

Candidate Handbook

Elementary (K-8) Master of Arts in Teaching & Teacher Certificate Programs

2012-2013

TABLE OF CONTENTS

PAGE

Greetings from the Dean.....	3
Accreditation.....	4
Advisor’s Welcome.....	5
Overview of Certificate/MAT Programs.....	7
Phase 1: Pre-Admission: Beginning Teaching.....	9
Phase 2: Foundations & Practicum Methods: Practicing Teaching.....	10
Application for Student Teaching.....	13
Phases 3: Student Teaching.....	14
Applying for Certification.....	15
LiveText.....	17
Phase 4: Master’s Study.....	23
Scheduling of Coursework.....	24
Overview of Admission & Assessment Process.....	28
Student Teaching Application Procedures.....	29
Matrix of SOE Conceptual Framework Goals.....	35
SOE Student Goals & Performances.....	36
Alaska Beginning Teacher Expectations.....	38
Responsibilities.....	41
Guidelines for Completing Program.....	45
Lesson Plan Format.....	49
Lesson Observation Report Form.....	50
Professional Dispositions Progress Report.....	51
Faculty & Program Support Contacts.....	54
Policies & Requirements.....	59
APA Document Reference & Citation Specifications.....	60
Code of Ethics & Teaching Standards.....	62
University of Alaska Student Rights and Responsibilities.....	66
Alaska Standards for Culturally Responsive Schools.....	68
Websites and Technology Services.....	70
UAS Financial Aid.....	72
Egan Library.....	73
K-8 Certificate/MAT Elementary Program Alignment w/Standards.....	75
Statement of Agreement Form.....	84

Greetings from the Dean

On behalf of the faculty and staff, welcome to the School of Education (SOE) at the University of Alaska Southeast. Exciting things happen here and I am confident that you will find the University and the School of Education to be an outstanding choice. We are an innovative and growing school dedicated to preparing effective teachers and other educators for Alaska's schools.

The SOE offers programs designed to meet the needs of those preparing to become teachers and those who are already in the profession. We have a strong tradition for preparing educators and principals of excellence who demonstrate a commitment to enhancing the lives of students.

With the P-12 schools of Alaska as our partners we have created opportunities for accessibility to our programs through distance delivery. We also have programs with summer institutes on the Juneau and Sitka campus that take advantage of the wonderful outdoor experience only available in Southeast Alaska. I invite you to look at the programs on this web site and then send us an email, make a phone call, or come by our offices for more information. Together, we want to help you make a difference in the lives of students, families and communities. Unique features of our programs are: Quality Place-based Educational Experiences – Academic rigor and scholarly excellence within a context unique to our Alaska heritage. By valuing individual diversity and the heritage of our area, the SOE provides a caring, interactive and academically challenging environment:

- **Unique programs** building commitment to creative problem solving in the service of children, families and communities;
- **Actively fostering** intellectual pursuits while celebrating a multicultural world and the heritage of Native populations;
- **Serious about** enhancing professional skills in support of the belief that all children can learn.

Convenient schedules. Our classes are taught in a variety of formats to accommodate student and professional lifestyles.

Supportive environment. We are committed to your success. Students enjoy small classes, dedicated faculty who are available to students, caring staff, numerous University services and continually expanding technology.

Juneau. Our beautiful campus and the surrounding environments offer diverse experiences and opportunities guaranteed to stimulate creativity and a desire to learn. In collaboration with numerous individuals throughout the larger university community, our dedicated faculty and staff lead these and many other initiatives. We are making a difference in the lives of those we serve.

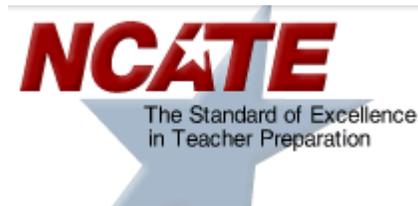
On behalf of the faculty and staff of the School of Education, I thank you for your interest and look forward to welcoming you.

Deborah E. Lo, Ph.D
Dean, School of Education
delo@uas.alaska.edu
907-796-6050

Accreditation

The University of Alaska Southeast was granted renewed accreditation as an institution of higher learning by the Northwest Commission on Colleges and Universities in 1999.

SOE programs are approved by the Alaska State Board of Education and were accredited by the National Council for Accreditation of Teacher Education (NCATE) in 2005.



The K-8 certificate and MAT programs were nationally recognized by the Association for Childhood Education International in September 2004.

Welcome and Information from Your Advisor

This handbook gives guidelines for obtaining your initial Alaska teaching certificate and your Master of Arts in Teaching (MAT) degree.

The K-8 certificate and MAT programs are course- and field-based programs designed for bachelor's graduates preparing for a career in teaching at the elementary and middle school levels.

***Our mission** is to prepare you to teach in rural and urban Alaskan settings. We will assist you in being an **informed** teacher with a knowledge base supported by current research and best practices. We will help you implement your learning in school settings and will assist you in **reflecting** about your practice. Our goal is for you to become **responsive** to the needs of all your students.*

Our program competencies are based on standards provided by NCATE, the Association for Childhood Education International and the Alaska Professional Standards for Teachers. Our programs place special emphasis on diverse needs of students and up-to-date technology, and provide strong, field-based approaches to becoming effective teachers. Our programs are available by distance delivery to students throughout Alaska. Graduates have excellent success in finding employment both in Alaska and throughout the United States.

Philosophy

We believe that individuals learn in a constructivist manner; that is, active, engaged, independent, and social learning that results in reflective and informed practice. We encourage critical thinking and creativity. You are expected to engage in personal inquiry, active communication with others and professional participation in the classroom.

In our programs, technology assists you. Proof of your learning is documented in a variety of ways, including practical observation of teaching as well as a Professional Portfolio when you complete the certificate and a Master's Portfolio to complete the MAT program.

Personal Inquiry

As a graduate student, you are expected to construct and professionally communicate a firm knowledge base in your field. In your research, you read both widely and deeply. You are expected to write your formal papers in a professional manner using APA style when appropriate.

A Learning Community

Our programs are designed so students in various communities throughout Alaska (from large cities like Anchorage to remote villages like Kipnuk and Thorne Bay) can remain in their own communities for teacher preparation.

We believe that teachers learn best as part of a group, so we hope you will take full advantage of opportunities to meet and interact with your colleagues and teachers by using the Internet and email discussion. If you are traveling through a community where one of your teachers or colleagues lives, please try to visit awhile in person.

Classroom Experience

We believe you will learn about teaching by teaching. Most of your classes have assignments in what we call the “practicum” ~ experiences in classrooms in your local elementary or middle school. You become part of the local school as you complete your various practicum activities and student teaching. Please see individual course outlines for special practicum requirements. You must be admitted to the program and receive permission from the local school administration prior to doing any work in the classroom.

Technology

Our programs rely heavily on technology. Courses are provided using a variety of technologies. You need high speed Internet access. You also need a speaker phone and access to a digital camera and scanner. **You must successfully complete ED 230 Educational Technology prior to enrollment in the graduate courses.**

Professional and Graduate Portfolios

During your program, you build a portfolio that documents your knowledge, practice and disposition as a teacher. In most cases, the Professional Portfolio is a notebook where you file evidence showing you have met our program competencies. The portfolio is your responsibility to create; however, your teachers in every course work with you on its development. Your portfolio is then formally assessed during student teaching and provides the documentation required for your teaching certificate. Your professional portfolio is a useful tool when you apply and interview for your initial teaching position.

For those who continue on to complete the Master of Arts in Teaching degree, the graduate portfolio is your final capstone project. This consists of essays that use theory and research to support your practice and is completed in ED 698, the capstone course in the MAT program.

Please read this handbook carefully and use it as a guideline throughout your program. When you need assistance, please call either one of us or our program support personnel. We are here to guide and help you along your path to becoming a successful teacher.

Katy Spangler, Ph.D.

MAT Elementary Program

Eagle River, Alaska; 907-694-7019 (between 9 am and 5 pm, weekdays)

katy.spangler@uas.alaska.edu

Anne Jones, Ed.D

MAT Elementary Program

907-796-6053

anne.jones@uas.alaska.edu

Elementary Graduate Certificate/MAT Programs

UAS delivers a post-baccalaureate K-8 graduate certificate program and a K-8 Master of Arts in Teaching (MAT) degree to candidates in urban and rural locations throughout Alaska. Candidates who complete student teaching are recommended for a Professional Alaska teaching certificate, endorsed for grades Kindergarten through 8. (Please see DEED website for details on the 3 tiers of teacher certificates.) Candidates may then continue after certification to complete a MAT degree.

Overview of Elementary Certificate/MAT Assessment Phases and Checkpoints

	Gate 1: Admission to Program & Practicum Courses	Gate 2: Admission to Student Teaching	Recommendation for Certificate	Gate 3: Completion of MAT Degree
Program phases & delivery	<p><i>Pre-admission: Beginning</i></p> <ul style="list-style-type: none"> • Completion of application preparatory & content coursework. • Foundations coursework. 	<p><i>Foundations & Practicum Methods: Practicing</i></p> <p>Program coursework practicum application in elementary & middle school classrooms.</p>	<p><i>Student Teaching: Applying</i></p> <p>Semester of supervised student teaching with 6 weeks of full-time teaching (midterm of student teaching) or 2 semesters of 3-credit student teaching with 6 weeks of fulltime teaching (midterm in the second semester);</p>	<p><i>Master's Study: Beginning Teaching</i></p> <p>Induction years support Master's coursework.</p>
Required Courses	<p>ED 230 Prerequisite for all courses</p> <p>ED 333 Prerequisite for all 600 level courses; Intro to Psych is prerequisite</p> <p>ED 320 A, B, C, D, E These should be taken early in the program</p> <p>Other coursework per advisor.</p>	<p>ALST 603</p> <p>ECE 661</p> <p>EDSE 482</p> <p>ED 615</p> <p>ED 616</p> <p>ED 617</p> <p>ED 618</p> <p>ED 619</p> <p>ED 621 A, B, C</p> <p>ED 680</p> <p>ED 688</p>	<p>ED 688 Student Teaching; includes professional portfolio</p>	<p>ED 626</p> <p>ED 698 includes Master's portfolio</p>
Procedures to Complete	<p>Application to Program</p> <p>Background Check</p>	<p>Application to Student Teaching</p> <p>Initial Certificate</p>	<p>Application for Certificate</p>	<p>Application for Graduation</p>
	<ul style="list-style-type: none"> • Praxis I pass • All application materials • Content & Preparatory prerequisites 	<ul style="list-style-type: none"> • Advancement to Candidacy for MAT • Submit all practicum assessments in LiveText 	<p>Praxis II pass</p>	

	Gate 1: Admission to Program & Practicum Courses	Gate 2: Admission to Student Teaching	Recommendation for Certificate	Gate 3: Completion of MAT Degree
	<ul style="list-style-type: none"> • Register on LiveText 			

Phase One: Pre-Admission/Beginning Teaching

Admission

After an initial conversation with the advisor about your goals, you then send unofficial copies of undergraduate transcripts for review. They will be reviewed for grade point and a basic liberal arts background, including coursework in writing, math, science, social sciences, psychology, arts, P.E., and health. The advisor then makes recommendations for prerequisite content coursework or experiences. The advisor also recommends coursework (generally ED 230 Educational Technology and ED 333 The Learner and the Learning Process) for your first semester.

The admission materials are also available online at:

<http://www.uas.alaska.edu/education/beginning/elementary/mat/approcedures.html>

Send all admission documents to:

**Deema Ferguson, Admissions
University of Alaska Southeast
11120 Glacier Highway
Juneau, Alaska 99801**

Applicants often wonder which program to apply to. The certificate program is for those who only wish to receive the teaching certificate. Those who want a master's degree should apply for the MAT program, which includes the certificate. Certificate students may apply for the MAT program at a later time if they want, but an additional application fee will be required (currently \$60.00).

Preparatory Coursework in the Pre-Admission Phase

ED 230 Introduction to Educational Technology

This course is offered via the internet every semester. It introduces technology in current use in the K-8 classroom as well as technology used in our distance delivery at UAS. You will practice tool software, email, Internet discussion, and research, as well as library research.

You work with K-8 students to use technology and produce a final project that demonstrates your knowledge and skills. The instructor uses a descriptive rubric to assess the final projects. When you have completed ED 230, you will be ready to assist children with classroom technology and learn in the distance environment at UAS.

