



Student Information Packet

Secondary Education

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

Revised 8/18/14

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	Memorial Hall	Phone 540-	e-mail address
English	Dr. Mary Beth Cancienne	Mem Hall 3240D	568-7327	cancieme@jmu.edu
	Dr. Kristina Doubet	Mem Hall 3210G	568-2805	doubetkj@jmu.edu
	Dr. Kristy Dunlap	Mem Hall 3220C	568-6702	dunlapkl@jmu.edu
	Dr. Robbie Higdon	Mem Hall 3205B	568-6791	higdonrl@jmu.edu
Foreign Language	Dr. Steven Purcell	Mem Hall 3200B	568-6793	purcellsl@jmu.edu
Mathematics	Dr. Kyle Schultz	Mem Hall 3240B	568-4532	schultkt@jmu.edu
	Dr. Kateri Thunder	Mem Hall 3240C	568-4526	thundekg@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 3205C	568-7326	carbauem@jmu.edu
	Dr. Michelle Cude	Mem Hall 3210H	568-4533	cudemd@jmu.edu
	Dr. Dana Haraway	Mem Hall 3225C	568-6995	harawadk@jmu.edu
	Dr. Ashley Taylor Jaffee	Mem Hall 3205D	568-5130	jaffeeat@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.

Education Support Center (ESC) 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.

Go to this website for *links* to complete the following steps for admission:
<http://www.jmu.edu/coe/esc/admissions/application.shtml>

1. If not already declared, in the Secondary Education program office in Memorial Hall, room 3200, **declare** the undergraduate **pre-professional minor program in Secondary Education** and be assigned a Secondary Education advisor. Declare appropriate major for Secondary Education students;
2. On the ESC website above, click on **APPLY TO TEACHER EDUCATION**. Carefully follow directions and complete *on-line* application, print, sign, have your Secondary Education advisor sign, and submit to the ESC office;
3. have **two** qualified persons complete and submit *on-line* **reference forms** to the ESC office (link to reference forms and instructions on ESC website above);
4. earn grade of "C" or higher in **GWRTC 103 Critical Reading and Writing**;
5. earn grade of "C" or higher in *one 3-credit college* **Mathematics** course;
6. earn grade of "C" or higher in **GPSYC 160 Life Span Human Development**;
7. submit passing scores on the **Praxis Core Academic Skills for Educators tests** (reading, writing, mathematics). The **Praxis Core tests *replace the previously required* Praxis I Pre-Professional Skills (PPST) Tests effective beginning January 1, 2014**. The Praxis Core test requirement may be waived if SAT or ACT scores qualify (*see ESC website above for more information*). Praxis Core registration information is found on page 4 of this handout.
8. have and maintain a **GPA of 2.5** or better;
9. complete on-line training in **Universal Precautions**. On-line tutorial and test is linked off the ESC website. ESC receives verification that you completed the training;
10. complete on-line **Child Abuse Prevention (CAP) Training** at the ESC website and pass the quiz after your training session. Your score will be sent electronically to the ESC - keep certificate that you print;
11. complete the anonymous **Multicultural Dispositions Index** linked off the ESC website above;
12. once all above Teacher Education admission requirements have been met, candidates will need to subscribe to the **Tk20 CampusTools system (cost \$104)**. Once account is activated, log-in to Tk20 and complete the **Pre-Professional Assessment in Tk20** which completes the admission process.

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 (GPSYC 160 requires a grade of “C” or better)

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</u> course (or Cluster III equivalent) must also be completed with grades of “<u>C</u>” or better for Teacher Education admission		
<p><u>Youth Mentoring Experience</u> – 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 (offered fall & spring semesters)		
<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 (offered fall & spring semesters)		
<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 <u>due October 31 of senior year</u> – 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) or Praxis Core Academic Skills for Educators Tests
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 Core Academic Skills for Educators Tests:** www.ets.org/praxis
Effective beginning January 1, 2014, candidates must take and pass the Praxis Core Academic Skills for Educators Tests (reading, writing, and mathematics) to be admitted into Teacher Education at JMU. The Praxis Core tests *replace the previously required* Praxis I PPST test requirement *effective January 1, 2014*. The Praxis Core tests measure basic academic skills in reading, writing, and mathematics. Passing scores are set by the state and should be taken at the first opportunity so there is time to review skills and retake the tests if needed. Tests are given in *computer-delivered* format *only* available at Prometric Test Centers located throughout Virginia and US. Certain minimum scores on the SAT or ACT will *wave* this test requirement. See charts on the JMU Education Support Center's website for score requirements <http://www.jmu.edu/coe/esc/waivepraxis.shtml>
Registration, test dates, and test site locations are found on the website.
- 2. Virginia Communication and Literacy Assessment Test (VCLA):** www.vg.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* 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/praxis
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 Educational Testing Service website lists the required Praxis II test for each specialty area, minimum scores, and test code for registration - candidates must follow VIRGINIA test requirements. Tests are offered in *computer-delivered format* by appointment through the national network of Prometric Test Centers during posted testing windows. Tests are also offered on JMU campus several times throughout the year as well as other test site locations during the posted testing windows. Not every test is offered during each testing window so candidates are encouraged to view the Educational Testing Service website for test date options for each individual test. The *computer-delivered format* Foreign Language World Language tests are offered at Prometric Test Centers during specific posted testing windows. 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

