing portion** of the **on-line Teacher Education Admission Application** in **Tk20**.
13. 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
- Candidates must receive grades of “C-” 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 <i>(optional but recommended)</i>	(2)
GPSYC 160	Life Span Human Development <i>(grade of “<u>C-</u>” or better required)</i>	3
EDUC 360	Foundations of American Education	3
<p><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>		
<p><u>Youth Mentoring Experience</u> – 20 hours of academic <i>or</i> non-academic mentorship work with middle/high school aged students. To be completed prior to <i>(within 2 years)</i> <u>or</u> during the semester candidates are enrolled in EDUC 310, MSSE 370, MSSE 371 course work. <i>(MSSE 101 will satisfy this requirement - more details are located on the Y-Me Youth Mentorship handout)</i></p>		No Credit
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 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 their 400 level capstone major course this semester – check with major and education advisor for clarification

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 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 (effective for MAT candidates beginning the graduate program May 2010 or later)

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 (effective May 2010 or later)

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 following undergraduate graduation</u>		
<u>First Stage – usually SUMMER following undergraduate graduation</u>		
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
<u>Second Stage – FALL Semester of MAT year</u>		
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) – <i>offered Fall semester only/ co-requisite with MSSE 571</i>	3
MSSE 571	Content Area Field Experience in High School (content specific) – <i>offered Fall semester only/ co-requisite with MSSE 570</i>	3
<u>Last Stage - LAST SEMESTER of MAT program, usually SPRING Semester of MAT year</u>		
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 ▪ Candidates must take and pass the Reading and Writing subtests of the <u>Virginia Communication and Literacy Assessment (VCLA)</u> prior to applying for teacher licensure at end of MAT program – see page 8 for more information 		
MSSE 650	Internship Seminar	3
MSSE 675	Internship (Student Teaching) in Middle and Secondary Education *	8
<i>Register for <u>2 different blocks within the same semester</u> at 4 credits each block Courses within this cell are <u>co-requisites</u> and are offered <u>Spring and Fall</u> semesters only</i>		
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

Seniors may enroll in up to 12 credits of MAT graduate course work during their last undergraduate semester. To enroll in early MAT graduate courses, candidates must:

- **Have applied and been conditionally admitted into the Secondary Education Master of Arts in Teaching 5th Year format graduate program through The Graduate School office.**
 - **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.**
- It is important to note that one must have 120 credit hours to earn their UG degree. **Any graduate credits taken early to be transferred from the UG transcript to the graduate transcript must EXCEED the 120 credit hour requirement for the UG degree.**
- Seniors will need to request overrides from the **Secondary 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 can only be considered for candidates who have **applied** and been **conditionally accepted** into the MAT graduate program and when space is available in graduate courses.
- **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. Candidates must inquire if enrolling in early MAT graduate course work under their “undergraduate” career status will jeopardize financial aid.
- **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 graduate transcripts.*** 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 Secondary Education Department office. This office will obtain remaining signatures and forward 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 taken **prior to undergraduate graduation** and later transferred in the candidate’s graduate program.

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.**

PRAXIS I and PRAXIS II REGISTRATION INFORMATION

Educational Testing Services Website: www.ets.org/

The Praxis Series is an Educational Testing Service (ETS) program that provides tests for states to use as part of their teacher licensure process. Praxis registration, test dates, and test site locations are found on their website. **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.

PRAXIS I: Pre-Professional Skills Tests (PPST)

Candidates must pass the Praxis I: PPST tests (reading, writing, and math) to be admitted 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 tests are available in two formats - paper-based tests and computer-based tests. Computer-based tests are available at Prometric Test Centers located throughout Virginia and US. Paper-based 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 scores (<http://coe.jmu.edu/esc/>).

PRAXIS II: Specialty Area Subject Assessment Test

Candidates must pass the appropriate Praxis II Specialty Area 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 **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. 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. Candidates are encouraged to take the Praxis II test early in their senior year so that there is ample time to re-take the test if necessary to achieve passing scores.

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.**

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.

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

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.