Instructor: Robin Johnson, Nome, Alaska

ED 333 The Learner and the Learning Process

ED 333 is offered every semester. The class has regularly scheduled meetings by audio conference and is required prior to any classroom methods course. In this general educational psychology course, you will develop a knowledge base in 4 major areas: development of children ages 4-14 (early childhood, middle childhood and transescence), learning and motivation, foundations of the teaching profession, and beginning lesson design and assessment based on standards. You then complete a project in each area which are assessed by the professors with descriptive rubrics.

You will also receive an orientation to the programs in ED 333. When you complete this course, you have the general background in development, learning, motivation, and educational planning to be able to begin to plan for student instruction in their practicum courses. You will have started the process of developing a philosophy of education grounded in theory, research, and experience.

Instructor: Dr. Jeffrey Lofthus, professor, former teacher & administrator, Juneau

ED 320-A Art in the K-8 Classroom

Parts A, B and C of ED 320 are scheduled in succession every spring semester, each with 5 weeks of audio conferences. In ED 320-A, you develop general knowledge of visual arts, the artistic, and creative processes, and how to integrate the arts into classroom activities. The course requires a project where you will design lessons that integrate art into other classroom instruction. When you complete this course, you are ready to integrate art into the curriculum in the classroom setting.

*Instructors: Karmen Staveland, professional artist, Eagle River, Alaska
Katy Spangler, Eagle River, AK*

ED 320-B P.E. in the K-8 Curriculum

You will learn general principles of physical education and wellness, and the components of a basic P.E. lesson. The final project is a lesson plan for a P.E. lesson assessed by the instructor. When you have completed ED 320-B, you are ready to plan and teach appropriate P.E. lessons within the classroom setting.

Instructor: Kelly McCormick, P.E. teacher, Juneau, Alaska

ED 320-C Music in the K-8 Classroom

In this course you learn music fundamentals and how to integrate music into your classroom. The course requires development of music lessons. When you complete this course, you will be ready to use music in your K-8 classroom.

Instructor: Patrick Murphy, teacher, Juneau, Alaska

Phase 2: Foundations and Practicum Methods: Practicing Teaching and Foundations Classes

In addition to the classes listed above, classes that help you provide instruction to meet individual and cultural needs are part of this phase of your program. The two courses below may be taken prior to or during the practicum methods phase.

EDSE 482 The Inclusive Classroom

This course is offered every summer and fall and addresses the rights and education of children with disabilities. You identify and describe philosophical, legal and programmatic foundations of collaboration and partnerships, including legal implications, how legislation has affected the classroom, confidentiality and parental rights, changes in educational practices, roles and responsibilities of the regular education teacher, as well as service delivery in rural and remote Alaska. When you complete this course, you are able to plan for accommodations in the classroom and teach to different abilities.

Instructor: Susan Andrews, Assistant Professor, Juneau

ED 680 Multicultural Education Seminar

This class addresses ways that classroom teachers can best educate children from diverse cultural backgrounds, with emphasis on indigenous people. You learn to describe the general characteristics of an idealized education program designed to be successful with a specific student population, identify obstacles to educational achievement for Alaska Native students and offer recommendations that address each of the obstacles.

You integrate and apply theories, concepts, and/or strategies about multicultural education to practical educational issues. When you complete this course, you have general knowledge about local school populations and how to provide educational experiences appropriate for them.

Instructor: Dr. Anne Jones, Assistant Professor, Juneau or Dr. Priscilla Schulte, Professor, Ketchikan

ALST 603 Alaska Literature for Young People

This class can substitute for both ED 304 and ALST 300; it's an approved Alaska Studies class. The course is currently scheduled for summers with a one-week intensive on campus. The course places focus on the wide range of literature about Alaska and the North that is available for young people. Projects include reading and annotating books, creating curriculum, evaluation of literature especially from an indigenous perspective, and the creation of a reading list for Alaska studies.

Instructor: Dr. Katy Spangler, Professor, Eagle River, Alaska

Practicum Classes

Once you are admitted to the program and complete **at least ED 230 and ED 333**, you are eligible to begin the practicum phase of the program. This is when you put your knowledge of applications into K-8 classrooms in the context of 6 methods courses. The methods classes cover the "big 4" areas of content, language arts at both the primary and intermediate/middle school levels in ECE 661 and ED 615, mathematics in ED 616, science in ED 617, and social studies in ED 618.

In each of these courses, we emphasize developing a theoretical and research base for the methods and their practical application in the practicum classroom. Classroom management and discipline are taught in ED 619. Candidates who successfully complete these 6 courses and all other certificate program coursework are ready to apply for student teaching.

Please also see the Practicum Packet for further details about placements and your practicum responsibilities. The Practicum Packet is in the Resources section of the practicum course website.

ECE 661 Advanced Studies in Young Children and Literacy

We offer two courses in literacy. This course is offered every spring and provides a developmental perspective on emergent and early reading and writing. You observe children's preliterate behaviors and learn to facilitate and assess emergent reading, writing, and spelling. The professor assesses your work using descriptive rubrics. You are then asked to self-assess and the host teacher gives ongoing feedback and completes a Practicum Assessment form and a Professional Dispositions Progress Report.

When finished with this course, you will have a theoretical as well as practical background in young children's literacy and be prepared to teach reading and writing in the primary grades during student teaching.

Instructor: Susan Andrews, Coordinator, Early Childhood Education, Juneau

ED 615 Literacy in the Intermediate Grades

This companion course in literacy is offered every fall semester and focuses on intermediate and middle school reading and writing. You experience the writing process and facilitate reading and writing workshops and content area literacy in your practicum classroom. You assess and teach one struggling student over the semester and prepare a portfolio of the child's literacy development. You practice communication with parents and reflect on the student's learning as well as your own teaching and philosophy.

The professor uses rubrics to assess your work, while the host teacher gives ongoing feedback and completes a Practicum Assessment form and a Professional Dispositions Progress Report. At the end of this class, you will be prepared to teach reading and writing in intermediate and upper grade classrooms.

Instructor: Julia Gibeault, Teacher and Literacy Specialist, Eagle River, Alaska

ED 616 Math Methods in the K-8 Classroom

This math methods course is offered every spring semester. The course gives you the opportunity to explore the theoretical basis for organization, instruction, and assessment of young peoples' mathematics learning. You plan and teach math lessons in all ten areas of math, assess and teach to children's misconceptions, and plan a "family math day."

The professor assesses your written work using descriptive rubrics, while the host teacher gives ongoing feedback and a final assessment in the Practicum Assessment form and the Professional Dispositions Progress Report. You are expected to reflect on your teaching. When you complete this course, you will be ready to teach the math program in your student teaching assignment.

Instructor: Dr. Chip McMillan, Assistant Professor of Education, Juneau

ED 617 Science Methods in the K-8 Classroom

This course is offered in the fall semester and focuses on the philosophy of "hands-on, minds-on" science instruction. You conduct a personal science investigation, prepare a science kit, assess and teach science activities in the 3 areas of science (life, earth and space, and physical sciences). *Your advisor may recommend that you do your research in a specific area of science to round out your background knowledge of general science.* You complete a "child study" and assess and teach to students' misconceptions.

Using descriptive rubrics, your professor assesses your written work while your host teacher provides ongoing feedback using a Practicum Assessment form and a Professional Dispositions Progress Report at the end of the semester. You reflect on each lesson taught. When you have completed this course, you will be prepared to teach classroom science in a K-8 classroom.

Instructor: Dr. Chip McMillan, Assistant Professor, Juneau

ED 618 Teaching Social Studies in the K-8 Classroom

In this fall semester class, you will learn the basic concepts of history, geography, and civics in your study of teaching K-8 social studies. You learn and teach with a variety of teacher-center and inquiry-based methods and reflect on effects on student learning. *Your advisor may recommend that you do these projects in U.S. History or another area to round out your basic knowledge in the social sciences.*

The professor uses rubrics to assess written projects, while your host teacher provides ongoing feedback, a written Practicum Assessment form and a Professional Dispositions Progress Report. You are expected to reflect on student learning following the lessons you teach. When you have completed this course, you will be prepared to plan and teach a unit of study in the social sciences in your classroom.

Instructor: Dr. Pamula Hagan, Instructor, Eagle River, Alaska

ED 619 Classroom Management and Discipline

This class, which is offered every spring, allows you to develop specific plans for classroom management and develop and experiment with a philosophy of discipline. After review of theories and guided observation in classrooms, you prepare a written plan for classroom management and analyze your interactions with students in disciplinary actions. The professor assesses your written projects using rubrics. The host teacher gives ongoing feedback and completes a Practicum Assessment form and a Professional Dispositions Progress Report at the end of the semester.

You are expected to reflect upon and justify your interactions with students in disciplinary actions. By the end of this course, you should have a general discipline plan and be aware of the intricacies of organizing and managing an effective learning environment that encourages student responsibility and higher level thinking. We suggest that you take this course as close to student teaching as possible.

Instructor: Dr. Katy Spangler, Professor, Eagle River, Alaska

ED 621 A,B,C Curriculum Development

This class, which is offered every semester, supports and enhances your methods coursework. Section A focuses on developing a basic definition of curriculum and a working knowledge of the backwards design process. Section A should be taken concurrently with ED 615, ED 616, or ED 617. In Section B, the focus of your works shift to designing and implementing single content area lessons that you use in your practicum. Section B should be taken concurrently with ED 618. Section C builds on prior learning with the development of a teaching unit where you integrate multiple content areas and differentiate instruction for groups of learners and individuals. Section C must be taken prior to student teaching.

The professor uses rubrics to assess written projects, while your host teacher provides ongoing feedback. You are expected to reflect on student learning following the lessons you design and teach.

Instructor: Dr. Anne Jones, Assistant Professor, Juneau

Applying for Student Teaching

During the final semester of methods courses, you apply for student teaching for the following semester. You must have a GPA of 3.0 in methods courses, plus successful completion of the key assignments in each methods course. You also provide recommendations from each practicum host teacher (Practicum Assessment form) and your advisor. These materials are sent to school district representatives who guide us in the selection of host teachers for the following semester.

The student teaching application is due October 1st for the following spring and March 15th for the fall semester. Once placement is made, we notify you. We encourage you to work with your host teacher to prepare for the upcoming semester.

If you are student teaching in the Anchorage School District, please see their website for due dates and online application: Their due dates are the end of September for Spring and end of February for Fall.

http://www.asdk12.org/depts/hr/employment/student_teaching/index.asp

If you are student teaching with the Mat-Su School District, go to the Mat-Su home page: <http://www.matsuk12.us>. Click "Employment Opportunities" and then "Student Teachers." This will lead you to a detailed instruction page.

All student teachers must have a current certificate. This could be a Student Teacher certificate; however, we recommend the Initial Certificate, K-8. Please see the DEED website <http://www.eed.state.ak.us/> teacher certification for the application procedures.

Remember, this must be done well in advance of student teaching.

We recommend 2-3 months prior to when your student teaching starts.

Phase 3: Student Teaching

ED 688 Student Teaching

Student teaching is the capstone of the Elementary certificate program. Upon successful completion of this course, you are eligible for an Institutional Recommendation for the Alaska Initial Teaching Certificate, Elementary (K-8) endorsement.

In the fall, student teachers begin when teachers start their contracts. In the spring, you begin either the day after winter break or at the beginning of the school's new semester. Student teachers are expected to follow the daily schedules of the teachers in their buildings. Student teaching generally lasts a full semester; however, timelines may be adjusted by the UAS supervisor to allow the candidate to meet all required performances. Student teaching is always at least 15 weeks.

As a student teacher, you will focus on applying the knowledge, skills, and dispositions learned in previous coursework to the learning and development of your students. Most of the time will be spent in the school, practicing teaching.

You assist the host teacher as assigned. At the start, the student teacher begins with small tasks such as tutoring, reading aloud, spelling, etc., as the host teacher assigns. Subjects are added until the student teacher is in charge of planning, teaching, and evaluating full time. The student teacher has these "solo" responsibilities for at least 6 weeks. Then the student teacher steps back as the host teacher again takes charge of the class.

The student teacher and host teacher plan this schedule together. The timing in each situation is different and is agreed upon by the host teacher, the principal, the UAS supervisor, and the student teacher. We will make every effort to accommodate individual differences and situations. However, all required assignments are standards-based and are the same in all placements.