To be CONSIDERED FOR ADMISSION to the MAT graduate program, candidates must complete the following minimum requirements:

- a) have an academic history presenting evidence capable of expectations of a graduate program
- b) apply and be conditionally admitted to the Secondary Education MAT 5th Year format graduate program through The Graduate School office at JMU
- c) successfully complete all undergraduate Secondary Education pre-professional program course work requirements with grades of "B-" or better
- d) successfully complete with grades of "C-" or better all undergraduate courses in the appropriate content area(s) that are required for licensure
- e) have a minimum undergraduate GPA of 2.7
- f) ensure a minimum of 120 undergraduate credit hours will be completed required to earn an undergraduate bachelor's degree.

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 <http://www.jmu.edu/grad/>

1. Go to website for The Graduate School website; Go to "Prospective Students" then select "Apply".
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. Once you have your account, select the "Apply On-line 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" - Education. "Program of Study" - 5th Year-Secondary Education (6-12). "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).
5. Upload your unofficial JMU transcripts per instructions with your application.
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. DO NOT accept the offer of admission through My Madison until you are confident that the semester you will begin your first MAT graduate course is the semester following undergraduate graduation. An email will be sent to candidates regarding the possibility of enrolling in any early MAT graduate courses during their last undergraduate semester and to the appropriate time for accepting the offer of admission to Graduate School for the correct admit term.
8. Once you are accepted into the graduate program, register for your MAT graduate courses using your newly established "graduate career" option through My Madison.

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 in the spring 2013 semester, all MAT graduate course work must be completed with grades of "B-" or better

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		
<u>First Stage – usually SUMMER following undergraduate graduation</u>		
EDUC 540	Educational Technology (offered <u>Spring</u> and <u>Summer</u> only)	3
MSSE 607	Middle and Secondary School Curriculum and Co-Curriculum (offered <u>Fall</u> and <u>Summer</u> only)	3
MSSE 625	Assessment in Secondary Education (offered <u>Spring</u> and <u>Summer</u> only)	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 (offered <u>Fall</u> only for Secondary students; corequisite with MSSE 570 & MSSE 571; must be completed semester prior to student teaching)	3
MSSE 570	Content Area Methods of Teaching in High School (content specific) – (offered <u>Fall</u> semester only/ co-requisite with MSSE 571 & MSSE 630; must be completed semester prior to student teaching)	3
MSSE 571	Content Area Field Experience in High School (content specific) – (offered <u>Fall</u> semester only/ co-requisite with MSSE 570 & MSSE 630; must be completed semester prior to student teaching)	3
<u>Last Stage – LAST SEMESTER of MAT program, usually SPRING Semester of MAT year</u>		
Pre-requisites: <ul style="list-style-type: none"> ▪ To be eligible to student teach, candidates must have completed all 8 MAT graduate courses listed above with grades of "B-" or higher with a minimum cumulative graduate career GPA of 3.0 ▪ 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 (includes submission of TB test results) 		
MSSE 650	Internship Seminar	3
MSSE 675	Internship (Student Teaching) in Middle and Secondary Education * <i>Register for <u>2 different blocks</u> 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 *My Madison* one semester early (example, from *Summer* to *Spring* semester). Keep in mind, this change may take a couple of days to activate in your Student Center in *My Madison*.
4. Candidates register in *My Madison* 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. Student teaching requirements include completion of CPR/ first aid training and current TB test. **Candidates must have a minimum cumulative graduate career GPA of 3.0 to be eligible to student teach and have received grades of "B-" or better in all 8 prior MAT graduate courses.**

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

The Secondary Education Program requires grades of “B-” or higher in all Secondary Education MAT graduate courses. If a grade below “B-” is received, the graduate course will need to be repeated prior to student teaching. 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_students/graduate_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.