During student teaching, SOE and program goals are assessed in a variety of ways. Your host teacher and UAS supervisor provide feedback and encouragement. Lessons are assessed with a lesson observation form. At midterm and the end of student teaching, you, your host teacher, and UAS supervisor fill out the Evaluation of Classroom Practice form. All evaluations are found on LiveText.

A Professional Dispositions Progress Report is also due at midterm and the end of semester if necessary. You provide further evidence of your performances in a Professional Portfolio that will be used when you apply for your teaching position.

Details of student teaching are in the Student Teacher Handbook. This is always posted on the ED 688 UASOnline website.

Applying for Certification

When you successfully complete student teaching, you are eligible to apply for the Alaska Professional Teaching Certificate, K-8 endorsement (see DEED website at www.educ.state.ak.us). If you had an Initial certificate while student teaching, you are eligible for the Professional certificate. If you had a Student Teacher certificate, you are eligible for the Initial certificate and must possess this certificate prior to applying for the Professional certificate.

You will apply directly to DEED (***remember that you must pass the Praxis I prior to admission and the Praxis II, subtest 0014 or 5014, in order for us to recommend you for the certificate.***)

You must request the Institutional Recommendation from our office. When the certificate program is completed, you request an Institutional Recommendation from the administrative assistant via email. The Institutional Recommendation will be given to the Dean for signature. Then it will be sent to you to include in your application packet. DEED requires that all parts of the application be sent to them in one packet, along with a cashier's check or money order. **No personal checks will be accepted by DEED!**

An official certificate will be mailed to you from DEED in a few months. If you apply for a teaching position and need proof of program completion, our office will provide a letter of completion stating that you have met all requirements for the certificate.

Then you will be ready to look for your first teaching position! A workshop with the Alaska Teacher Placement Service is provided yearly and we encourage you to participate in the Job Fair that occurs every April in Anchorage. Your Professional Portfolio is a useful tool for the interview process. Once you are teaching, we encourage you to continue by completing the Master's portion of the program.

At the end of your certificate program, SOE asks you to evaluate the program effectiveness in terms of delivery, etc. At the end of your first and third years of teaching, SOE contacts you to provide feedback and evaluate how well you were prepared for the teaching profession. Please complete these surveys as they provide valuable information for program improvement and for the accreditation of our programs.

More on Teaching Certificates

Alaska Senate Bill 86 allows a waiver of normal teacher certification requirements (completion of a teacher preparation program) so school districts can hire teachers in areas of teacher shortages. A person who 1.) has a bachelor's degree; 2.) has passed the Praxis I examination; 3.) has successfully completed a background check; and 4.) is enrolled in a teacher certificate program. We encourage you to apply for this certificate prior to student teaching.

The terms of the initial teacher certificate require that the certificate program must be completed in 2 years. At the end of the 2 years, the teacher either has or has not completed the teacher certificate program.

UAS teacher candidates should be aware of the ramifications of this statute. You may be hired for 2 years under the initial certificate, but if you don't complete your program within those 2 years, your certificate will expire and you will not be eligible to be hired for the third year of teaching in Alaska. **The initial certificate cannot be extended or renewed**. You will need to complete the program if you wish to return to teaching.

Students in the K-8 MAT program from UAS need to carefully follow a program of studies that allows for completion of the certificate in 5 semesters and an MAT in six semesters.

The program of studies would be as follows:

Semester 1

ED 230
ED 333
ED 320 A, B, C

Semester 2

ECE 661
ED 616
ED 617
ED 621 A

Semester 3

ED 615
ED 618
ED 619
ED 621 B, C

Semester 4

EDSE 482
ED 680
ALST 603

Semester 5

ED 688 (Student teaching)

Semester 6

ED 626 (MAT)
ED 698 (MAT)

Upon successful completion of student teaching and the Praxis II Elementary Content Knowledge test, the SOE issues an Institutional Recommendation upon your request. When you meet these conditions, you are eligible for the Professional Teaching Certificate.

UAS students who wish to complete in 6 semesters should be aware that 9 hours of graduate coursework is considered full-time attendance. Graduate coursework is rigorous and the methods courses require work in primary, intermediate, and middle school classrooms in math, literacy, science, social studies, and classroom management. Student teaching must be accomplished in a regular K-8 classroom where all subject areas are taught. **Student teaching cannot be done in a high school, special education, remedial reading, music, PE, art or other special classroom.**

We urge you to carefully consider your future if you chose to apply for the 2-year initial certificate at the beginning of your teacher preparation program.

The Professional certificate is only available to teachers who have previously possessed the Initial certificate. For this reason, we encourage you to get your Initial certificate prior to student teaching so you are ready for the Professional certificate at the end of your program.

LiveText

We use an online assessment system to keep student records on key assessments. You may use the data on LiveText (such as your practicum assessments or your Evaluation of Classroom Practice) for your own portfolio. The program and the SOE use aggregated data from all students for our own program assessment and for accreditation.

Please see the following instructions for registration on LiveText. This is generally done the first semester you take practicum classes. Please let Katy Spangler or Anne Jones know when you have registered. More complete information about LiveText is found in the Practicum Packet.

LiveText

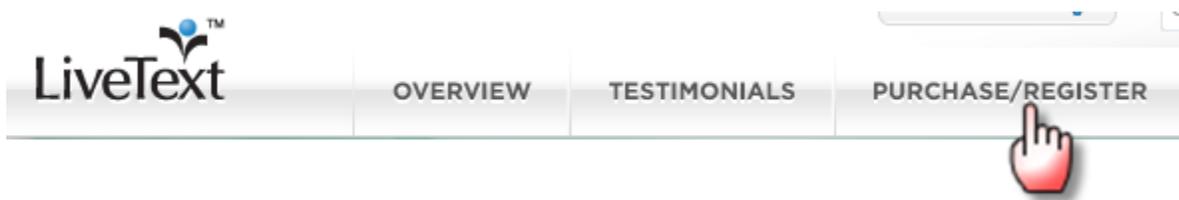
We use an online assessment system to keep student records on key assessments. You may use the data on LiveText (such as your practicum assessments or your Evaluation of Classroom Practice) for your own portfolio. The program and the School of Education (SOE) use aggregated data from all students for our own program assessment and for accreditation.

Please see the following instructions for registration on LiveText. This is generally done the first semester you take practicum classes. Please let Katy Spangler or Anne Jones know when you have registered for a practicum (615, 616, 617, 618, 661) course.

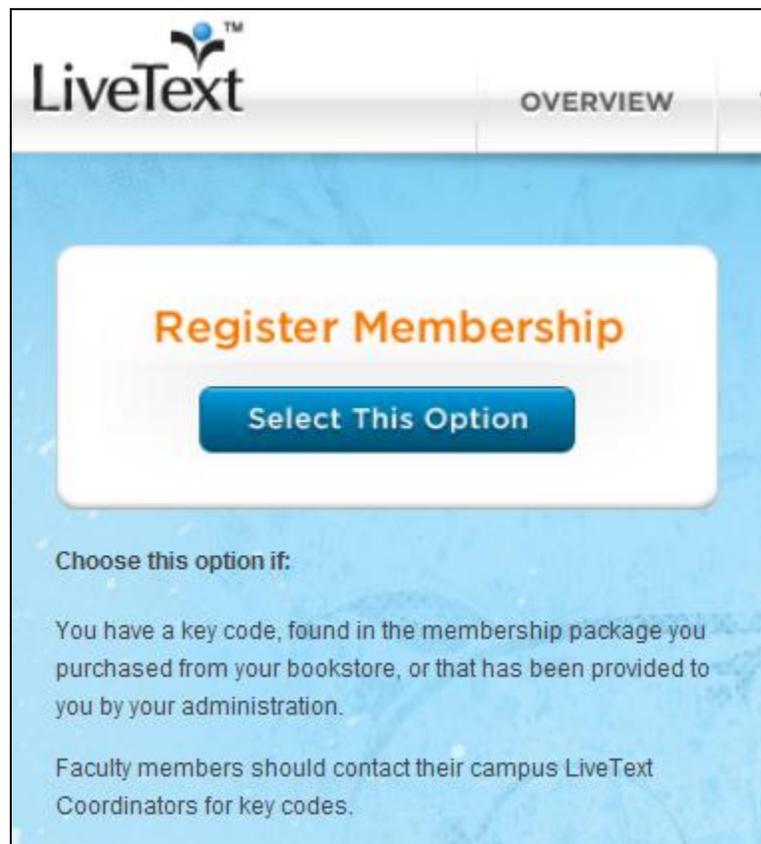
The first step in the process is for you to register your student account. After you receive your Key Code, you need to log on and register.

Student Registration Instructions

Go to www.livertext.com and click on the **PURCHASE/REGISTER** tab at the top of the LiveText homepage.



Click the **Select This Option** button under “Register Membership.” The registration form opens below.



STEP 1: Select **Student**.

Register Membership
SELECTED

Purchase Membership
Select This Option

Choose this option if:
You have a key code, found in the membership package you purchased from your bookstore, or that has been provided to you by your administration.
Faculty members should contact their campus LiveText Coordinators for key codes.

Choose this option if:
You are a student who has not purchased a LiveText package from your campus bookstore. You will need to purchase a LiveText membership online in order to register your membership.

STEP 1 Choose Your Role
 Student Faculty Member

STEP 2: Enter the 16 character key code that was provided to you.

STEP 3: **Register Your Student Membership.** Please complete your profile to the best of your ability. Name, Month and Date of Birth, and Institution and Personal Email Addresses are required fields.

STEP 3 Register Your Student Membership

Personal Information

First Name M.I. (optional) Last Name

Date of Birth

Month Date Year (optional)

Email address [Why do we need this?](#)

Institution Email Address Confirm Institution Email Address

Personal Email Address Confirm Personal Email Address

STEP 4: Create Your LiveText Membership Account. You will be prompted to create a unique username and password. When creating a username, the name will be compared to all LiveText users. If you receive the message “Username is already taken,” you will have to modify your username.

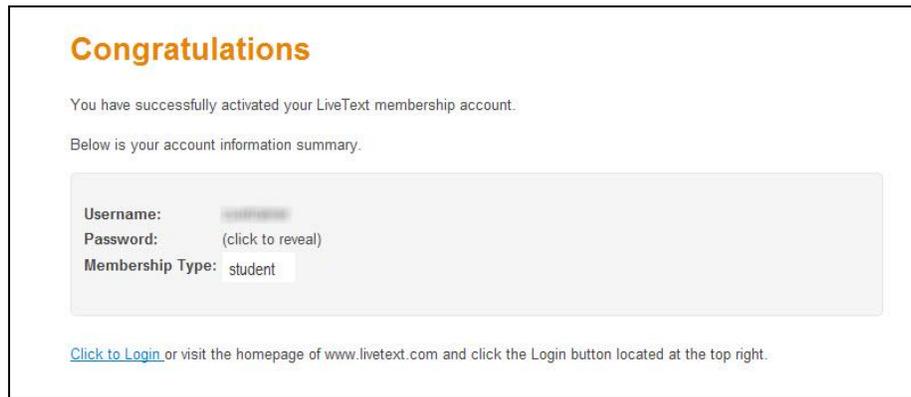
Select a security question from the dropdown menu. This may be used in the username/password recovery process.

Select the **Terms of Service** check box and Click the **Register My Membership Account** button to complete the registration process.

The screenshot shows a registration form with the following elements:

- STEP 4 Create your LiveText Membership Account** (Header)
- Create Username** (Must contain at least 4 characters, case insensitive) - Input field
- Choose a Password** (Must contain two of these: uppercase letters, lowercase letters, and numerals) - Two input fields: "Enter Password" and "Confirm Password"
- Security Question** - Dropdown menu
- Answer** (May not be same as hint. 1 character minimum, case insensitive) - Input field
- Hint** (May not contain answer. Should allow you to remember answer) - Input field
- I hereby verify that the above information that I have entered is correct and that I have read, understand fully, and agree to the [Terms of Service](#).
- Register My Membership Account** (Green button)

Account Activation completed. After successfully completing the registration process, LiveText will display this screen with your newly created username and password (hidden by default). A confirmation will also be sent to the personal email address provided during account registration.



You can also view a video on how to register

https://c1.livetext.com/folder/9089632/HsfAixvD_Student_Registration_Updated111610.wmv

Next, you need to register your practicum host teacher(s).

Completing the Host Teacher Information Form Online – Adding Host Teachers to LiveText

- 1: The host teacher information form is online and can be accessed by pasting the following URL into the address bar of your web browser: <http://c1.livetext.com/misk5/formz/public/62988/Wmd9xGn5wW>

Form: Host Teacher Information

Owner: University of Alaska Southeast Admin <UASEadmin>
Owner's Email: uaseadministrator@lt.edu
Dataset: Fall 2012 / Spring 2013 Host Teacher Identities

1 Host Teacher Last Name *

2 Host Teacher First Name *

3 Gender
Decline to Identify ▾

4 Ethnicity
Decline to Identify ▾

5 Phone Number *

6 Email Address *

7 Confirm Email Address *

8 School Address

- 2: When the form is completed, click "Submit." If any required questions were left blank or not formatted correctly, you will be prompted to re-enter these responses.

1 Host Teacher Last Name *
This field cannot be left blank

2 Host Teacher First Name *
This field cannot be left blank

- 3: Your host teacher information form has been successfully completed when you reach the screen that says “Form as been completed. Thank you!” If you would like to print a hard copy for your own records, you will see a link called “Create a Printable Version.” This will direct you a printer-friendly version of your completed form.



- 4: In order for the host teacher to receive his or her LiveText account, you must notify Dr. Lee Salinas cesalinas@uas.alaska.edu once this form has been submitted successfully.

When an assessment needs to be completed, your host teacher(s) will receive an email from LiveText that contains a link to the assessment on LiveText where they enter the necessary data. Your host teacher(s) do not need to register to or maintain a LiveText account. You have the responsibility to monitor the input of data by your host teacher(s).

Phase 4: Master's Study

Once you are teaching, you take the 2 final classes that support you as a beginning teacher and strengthen the link between theory and practice. The final course is a program capstone where you build on your Professional Portfolio and create a Master's Portfolio based on the SOE Conceptual Framework. This final product contains the reflective pieces that tie theory and research to your practice.

Graduate Committee

You will need a graduate committee. Generally, this consists of your advisor, another faculty member you have worked with, and a person from the professional community.

ED 626 Classroom Research

As a Master's candidate, you will learn techniques for in-class ethnographic research and conduct a study to improve student learning in your own classroom. Once you complete this course, you know how to use action research to improve student learning.

Instructor:

- *Dr. Lee Salinas, Assistant Professor, Assessment Coordinator, Juneau, Alaska*

ED 698 Master's Portfolio

This capstone for the MAT gives you support in preparing your Master's portfolio. This includes artifacts that demonstrate your abilities in meeting the Conceptual Framework goals, coupled with essays that underpin your practice with a review of theoretical and research support. Your committee reviews the Master's portfolio using the Portfolio Rubric. When you complete this course, you demonstrate that you are an informed, reflective, and responsive teacher.

Instructor: Dr. Katy Spangler, Eagle River, Alaska

Graduation

You must file an application for graduation (<http://www.uas.alaska.edu/forms>) early in your last semester in ED 698. Linda Smith (linda.smith@uas.alaska.edu) can email you the application if you can't access the link. This is the application for the degree to be posted on your transcript.

University of Alaska Southeast graduation usually occurs the first weekend in May. We encourage you to attend the ceremony in Juneau so we can celebrate your accomplishment with you. Candidates who cannot come to Juneau may graduate at a local college in the University of Alaska system if you contact us to make arrangements for you. An additional application is required for participation in the graduation ceremony at the end of Spring semester. Contact your local campus Registrar for further information.

Scheduling Coursework

Please follow the sequence of course offerings described in the previous section. Following is our yearly schedule of course offerings.

Semester	Fall	Spring	Summer
Pre-admissions Prerequisites and Foundations	ED 230 ED 333 ALST 300 EDSE 482 ED 320A, B, C ED 680	ED 230 ED 333 ALST 300 ED 304 ED 320A, B, C EDSE 482	ED 230 ED 333 ALST 300 ED 304 ALST 603 ED 320A, B, C EDSE 482 ED 680
Methods	ED 615 ED 616 ED 617 ED 618 ED 619 ECE 661	ED 615 ED 616 ED 617 ED 618 ED 619 ECE 661	
Student Teaching	ED 688	ED 688	
Master's	ED 626 EDET 628 ED 698	ED 626 EDET 628 ED 698	EDET 628 ED 698

Examples of Timelines for Program Completion

The programs allow you maximum flexibility to design a schedule that is best for you, your family, and your lifestyle. Below are some examples of programs that candidates have designed for themselves.

A Typical Timeline to Completion of Teacher Certificate Program

This candidate wants to go to school full time and get a certificate as a full-time student. She starts in the summer with the prerequisites, gets admitted so she can complete her two semesters of methods and student teach the following fall.

Spring	Summer	Fall
	<i>9 credits</i> ED 230 ED 333 ED 304 or ALST 603 ED 320A, B, C	<i>9 credits</i> ED 615 ED 617 ED 618
<i>12 credits</i> ECE 661 ED 616 ED 619	<i>9 credits</i> ED 680 ALST 300 EDSE 482	<i>6 credits</i> ED 688 Student Teaching

Very Fast Track

Under certain circumstances, a student may receive permission to complete the program in 4, or even 3, semesters as follows. This plan is by permission only. It's a very rigorous year.

Spring	Summer	Fall
	12-18 credits ED 230 ED 333 ED 304 ALST 300 Or ALST 603 (ED 680 EDSE 482)	15 credits ED 615 ED 616 ED 617 ED 618 ED 320A, B, C
12 credits ECE 661 ED 619 ED 688 Student Teaching	6 credits ED 680 EDSE 482	

Fast Track to MAT, No Summers

This student started in the fall. He works in the summer, but goes to school full time in the fall and spring. He is ready to teach in two years and completes his master's degree by the end of his first year of teaching.

Spring	Summer	Fall
		15 credits ED 230 ED 333 ASLT 300 EDSE 482 ED 320A, B, C
12 credits ED 304 ED 616 ED 619 ECE 661		12 credits ED 615 ED 617 ED 618 ED 680
9 credits ED 688 Student Teaching ED 628		3 credits ED 626 Start Teaching
3 credits ED 698 Complete degree		

Moderate Pace

This student has determined that her work schedule will allow her to take 2 classes per semester. Notice that it takes her 3 years to complete the certificate. After she begins to teach, she allows herself two years to complete her master's ~ just in time to get tenure!

Spring	Summer	Fall
6 credits ED 230 ED 333	3 credits ED 304	6 credits ED 615 EDSE 482
3 credits ED 320A, B, C ECE 661	3 credits ALST 300 or ALST 603	6 credits ED 617 ED 618
6 credits ED 616 ED 619	3 credits ED 680	3 credits ED 688 Student Teaching
3 credits ED 628 Start teaching		3 credits ED 626
3 credits ED 698 Complete degree		

Slowly but Surely

This student has determined that he can take one class per semester. He gives himself 5 years to complete the certificate program. In the meantime, he has worked as a full-time teacher's aide in the school.

Spring	Summer	Fall
ED 230	ED 333	ALST 300
ED 320A, B, C	ED 304	ED 615
ECE 661	EDSE 482	ED 617
ED 616	ED 680	ED 618
ED 619		ED 688 Student Teaching

Please consider your own situation and map out a tentative schedule on the following worksheet for your program. Be sure to share your plans with your advisor.

Worksheet for Course Scheduling

Spring	Summer	Fall

Overview of Admission and Assessment Processes

Prior to Admission

You take the following courses while completing the admission process: ED 230, ED 333, and ED 320A, B, C, D, and E. ED 680 is also possible, so contact your advisor for permission.

Admission to the Program (Gate One)

Full admission to the program requires that you be accepted by the University of Alaska, as well as by your chosen program within the SOE. Please submit admission materials to the person/address on Page 9 of this handbook. You will be notified by mail of your admission status.

All admissions instructions and paperwork are found at: http://www.uas.alaska.edu/education/beginning/elementary/mat_distance/distanceapprocedures.html

Background Check

Please note: We are including a name-based criminal background check for all students in courses that deal with children. This means both prerequisite courses and methods courses. This should be submitted to Deema Ferguson in Admissions at UAS. Your local police or State Troopers can provide this form; it's a very quick check. It costs \$20. If you already have done a background check for your work or you have a current Alaska teaching certificate, you may submit that instead.

<http://www.dps.state.ak.us/statewide/background/default.aspx>

Students may be admitted with departmental conditions in the following cases:

- If your GPA from previous transcripts is not at least 3.0. When you complete 12 credits and maintain a 3.0 GPA, your admission is changed to good standing.
- If your scores on the Praxis I do not meet state requirements, you are admitted conditionally. We will help you with a plan for remediation. You must pass all three subtests of the Praxis I for admission to student teaching. DEED requires an average score of 174, with no score less than 172.
- If you have submitted all materials under your personal control. For example, if we have not received your Praxis I scores or a letter of recommendation, we will still consider your admission.
- If you have not completed content prerequisites that may be identified by your advisor. Please note that the content prerequisites must be taken **prior to** enrollment in the corresponding methods course (i.e. U. S. History prior to ED 618 Social Studies Methods.)

Admission to Methods Courses

You must have taken ED 230, ED 333 and be admitted to the program prior to registering for methods courses (ED 615, ED 616, ED 617, ED 618, ED 619, 621 A,B,C, and ECE 661).

Admission to Student Teaching (Gate Two)

A general application for student teaching is included in this handbook. Please send this in at the beginning of the Fall or Spring semester prior to your student teaching.

Requirements for admission to student teaching are as follows:

- Completion of all education courses with a GPA of 3.0 or better;
- Passing scores on the Praxis 1;
- Completed application form with advisor's recommendation. Advisor makes use of the practicum assessment forms and professional dispositions progress reports from the methods courses to make this recommendation; and
- Either Student Teacher or Initial Alaska Certificate. We recommend the Initial Certificate.

You will be placed in a student teaching position pending approval of the school district and finding an appropriate placement for you.

Certificate (Gate Three)

You receive your recommendation for the K-8 certificate when all program requirements are complete. These include:

- completion of ED 688 and all of its requirements;
- 143 or better on Praxis II, **Elementary Content Knowledge test 0014 or 5014**; and
- apply to DEED for the certificate once you request and receive the Institutional Recommendation from SOE.

Certificate Program Student Admission to MAT Programs

If you are a certificate student only and wish to be admitted into the MAT program after you complete the certificate, you will need to submit a new application, pay the admission fee and supply a new Statement of Professional Objectives. You should apply for the MAT program during your methods courses. At this time, you will also complete the form "Advancement to Candidacy."

MAT Degree (Gate Three)

Upon completion of your graduate coursework that includes the Master's portfolio, you are ready to graduate with the Master of Arts in Teaching degree. Procedures for the advancement to candidacy and applying for graduation are found in the UAS academic catalog.

Admission Process for K-8 Certificate and MAT Programs

1. **Submit ALL application for admission materials to Deema Ferguson in Admissions (see below).**

- ___ Apply online
- ___ Official transcript with evidence of bachelor's degree, 3.0 GPA
- ___ All other college transcripts
- ___ \$60 admission fee (currently) (via credit card or check made out to UAS)
- ___ 2 current letters of recommendation (one content knowledge and one dispositions) on SOE form (provided in Admissions packet)
- ___ Statement of Professional Objectives
- ___ Impromptu writing sample (instructions provided in Admissions packet)
- ___ Evidence of successful work with children "One Week Experience" or equivalent
- ___ Letter of support from local school administration
- ___ Scores for Praxis I exam (ask ETS to route them to us when you take the test; R4897 is the designation for UAS). You might want to also have them sent to DEED at this time (their designation is R7027).
- ___ Release of Information form (provided in Admissions packet)
- ___ Student Information Sheet (provided in Admissions packet)
- ___ Proof of Background check

Send all of the above to: Deema Ferguson, UAS Admissions
University of Alaska Southeast
11120 Glacier Highway
Juneau, Alaska 99801

- ___ Statement of Agreement found at the end of this Handbook

Send this to: Linda Smith, School of Education (HA-1)
University of Alaska Southeast
11120 Glacier Highway
Juneau, Alaska 99801

Admission Due Dates

- For **Spring** semester admission, **November 1st**
- For **Summer** semester admission, **April 1st**
- For **Fall** semester admission, **July 1st**

2. Consult with Your Advisor

- Student mails, emails or faxes unofficial transcripts to advisor
- Advisor completes transcript analysis
- Student and advisor discuss student's program
- Advisor prepares student's program of studies

Unofficial transcripts should be faxed, emailed or mailed to:

If you are in Southeast Alaska or the Lower 48 states:

Dr. Anne Jones
UAS-SOE
11120 Glacier Highway
Juneau, AK 99801
Fax: 907-796-6059
Email: rajones5@uas.alaska.edu

If you are in Alaska (not Southeast) or in Canada:

Dr. Katy Spangler
P.O. Box 773354
Eagle River, Alaska 99577
Fax: 907-694-8797
Email: kspangler@uas.alaska.edu

3. Complete Program Prerequisites

- GPA 3.0 from undergraduate transcript (if your GPA is below 3.0, you are admitted conditionally. You must maintain a 3.0 GPA for the first 12 credits to be admitted in good standing).
- Prerequisite coursework as recommended by advisor.
- ED 230 is a prerequisite for the Elementary certificate.
- ED 230, ED 333, and ED 320A, B, C, D, E are the prerequisites for the MAT. Candidates are conditionally admitted after completing ED 230 and ED 333 to be eligible to take the methods courses.

Notes

- You will be notified of your admission status by the SOE after all documents are received/reviewed.
- If you apply for the MAT program, which includes the certificate, the admission fee of \$60 includes both. If you apply to only the certificate program, you will need to pay another admission fee (currently \$60.00) if you decide to continue with the MAT program at a later date.
- You may be admitted conditionally. Students have one semester to complete the conditions for full admission (good standing).

- You may not take practicum methods courses (ED 615, ED 616, ED 617, ED 618, ED 619, ED 621 A, B, C, and ECE 661) **until you are admitted** and have completed ED 230 and ED 333. All other undergraduate courses are open to students prior to full admission.
- You must **TAKE** the Praxis I test for admission. If you do not pass all sections, you may retake it. You must **PASS** the Praxis I prior to recommendation for certification. State regulations require an average score of 174, with no score below 172.

Qualifying Scores	PPST	CBT
Reading	175	322
Writing	174	321
Mathematics	173	318

- The Praxis II test, Elementary Content Knowledge #0014 or 5014, is required prior to recommendation for the certificate. Taking it at the time of admission is not required. The passing score for Praxis II is 143.
- You must maintain a 3.0 GPA. You must receive a grade of C or better in each course for it to count. C- or lower will not be counted as “passing.”

Student Teaching Application Procedures

Student teaching applications **will not** be considered until all application materials are received. The following materials must be submitted as part of your student teaching application:

- Completed and signed SOE student teaching application;
- One-page typewritten biographical sketch containing information that would be of particular interest to the cooperating teacher;
- Eligibility waiver request if needed;
- Release of Information form;
- Copies of application documents sent to DEED. This includes the completed fingerprint cards, the Student Teacher Authorization (2 pages) **OR** Initial Certification (12 pages) and appropriate fee.

If using the **Student Teacher Authorization**, include when sending to DEED a cashier’s check or money order for **\$66** made out to Department of Education & Early Development. If using the **Initial Certification**, include the \$66 fingerprint fee and \$125 application fee, for a total of **\$191** (cashier’s check or money order ONLY; **NO PERSONAL CHECKS!**).

Applicants who are student teaching outside Alaska do not need to submit a fingerprint packet.

- Practicum Assessment forms from all of your host teachers for methods classes. These are generally recorded on LiveText.

Student Teaching Application Deadlines

- March 30th for Fall semester student teaching (Anchorage School District requires last day of February)
- September 30th for Spring semester student teaching

Eligibility Requirements for Student Teaching

- Full admission (good standing) to the MAT Elementary program;
- 3.0 or above GPA in program coursework; and
- All coursework must be completed prior to starting student teaching.

For special instances, advisor permission is required.

Eligibility Waiver Request

Applicants who have not fulfilled all eligibility requirements but wish to apply for waiver of an eligibility requirement must write a letter to their advisor explaining what requirement is not completed and why a waiver is warranted. This waiver must accompany your student teaching application.

Fingerprint Packet

Fingerprints must be rolled within one year by the time they reach the FBI. DEED requires its own set of fingerprint cards. They will **not** accept fingerprinting previously completed for a school district. The only exception may be if you are already certified in Alaska, so check with DEED Teacher Certification first.

Send your **original fingerprint packet to DEED**, with a **COPY** to:

Linda Smith, Admin. Assistant
School of Education (HA-1)
University of Alaska Southeast
11120 Glacier Highway
Juneau, Alaska 99801

Policies for Student Teacher Placement

1. Student teachers in the K-8 programs are offered student teaching in their own communities when appropriate placements are available in local schools.
2. Student teacher applications are due March 30th for fall and September 30th for spring. Late applications may not be honored. This time frame allows the University to place all student teachers in appropriate settings.
3. Student teachers may be placed in communities other than their own when an appropriate placement is unavailable in their local community. The University makes every effort to place the student in a community where a local UAS faculty member is available for supervision or where a University education faculty member is already traveling. The out-of-town placement does not demand extra travel cost for the University or the student; however, the student must incur expenses of personal travel and housing.

4. If a student elects to student teach in a community other than their own and traveling faculty are not available in the area, the student will need advisor and SOE Dean approvals. The student will incur the expense of travel for supervision that would be above the cost of supervision in the local community. The student will also incur expenses of personal travel and housing.
5. Occasionally, a student faces an unavoidable move out of state prior to the end of the program. In these cases, the student may request an appropriate placement in the new location. If an appropriate placement is available and a qualified person can be located to supervise the student, UAS can, on approval, hire that individual to supervise the student. These placements must be organized in advance and approved by the SOE Dean, the faculty advisor and often by the local university in the new location. Cost beyond normal supervision may be charged to the student.

Conceptual Framework Aligned with Program Goals

Conceptual Framework Goals	1 Philosophy	2 Development	3 Diversity	4 Content	5 Learning	6 Environment	7 Partnerships	8 Professionalism	9 Technology
Program Coursework									
ED 230 Educational Technology			X	X	X	X			*
ED 304 Literature for Children & Young Adults			X	* Literature Drama			X		X
ED 320ABC Art, PE, Music in Elementary Classroom				X Art, PE, Music	X				
ED 333 Learner & Learning Process	*	*	X	X	*	X	X	X	X
ALST 300 Alaska Studies				X Alaska					
EDSE 482 Exceptional Child	X		* Special Ed		*				X
ED 615 Literacy Intermediate Grades	X	X	X	* Literacy	*	X	X	X	
ED 616 Math K-8 Classroom		X	X	* Math	*				X
ED 617 Science K-8 Classroom	X	X	X	* Science Health	*	X	X	X	X
ED 618 Social Studies K-8	X	X		* Social Studies	*	X		X	
ED 619 Classroom Management	X				*	*		X	
ED 626 Classroom Research	X	X	X	X	X	X		X	
ED 628 Tool Software/ Curriculum Development	X	X	X	X	X	X	X	X	X
ED 661 Young Child/ Literacy		X	X	* Literacy	*				
ED 680 Multicultural Classroom			* Diversity						
ED 688 Student Teaching	*	*	*	*	*	*	*	*	*
ED 698 Graduate Portfolio	*	*	*	*	*	*	*	*	*

X Conceptual Framework Goals addressed

* Conceptual Framework Goals assessed

SOE Student Goals and Performances Expected in All Programs

Goal 1: Teachers articulate, maintain, and develop a philosophy of education that they also demonstrate in practice.

Performances

- a. Support their philosophy of education with research-based theory and evidence. (K)
- b. Apply philosophy, beliefs, and theory to practice. (S)
- c. Abide by a philosophy of education and remain flexible to revising it based on new research and teaching experience. (D)

Goal 2: Teachers understand how human development affects learning and apply that understanding to practice.

Performances

- a. Identify ways students' developmental levels affect their thinking processes and learning. (K)
- b. Accommodate differences in how students learn based on knowledge of individual's social, emotional, and intellectual maturation. (S)
- c. Appreciate unique thinking processes of learners at different stages of development. (D)

Goal 3: Teachers differentiate instruction with respect for individual and cultural characteristics.

Performances

- a. Identify strategies for differentiating instruction based on student differences. (K).
- b. Design instruction that incorporates characteristics of the local community's culture that is appropriate to students' individual and special needs. (S)
- c. Apply local and Alaska knowledge to the selection of instructional strategies, materials, and resources (S)
- d. Appreciate multiple perspectives and value individual differences. (D)

Goal 4: Teachers possess current academic content knowledge.

Performances

1. Demonstrate knowledge of the content area taught, including structure of the curriculum, the tools of inquiry, central concepts, and connections to other areas of knowledge.(K)
2. Connect the content area to other content areas and to practical situations encountered outside the school. (S)
3. Commit to professional discourse about content knowledge and student learning of content. (D)

Goal 5: Teachers facilitate student learning by using assessment to guide planning, instruction, and modification of teaching practice.

Performances

- a. Understand how to plan for instruction that is based on student needs and curriculum goals. (K)
- b. Plan, teach, and assess for optimal student learning. (S)
- c. Value assessment and instruction as integrated processes. (D)

Goal 6: Teachers create and manage a stimulating, inclusive, and safe learning community in which students take intellectual risks and work independently and collaboratively.

Performances

- a. Investigate and use a variety of classroom management techniques to establish and maintain a responsive environment in which all students are able to learn. (K, S)
- b. Establish and maintain a positive classroom climate in which students develop self-direction and collaborative skills. (S)
- c. Commit to ensuring student well being and development of self-regulation and group interaction skills. (D)

Goal 7: Teachers work as partners with parents, families, and the community.

Performances

- a. Develop a sound, broad-based understanding of students' families and the local communities. (K)
- b. Communicate effectively with parents and community and incorporate local ways of knowing into decision making about all levels of schooling. (S)
- c. Recognize the school as an integral part of the community and value parents as partners in promoting student learning. (D)

Goal 8: Teachers develop and maintain professional, moral and ethical attitudes, behaviors, relationships, and habits of mind.

Performances

- a. Keep current in knowledge of content and teaching practice. (K)
- b. Participate in and contribute to the teaching profession. (S)
- c. Communicate effectively with students, colleagues, and supervisors. (S)
- d. Value professional ethics, democratic principles, and collaborative learning communities. (D)

Goal 9: Teachers use technology effectively, creatively, and wisely.

Performances

- a. Operate computers and other technologies and evaluate their potentials and limitations (K).
- b. Integrate technology in planning, instruction and assessment to support student learning. (S)
- c. Value technology as a tool for student and teacher lifelong learning. (D)

(K) Knowledge (S) Skill (D) Disposition

Beginning Teacher Expectations: State of Alaska Department of Education (DEED)

I. A teacher can describe the teacher's philosophy of education and demonstrate its relationship to the teacher's practice.

The beginning teacher is able to:

- A. state a personal philosophy of education supported by research, professional literature, and experience with students;
- B. identify teaching practices that are consistent or inconsistent with the teacher's personal philosophy of education; and
- C. demonstrate teaching practices that represent the teacher's philosophy of education.

II. A teacher understands how students learn and develop and applies that knowledge in the teacher's practice.

The beginning teacher is able to:

- A. identify the abilities of students based on a developmental continuum through formal and informal assessment (e.g. observations, documentation, Alaska Developmental Profile, standards-based assessments); and
- B. provide instructional opportunities to meet the needs of students based on theories of learning and motivation and the individual and special needs of students (e.g. learning styles, stages of development, students with disabilities, English language learners, gifted students).

III. A teacher teaches with respect for their individual and cultural characteristics.

The beginning teacher is able to:

- A. make connections with the local culture(s) and the individual and cultural characteristics of the students to promote student learning;
- B. use resources and information about the community and Alaska in planning and delivery of instruction;

- C. recognize and minimize bias in instructional materials and practice;
- D. use culturally appropriate communication and instructional strategies, way of knowing, and knowledge of the Alaska Cultural Standards in practice; and
- E. identify and use instructional strategies and resources appropriate to the individual and special needs of students.

IV. A teacher knows the teacher's content area and how to teach it.

The beginning teacher is able to:

- A. identify the connections in instructional plans to Alaska's Performance Standards (Grade Level Expectations) where developed, Alaska's State Content Standards, and district curriculum;
- B. develop and teach lessons/units that demonstrate:
 - accurate and current knowledge of the content;
 - instructional strategies that are suited to teaching the content area and integrating technology where appropriate;
 - consideration of students' developmental stages of content mastery using an analysis of various assessment data (qualitative and quantitative);
 - a variety of teaching strategies that encourage student development of critical thinking, problem solving, creativity, and performance skills; and
 - connections across disciplines that enable students to apply their content knowledge and process skills to real world situations.

V. A teacher facilitates, monitors, and assesses student learning.

A beginning teacher is able to:

- A. teach lessons based on:
 - Alaska Performance Standards (Grade Level Expectations) where developed;
 - Alaska Content Standards;
 - district curriculum; and
 - individual and special needs of students.
- B. select appropriate assessments that measure what students know, understand, and are able to do;
- C. use data from formative, interim, and summative assessments to guide instruction and planning;

- D. identify and use a variety of instructional strategies and resources appropriate to the individual and special needs of students (e.g., students with disabilities, English language learners, gifted students);
- E. assist students to reflect on their own progress using assessment data;
- F. use a recordkeeping system to monitor and report student progress and attendance; and
- G. communicate ongoing student progress in a timely manner to students, parents, administrators, and other appropriate audiences.

VI. A teacher creates and maintains a learning environment in which all students are actively engaged and contributing members.

A beginning teacher is able to:

- A. create and maintain a learning environment that is physically, emotionally, and intellectually safe;
- B. establish a culture of learning by:
 - setting clear expectations of high standards for student performance;
 - promoting pride in student accomplishments;
 - teaching students to be responsible for their individual and collaborative learning and decision-making;
 - promoting respect for individual differences; and
 - responding appropriately to student behavior.
- C. implement a classroom management plan (e.g., routines, procedures, scheduling, classroom physical arrangement) that establishes an environment in which:
 - students are actively engaged, contributing members;
 - time is managed for maximum learning (e.g., transitions, pacing, administrative procedures); and
 - the discipline plan incorporates district, school, and classroom standards of behavior.

VII. A teacher works with parents, families, and the community.

The beginning teacher is able to:

- A. promote regular communication between the classroom and student families;
- B. participate in school-wide efforts, where available, that involve families and the public in the school community;

- C. use instructional strategies that connect classroom activities with student cultures, families, and the local community (e.g., relating curriculum to local lifestyles, culturally relevant lesson plans, local experts, local artists, field trips); and
- D. provide parents and families the opportunity to set and monitor student learning goals.

VIII. A teacher participates in and contributes to the teaching profession.

A beginning teacher is able to:

- A. adhere to the Alaska Code of Ethics and Teaching Standards (20 AAC 10.020) and explain how it impacts decision-making;
- B. commit to continuous professional growth by:
 - setting professional goals based on identified strengths, weaknesses, and feedback from colleagues, supervisors, administrators, mentors, and other professionals;
 - reflecting upon own teaching practices, including progress towards goals; and
 - pursuing professional development opportunities (e.g., certification advancement, professional organization affiliation, district in-services);
- C. work cooperatively with colleagues, supervisors, administrators, mentors, and other professionals;
- D. demonstrate compliance with the federal, state, district and school policies, procedures, and schedules (e.g., FERPA, IDEA, ESEA, test security, treatment of students); and
- E. consider feedback from colleagues, supervisors, administrators, mentors, and other professionals.

RESPONSIBILITIES

Advisor Responsibilities

Your academic advisor is your mentor throughout the program. The advisor oversees your courses and performance and is available for academic counseling when needed.

Specifically, advisor responsibilities include:

1. conducting initial interview;
2. reviewing your undergraduate transcripts and recommending any prerequisites;
3. overseeing your program through the program gates;
4. providing information about the programs by introducing you to the Handbook;
5. overseeing student teacher placements;

6. recommending you for student teaching to the Dean of Education at UAS to sign the Institutional Recommendation for your certificate; and
7. serving as your graduate committee chairperson.

Practicum Host Teacher Responsibilities

The practicum host teacher supervises candidates in K-8 classrooms. The practicum experiences are linked to our six methods courses which are the core part of our Practicum/Methods phase. Practicum teachers are volunteers who host candidates in the classroom approximately 3 hours per week for each class.

Practicum teachers provide opportunities for candidates to observe, assist, and teach in the classroom. They approve lessons the candidates prepare for teaching and provide feedback before, during, and after teaching. At the end of the semester, practicum host teachers assess candidates via the Practicum Assessment form. Completion of this form is very important as all candidates must complete 6 successful practicum experiences to be eligible for student teaching.

The SOE may offer a 1-credit 593 course for practicum host teachers. Additionally, practicum host teachers are invited to register for methods courses along with the candidates they supervise.

Specifically, the practicum host teacher:

1. welcomes the practicum student into the classroom and introduces him/her to the students;
2. asks the practicum student for the class syllabus and reviews expectations for the practicum student;
3. provides a seating chart or other materials so the practicum student can learn names;
4. assists the practicum student in becoming familiar with standards and local curriculum, and with classroom curriculum for the semester;
5. acquaints the practicum student with appropriate school policies, personnel, materials, resources, and programs;
6. requires lesson plans from the practicum student in advance of teaching lessons;
7. observes the practicum student and provides constructive feedback;
8. completes the Practicum Assessment form at the end of the class (if comfortable doing so, shares this assessment with the practicum student);
9. completes the Professional Dispositions Progress Report; and
10. notifies the methods teacher if there are questions or concerns.

Host Teacher Responsibilities

The host teacher supervises candidates during the student teaching phase of your programs. The host teacher guides the student teacher in every way and serves as a mentor, teacher, and evaluator. The host teacher is the single most important influence on the student teacher's development as a teacher.

The host teacher assists the student teacher to develop as a professional by aiding in the transition from university student to teacher; helping in development of an understanding of the aims and purposes of education, fostering an atmosphere in which self-assessment and reflection are valued, and providing opportunities for the student teacher to interact with other faculty.

Specific responsibilities of the host teacher include:

1. becoming familiar with the background of the student teacher and using this information to help the student teacher grow as a professional;
2. preparing students in the class for the student teacher's participation;
3. creating an atmosphere in which the student teacher has a feeling of belonging and authority;
4. providing a desk and work space for the student teacher;
5. reviewing program expectations with the student teacher and UAS supervisor;
6. requesting the student teacher's assistance in setting up the room prior to the beginning of the school year (Fall semester);
7. introducing the student teacher to faculty, staff, parents, and community;
8. acquainting the student teacher with the needs of the students, the curriculum, standards, and planning for instruction that semester;
9. acquainting the student teacher with all the assessment and recordkeeping responsibilities that the host teacher maintains;
10. providing the student teacher with books, materials, and a computer if possible;
11. communicating with the student teacher and UAS supervisor if there are questions or concerns;
12. providing a seating chart or other materials so the student teacher can learn names of the students;
13. acquainting the student teacher with appropriate school policies, personnel, materials, resources, and programs;
14. demonstrating and modeling a variety of teaching techniques and strategies;
15. developing a schedule with the student teacher for the semester that includes taking over of subjects and time periods, solo teaching, and shifting back of full-time teaching responsibilities and defining the extent of the student teacher's responsibilities;
16. requiring and previewing lesson plans in advance of teaching lessons and units;
17. assisting the student teacher to locate materials and teacher resources;
18. observing the student teacher and providing specific constructive feedback;
19. providing ongoing feedback, encouragement, and recognition of success;
20. providing formal, written evaluations as requested from the UAS supervisor;
21. allowing the student teacher to "solo" for 6 weeks and leaving the room to give the student teacher complete responsibility for teaching and management;

22. completing a Student Teacher Evaluation form at midterm and the end of the semester, participating in conferences to discuss the evaluations, and helping the student teacher make goals for improvement;
23. completing the Professional Dispositions Progress Report at midterm;
24. writing a final evaluation summarizing the SOE competencies;
25. providing an opportunity for the student teacher to participate in quarterly report card/parent conference assessments; and
26. providing time for and maintaining communication with the UAS supervisor.

Host teachers may receive university credit for student teacher supervision by registering for ED 593, Supervision of Student Teachers I and II. The registration form should be faxed to Linda Smith at 907-796-6059 or 1-866-465-5159.

Responsibilities of the School Administration

Local principals provide the link between UAS and the classroom. All placements of practicum students and student teachers are made through school principals.

Specific responsibilities of the principals include:

1. signing the Memorandum of Agreement with UAS as part of the admissions process. (Not required in the Anchorage School District; in other districts, this is sometimes done in the office of the Superintendent.);
2. supervising the placement of candidates in “One Week Experience” practicum placements and student teaching;
3. welcoming candidates in the building and providing support as requested;
4. observing the student teacher;
5. possibly writing a letter of recommendation for the student teacher; and
6. participating in an exit interview of the student teacher.

Responsibilities of the Faculty and UAS Supervisor

The faculty and UAS supervisors provide the link between the UAS and the school settings. UAS faculty teach all of the practicum courses by distance, while supervisors go into the field to monitor student teachers.

Program faculty responsibilities:

1. Provide clear statements of practicum assignments for practicum host teachers;
2. Provide Practicum Assessment forms for final assessment;
3. Provide contact information to address any questions from practicum host teachers; and
4. Assign course grades and monitor candidate dispositions.

University Supervisor responsibilities:

1. Provides an orientation to the student teacher and host teacher; explains requirements and monitors assignments;
2. Visits or contacts schools regularly. Generally, the UAS supervisor visits local schools weekly. Remote sites are visited for more extended stays, monthly if possible;
3. Serves as a mentor, advisor, and evaluator for the student teacher;
4. Facilitates communication between all parties;
5. Assists the student teacher and host teacher as requested;
6. Provides at least two assessments using Pathwise or other observation instrument, and participates in midterm and final conferences;
7. Provides a final written assessment based on the SOE competencies;
8. Evaluates the professional portfolio and other written assignments; and
9. Assigns the final grade for the class.

Graduate Committee Responsibilities

Faculty and professional community members make up the 3-member graduate committee for all MAT candidates. Specific responsibilities of the committee members include:

1. giving feedback, encouragement, and professional guidance as the candidate develops the Master's portfolio;
2. evaluating the Master's portfolio using the Portfolio Rubric; and
3. signing off on the Master's degree.

Student/Candidate Responsibilities

Students in our programs are called ***candidates***. You become a candidate once you are accepted into the K-8 Certificate and/or MAT program. As a candidate, you may also be known as a practicum student, a student teacher, or a Master's candidate as you progress through your program. As a candidate, you have many responsibilities, including completing the program as well as participating in your local school community.

Guidelines for Completing Your Program

Candidates are expected to follow program requirements outlined in this Handbook. SOE is fully accredited by the National Council for the Accreditation of Teacher Education (NCATE), a national certifying board that ensures the highest level of teacher education. SOE is also nationally recognized by the Association for Childhood Education International (ACEI). As a candidate, you must adhere to requirements laid out by your program and in accordance with NCATE and ACEI.

Program Sequence

The program sequence has been laid out in this Handbook. You are expected to follow this sequence. In particular, all students must:

1. complete ED 230 prior to or concurrently with other courses at the beginning of the program, which ensures you have the necessary technical and research skills to participate fully in program coursework;
2. complete ED 333 and admission to the program prior to taking the methods courses, which ensures that you are grounded in general learning theory and are cleared by the program and your local school district to take responsibilities working with students; and
3. successfully complete all certificate program courses prior to student teaching.

Achievement

Candidates are expected to maintain a 3.0 GPA during the program. A course with a grade below C must be repeated. A grade of C- is not accepted.

Dispositions

Candidates in the K-8 program must maintain professional and personal dispositions both in UAS classes and in the field. Please review the Professional Dispositions Progress Report in this Handbook. Candidates who do not maintain professional dispositions may be removed from the program.

Petitions, Waivers, Exceptions, Substitutions

Any deviation from the program must be petitioned in writing to the SOE Dean of Education. Your advisor will help you prepare the appropriate paperwork.

Contract

Every candidate is required to sign the contract on the last page of this Handbook. Breach of the contract may result in expulsion from the program.

Guidelines for Working in Schools

You will be spending a great deal of time in your local public school. Our primary expectation is that you will provide service to the school and *your presence will be an asset to the education of the children in your practicum classrooms and your student teaching assignment*. Keeping this in mind, please follow these guidelines.

Program Admission

You must be admitted to your program before working in the classroom as a practicum student. The exception to this is the “One Week Experience” which is a trial period where students who do not have previous school experience can be assessed by the school for their suitability in working with children.

Professional Behavior

You must abide by the Alaska Code of Ethics for Teachers as well as school district rules and regulations.

Practicum Placement

Practicum placements are determined by guidelines from your school district. If you work in the school as a volunteer or staff, please contact your local principal for assistance in finding an appropriate placement. If you are not connected with a local school, you should contact the principal or teacher in charge for help in assigning your classroom. Your instructors will give you an information sheet for the practicum teacher that will help in making decisions about a proper placement.

If you are in Juneau, please contact Dr. Anne Jones for assistance in your placement. If you're in Anchorage, Sitka, Kodiak, or Kenai, your district office would like to be informed of your needs so they may assist in your placement.

Tine (TB) Test

The Tine test is no longer required by the State of Alaska.

Confidentiality

Hold in strict confidence information from your contact with teachers and students. Avoid gossiping or criticizing the school and its personnel. Concerns should be discussed in private with the host teacher or your instructor. Information found in a student's cumulative records should be held in strict confidence. Children used as case studies should be identified with either a first name only or a pseudonym.

Attendance

A practicum or student teacher is considered a member of the faculty. As a practicum student, you should determine your weekly schedule with your host teacher. As a student teacher, you will be expected to follow teachers' hours. Notify the school in advance if you are going to be absent.

Personal Grooming and Dress

Dress professionally in a manner consistent with the usual attire of the regular teaching staff. Be exceedingly careful with personal grooming.

Observing in the Classroom

Most candidates will begin their practicum and student teaching as observers. Use this initial period to become acquainted with the students, learn their names, their characteristics, and individual differences.

Observation is a purposeful activity guided by a clearly formulated definition of what is to be learned. Good observation is analytic and active, the antithesis of just watching. You may record significant information about processes and procedures, look for answers to previously formed questions, and remember to be a learner at all times, not a critic.

Planning

When you are teaching a lesson or student teaching, you should have all lesson plans prepared in advance. Go over the lessons in advance with the host teacher when possible. Student teachers must have weekly plans approved by the host teacher.

Assessment

In many of your practicum courses and throughout student teaching, you will be observed and assessed during your teaching and interactions with children. Assessment is most valuable when the student and observer can discuss the goals of the observation in advance. This process is always formative and meant to be a productive, supportive way to help you become a better teacher.

All practicum courses require the host teacher to fill out a final Practicum Assessment form and a Professional Dispositions Progress Report. During student teaching, you, your UAS supervisor, and the host teacher will participate in formative midterm and final assessments together.

Lesson Plan Format

Alaska Standard:

Goal:

Topic:

Methodology:

Learning Theory

<u>Objective(s):</u>	<u>Student Assessment:</u>
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Materials: List all materials used, including technology.

Activities: What will the teacher and children do to address the objectives?

Introduction

Learning Activities

Closure

Differentiation for special learners:

How is this lesson sensitive to cultural and language issues?

Practicum Student Lesson Observation Form (also in LiveText)

Student Name:	School:
Observer Signature:	Grade:
	Number of Students:

Reading Writing Math Science Soc St Health P.E. Arts Technology (circle content area)

	0	1	2	3	Evidence/Notes
Lesson plan was complete (ACEI 3.1)					
Student teacher was prepared					
Student teacher communicates effectively (ACEI 3.5)					
Lesson was developmentally appropriate (ACEI 1.0)					
Activities were differentiated for individual learners (ACEI 3.2)					
Student teacher's content knowledge was accurate (ACEI 2)					
Student teacher understood the context of this lesson in the curriculum. (ACEI 3.1)					
Students were interested and engaged in active learning (ACEI 3.4)					
Student teacher focused on the students' learning (ACEI 4.0)					
Student assessment was appropriate to objectives (ACEI 4.0)					
Lesson promoted higher level thinking (ACEI 3.3)					
Students met learning objectives (ACEI 3.1)					
Classroom management promoted student engagement (ACEI 3.4)					
Student teacher reflected on student learning and lesson design (ACEI 5.1)					

0 = Not Observed 1=in progress 2=meets expectations 3=exceeds expectations for beginning teacher



Please evaluate the professional dispositions of the candidates you supervise or have in class. Your fair and candid responses will help us guide candidates in their professional development and is appreciated. Thank you in advance for your help.

The University of Alaska SE Dispositions Assessment

Name:

Rating Scale

3 = Positive Attribute

2 = Adequate

1 = Needs Improvement

Teaching Discipline:

I. The educator or educator candidate is guided by their philosophy of education but, is flexible in revising it based on research or professional experience.

1 2 3

Comments:

II. The educator or educator candidate demonstrates an appreciation for the unique thinking processes of learners during different stages of development.

1 2 3

Comments:

III. The educator or educator candidate demonstrates the belief that all students can learn through planning that accounts for individual difference and multiple perspectives.

1 2 3

Comments:

IV. The educator or educator candidate demonstrates commitment to professional discourse about content knowledge and student learning of content.

1 2 3

Comments:

V. The educator or educator candidate demonstrates that they value assessment and instruction as integrated processes.	
1 2 3	
Comments:	
VI. The educator or educator candidate demonstrates a commitment to ensuring learner well being and development of self-regulation and group interaction skills.	
1 2 3	
Comments:	
VII. The educator or educator candidate demonstrates recognition that the school is an integral part of the community and values families and community members as partners in promoting learning.	
1 2 3	
Comments:	
VIII. The educator or educator candidate develops and maintain professional and ethical behaviors, relationships and habits of mind.	
1 2 3	
Comments:	
IX. The educator or educator candidate plans for equity in the use of technology.	
1 2 3	
Comments:	

Signature of person completing this form: _____

Position/Title: _____

Signature of candidate: _____

Date: _____

***Signing this form indicates that this report has been received only.
Candidate may add information or views on the reverse side of this form.***

When a negative report is received: Steps in the Progress Report

When issues or concerns are raised on the teacher candidate's progress through a Professional Dispositions Progress Report, the following steps will be followed:

Step 1	<p>University faculty and advisors, field experience supervisors, and other cooperating professional educators may provide the appropriate program coordinator with this completed form and/or other written documentation. The evaluator should discuss the information contained in this report with the candidate and the candidate should be asked to acknowledge receipt of the report form. Upon receipt of such notice, the appropriate program coordinator will review the evidence on the form, and, if necessary, collect additional information.</p> <p>The program coordinator may choose to meet with the candidate to discuss any concerns or monitor the progress of the candidate. When a serious concern has been documented about a candidate's actions/dispositions in a university setting or field placement, the program coordinator will meet with the candidate and convey concerns and hear the candidate's view of the situation. The program coordinator will have the option of immediately withdrawing the pre-service candidate from the placement if deemed necessary.</p>
Step 2	<p>When two or more negative reports are received, the program coordinator will meet with the candidate. In attendance will be the program coordinator, the candidate, the candidate's advocate (optional) (e.g. a friend, other faculty member, relative, etc.), and all those who have turned in progress reports and other written documentation (optional.) The goals of this meeting will be a) to share concerns; b) gather additional information and, if appropriate, c) develop a plan to assist the candidate in remedying the concerns.</p> <p>A follow-up meeting will be scheduled to monitor the candidate's progress. A written record of this meeting will be kept with the candidate's file and will be sent to the candidate. The candidate must be told and the written report must reflect that failure to meet expectations could result in dismissal from the program.</p>
Step 3	<p>In the event that Steps 1 and 2 do not resolve the issue or concern, it will be brought before SOE faculty for consideration. The faculty may choose to meet with the candidate and, if so, the candidate may choose to be accompanied by an advocate. SOE faculty will recommend to the program coordinator specific remedial activities for the candidate or removal from the teacher education program. Remedial activities may include additional coursework, additional time spent in the classroom or school community, or similar actions. SOE faculty will place the candidate on probation for a specific period of time. A letter will be sent to the candidate outlining the decisions and cautioning the candidate that failure to cure deficiencies will result in discharge from the program.</p>
Step 4	<p>The professional progress of the candidate will be evaluated by the program coordinator at the conclusion of the probationary period. If necessary, further remediation may be required. If sufficient progress has been made, the candidate's good professional standing will be reinstated and no further action against the candidate will be taken. Letters about this process will be removed from the candidate's file. If sufficient progress has not been made and the program coordinator concludes that further remediation would not accomplish the goal, the program coordinator may remove the candidate from the program with the concurrence of SOE faculty.</p>
Step 5	<p>If the candidate is removed from the teacher education program, the candidate may appeal this decision in writing to the Dean of Education. The candidate may attach any documentation or statements for the Dean's consideration. The Dean will review the matters pertinent to this appeal and provide a written decision to the candidate.</p> <p>To review this academic decision, candidate should see the judicial officer for UAS to learn procedures to appeal (University Reg.) R09.03.02. If the final decision is removal from the program, the letters will remain part of the candidate's permanent file.</p>

Faculty and Program Support Contacts

Program Coordinator/Advisor

Dr. Katy Spangler

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Dr. Anne Jones

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Dean of Education

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Program Admin. Assistant: Materials, Registration, Admission Info/Questions

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Bookstore

UAS Bookstore
907-796-6401
jybook@uas.alaska.edu

MBSDirect

1-800-325-3252
www.direct.mbsbooks.com/ualaska.htm

Computer Support

UAS Helpdesk
11120 Glacier Highway
Juneau, Alaska 99801
877-465-6400
helpdesk@uas.alaska.edu

Egan Library

Reference Desk
11120 Glacier Highway
Juneau, Alaska 99801
907-796-6300
eganlibrary@uas.alaska.edu

Audio Conference Help Center

customercare@encounter.com or 1-800-290-5900

Learning/Testing Center

11120 Glacier Highway
Juneau, Alaska 99801
907-796-6348

Department of Education and Early Development

Teacher Certification
801 West 10th Street
Juneau, Alaska 99801
907-465-2831
www.eed.state.ak.us/certificate

Financial Aid, UAS

11120 Glacier Highway
Juneau, Alaska 99801
907-796-6255

LiveText

support@livetext.com

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Policies and Requirements for Elementary Certificate & MAT

1. This program must be completed within 7 years after the starting semester of the first program class taken.
2. Transfer credits into these programs are evaluated on a case-by-case basis. No course older than 7 years old will be eligible.
3. Candidates must complete ED 230 and ED 333 and be admitted to the program before participating in the graduate level methods courses: ED 615, ED 616, ED 617, ED 618, ED 619, ED 621 A,B,C, and ECE 661.
4. The MAT Elementary program includes a K-8 certificate. At least one practicum placement must be at each level: Primary K-2, Intermediate 3-5, and Middle School, 6-8.
5. Each methods course requires a minimum of 3 hours of practicum in an elementary or middle school classroom per week. The practicum for ED 619 may be overlapped with another practicum.
6. When two or more candidates live in the same community, they are asked to participate together in audio conferences.
7. Successful completion of all coursework is required prior to the start of student teaching unless a waiver is approved.
8. Student teacher placement is the responsibility of the University, not the candidate. Policies for student teacher placement are described in this Handbook.
9. We recommend that candidates not take other courses during student teaching. Candidates should plan on a minimum of 15 weeks for full-time student teaching.
10. Students must maintain a 3.0 GPA. A grade of C- or lower in any program course is unacceptable and must be repeated for the credit to apply.
11. Students must maintain professional dispositions with the local schools, the University, and the professional community. A Professional Dispositions checklist and protocol are provided in this Handbook.
12. Candidates must abide by the Alaska Teaching Profession Code of Ethics at all times.

APA Document Reference and Citation Specifications

Use the American Psychological Association (APA) 5th Edition and these examples as you prepare your document.

List of References: (use “List of References” to head this separate page after the body of your work)

When citing **books**, they should look like the following:

Ryan, K., & Cooper, J. (2000). *Those who can, teach*. Boston: Houghton Mifflin.

Dewey, J. (1902). *The child and the curriculum*. Chicago: University of Chicago Press.

When citing **booklets**, they should look like the following:

National Parent/Teacher Association Booklet (1998). *National standards for parent/family involvement programs*.

When citing **journal articles**, they should look like the following:

Kagan, S. (1989-90, December/January). *The structural approach to cooperative learning*. *Educational Leadership*, 47(4), 12-15.

Nielsen, T. (2001, Autumn). Problems old, problems new: Reconciling heart and mind. *Encounter*, 14(3), 4-15.

NOTE: Only the first word in the titles of books, articles, etc. is capitalized, with the exception of after a colon. Use only the last name and first initial of the author name(s).

When citing **internet journal articles**, they should look like the following:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

When citing **internet documents**, they should look like the following:

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

* Begin the cite with the author's name if one is identified; otherwise begin with the document title.

Body of APA

The following examples will demonstrate how to cite a reference within the body of your paper with either a direct quote or otherwise:

If you use a direct quote (exactly word-for-word) within your writing, you will put it in quotation marks and include the author, date, and page number, like this –

Ryan and Cooper (2000) said, “By reflection we simply mean the process of thinking about your experiences and their implications for you” (p. 17).

OR (use a combination of the two for variety)

“By reflection we simply mean the process of thinking about your experiences and their implications for you” (Ryan and Cooper, 2000, p. 17).

If you do NOT quote directly, you will then include the author and date (page number is NOT used if it is not a direct quote), like this –

Ryan and Cooper (2000) stated that when they speak of reflection, they mean a process where one ponders their experiences and what implications they have for them.

OR (use a combination of the two for variety)

Reflection is a process where one ponders their experiences and what implications they have for them (Ryan and Cooper, 2000).

When citing **booklets**, they should look like the following:

According to the National Parent/Teacher Association (1998), parental involvement in a student’s education is directly related to student achievement.

When citing letters from or interviews with individuals, they should look like the following and are NOT listed in the “List of References.”

(J. Linnertz, personal communication, February 17, 2004)

When citing a **letter to the editor**, it should look like the following, starting with the name of the writer:

Davidson, B. (1982, September 18). [Letter to the editor]. *The Minot (North Dakota) Daily News*, p. 5.

****** Note the difference between how you cite within the body and how you list the cite under the “list of references.” ALL cites in the body (except “personal communication) MUST be listed in the “list of references” and ALL cites listed in the “list of references” MUST be cited in the body. The first word (author last name or organization) in each cite (body and list) must be identical in both places. For cites within the body, if there are between three and five authors, list ALL authors in your first cite, then use the last name of the first one and et al. after it thereafter, i.e., Lambert et al. (1997). If there are six or more authors, your first and consequent cites in the body should

include only the last name of the first author, like the Lambert example above. All the authors are named in the list of references. Always use only the last name (not the first) of the author(s) in the body, like in the Lambert example above.

Other things to keep in mind

- If you use a direct quote longer than 3-4 lines of print, it should be single-spaced and have a 5-space margin both on the left and right (cite author and date before the quote and put the page number after it (p. X or pp. XX). Don't use quotation marks.
- Single space each entry in your "list of references."
- Use double spacing in the body of your document.
- In your list of references, leave one space between each entry.
- In your list of references, indent the second and subsequent lines of each listing.
- In your body, indent the start of each paragraph.
- Use NO abbreviations unless they are part of a direct quote.
- Number each page in the body.
- If you use an acronym, spell it out first with the acronym in parenthesis after and then use the acronym thereafter [i.e., The American Psychological Association (APA) is our guide.] Each reference thereafter can be APA only.
- When using numbers, spell out one through ten and use 11, 12, etc. for higher numbers. When comparing within the same sentence, use all digits for consistency (i.e., There were 9 boys and 11 girls in the class).
- Do not start a sentence with a number (i.e., 12, use "Twelve" instead).
- Strive to use the most recent research as possible on your topic.
- Check/recheck/edit (use spellcheck and grammarcheck) PRIOR to submission.

Chapter 010 - Professional Teaching Practices Commission 20 AAC 10.020

CODE OF ETHICS AND TEACHING STANDARDS

- a. The following code of ethical and professional standards governs all members of the teaching profession. A violation of this section is grounds for discipline as provided in AS 14.20.030.
- b. In fulfilling obligations to students, an educator:
 1. repealed 10/25/2000;
 2. may not deliberately distort, suppress, or deny access to curricular materials or educational information in order to promote the personal view, interest, or goal of the educator;
 3. shall make reasonable effort to protect students from conditions harmful to learning or to health and safety;

4. may not engage in physical abuse of a student or sexual conduct with a student and shall report to the commission knowledge of such an act by an educator;
5. may not expose a student to unnecessary embarrassment or disparagement;
6. may not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds, and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;
7. may not use professional relationships with students for private advantage or gain;
8. shall keep in confidence information that has been obtained in the course of providing professional service unless disclosure serves a compelling professional purpose or is required by law;
9. shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

c. In fulfilling obligations to the public, an educator:

1. repealed 10/25/2000;
2. shall take reasonable precautions to distinguish between the educator's personal views and those of any educational institution or organization with which the educator is affiliated;
3. shall cooperate in the statewide student assessment system established under 4AAC 06.710-4 ACC 06.790 by safeguarding and maintaining the confidentiality of test materials and information;
4. repealed 10/25/2000;
5. may not use institutional privileges for private gain, to promote political candidates, or for partisan political activities;
6. may not accept a gratuity, gift, or favor that might influence or appear to influence professional judgment, and may not offer a gratuity, gift, or favor to obtain special advantage;
7. may not knowingly withhold or misrepresent material information in communicating with the school board regarding a matter before the board for its decision; and
8. may not use or allow the use of district resources for private purposes not related to the district programs and operation.

c. In fulfilling obligations to the profession, an educator:

1. may not, on the basis of race, color, creed, sex, age, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any professional organization, and may not discriminate in employment practice, assignment, or personnel evaluation;
2. shall accord just and equitable treatment of all members of the profession in the exercise of their professional rights and responsibilities;
3. may not use coercive means or promise special treatment in order to influence professional decisions of colleagues;
4. may not sexually harass a fellow employee;
5. shall withhold and safeguard information acquired about colleagues in the course of employment unless disclosure serves a compelling professional purpose;
6. shall provide, upon the request of the affected party, a written statement of specific reasons for recommendations that led to the denial of increments, significant changes in employment, or termination of employment;
7. may not deliberately misrepresent the educator's or another's professional qualifications;
8. repealed 10/25/2000;
9. may not falsify a document or make a misrepresentation on a matter related to licensure, employment evaluation, test results, or professional duties;
10. may not intentionally make a false or malicious statement about a colleague's professional performance or conduct;
11. may not intentionally file a false or malicious complaint with the commission;
12. may not seek reprisal against any individual who has filed a complaint, provided testimony, or given other assistance in support of a complaint filed with the commission;
13. shall cooperate fully and honestly in investigations and hearings of the commission;
14. repealed 10/25/2000;
15. may not unlawfully breach a professional employment contract;
16. shall conduct professional business through appropriate channels;
17. may not assign tasks to unqualified personnel;

18. may not continue in or seek professional employment while unfit due to (a) use of drugs or alcohol that impair the educator's competence or the safety of students or colleagues; and (b) physical or mental disability that impairs the educator's competence or the safety of students or colleagues; and
19. may not interfere with a colleague's exercise of political or citizenship rights and responsibilities

(Eff. 1/30/75, Register 53; am 8/10/80, Register 75; am 6/16/84, Register 90; am 8/5/90, Register 115; am 7/21/91, Register 119; am 7/28/94, Register 131; am 4/8/99, Register 150; am 10/25/2000, Register 156) PTPC Regs (Eff. 10/25/00) Revised May 2000

Retrieved July 27, 2004 from <http://www.eed.state.ak.us/TeacherCertification/20AAC10.html>

University of Alaska Student Rights and Responsibilities

The purpose of this regulation is to further define the UAS Student Code of Conduct (Code) and to establish a framework for the enforcement of the Code. These procedures and their elaboration in UAS rules and procedures will allow for fact finding and decision-making in the context of an educational community, encourage students to accept responsibility for their actions, and provide procedural safeguards to protect the rights of students and the interests of the University. These procedures are applicable to all students and student organizations.

Student Code of Conduct

Disciplinary action may be initiated by the University and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code. The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

Cheating, Plagiarism or Other Academic Dishonesty

Examples include students who:

1. use material sources not authorized by the faculty member during an examination or assignment;
2. utilize devices that are not authorized by the faculty member during an examination or assignment;
3. provide assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
4. present as their own the ideas or works of another person without proper acknowledgment of sources;
5. knowingly permit their works to be submitted by another person without the faculty member's permission;
6. act as a substitute or utilize a substitute in any examination or assignment;
7. fabricate data in support of laboratory or field work;
8. possess, buy, sell, obtain or use a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
9. alter grade records of their own or another student's work; or
10. offer a monetary payment or other remuneration in exchange for a grade.

Forgery, Falsification, Alteration, or Misuse of Documents, Funds, or Property

Examples include:

1. forgery, falsification or alteration of records or deliberate misrepresentation of facts on University forms and documents or to any University official or before a University judicial hearing board;
2. misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies, or resources;

3. falsely representing oneself as an agent of the University, incurring debts, or entering into contracts on behalf of the University; or
4. trespassing or unauthorized entry into, unauthorized presence on or use of property which is owned or controlled by the University.

Damage or Destruction of Property

Examples include:

1. damage or destruction to property owned or controlled by the University;
2. damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g.: a. the action occurred during an event authorized by the University; b. the student was a representative of the University, such as an athlete, and the action occurred while traveling to or from an event authorized by the University; or c. the property not owned or controlled by the University was located on University property.

Theft of Property or Services

Examples include:

1. theft or unauthorized possession or removal of University property or the property of any University member or guest that is located on property owned or controlled by the University; or
2. theft or unauthorized use of University services or unauthorized presence at University activities without appropriate payment for admission.

Harassment

Examples include:

1. physical or verbal abuse;
2. sexual harassment;
3. intimidation; or
4. other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living or working environment.

Endangerment, Assault or Infliction of Physical Harm

Examples include:

1. physical assault;
2. sexual misconduct and assault;
3. terrorist threats;
4. hazing or coercion that endangers or threatens the health or safety of any person, including oneself; or
5. conduct which causes personal injury.

Disruptive or Obstructive Actions

Examples include:

1. obstructing or disrupting teaching, research, administration, disciplinary proceedings or other activities authorized by the University;
2. interfering with the freedom of movement of any member or guest of the University to enter, use or leave any University facility, service or activity; or
3. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the University.

Misuse of Firearms, Explosives, Weapons, Dangerous Devices or Dangerous Chemicals

Example: Unauthorized use, possession or sale of these items on property owned or controlled by the University, except as expressly permitted by law, Regents' Policy, University Regulation or UAS rules and procedures.

Failure to Comply with University Directives

Examples include:

1. failure to comply with the directions of law enforcement officers or University officials acting in the performance of their duties;
2. failure to identify oneself to University officials when requested; or
3. failure to comply with disciplinary sanctions imposed by the University.

Misuse of Alcohol or Other Intoxicants or Drugs

Examples include:

1. use, possession, manufacture, distribution or being under the influence of alcoholic beverages on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation or UAS rules and procedures; or
2. use, possession, manufacture, distribution or being under the influence of any narcotic, controlled substance or intoxicant on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation or UAS rules and procedures.

Retrieved July 27, 2004 from http://www.uas.alaska.edu/catalog/documents/04_05/catalog.pdf.

ALASKA STANDARDS FOR CULTURALLY RESPONSIVE SCHOOLS

Adopted February 3, 1998, Assembly of Native Educator Associations, Anchorage, Alaska

Cultural Standards for Educators

A. Culturally-responsive educators incorporate local ways of knowing and teaching in their work.

Educators who meet this cultural standard:

1. recognize the validity and integrity of the traditional knowledge system;
 2. utilize Elders' expertise in multiple ways in their teaching;
 3. provide opportunities and time for students to learn in settings where local cultural knowledge and skills are naturally relevant;
 4. provide opportunities for students to learn through observation and hands-on demonstration of cultural knowledge and skills;
 5. adhere to the cultural and intellectual property rights that pertain to all aspects of the local knowledge they are addressing;
 6. continually involve themselves in learning about the local culture.
- B. Culturally-responsive educators use the local environment and community resources on a regular basis to link what they are teaching to the everyday lives of the students.

Educators who meet this cultural standard:

1. regularly engage students in appropriate projects and experiential learning activities in the surrounding environment;
 2. utilize traditional settings such as camps as learning environments for transmitting both cultural and academic knowledge and skills;
 3. provide integrated learning activities organized around themes of local significance and across subject areas;
 4. are knowledgeable in all the areas of local history and cultural tradition that may have bearing on their work as a teacher, including the appropriate times for certain knowledge to be taught;
 5. seek to ground all teaching as a constructive process built on a local cultural foundation.
- C. Culturally-responsive educators participate in community events and activities in an appropriate and supportive way.

Educators who meet this cultural standard:

1. become active members of the community in which they teach and to make positive and culturally-appropriate contributions to the well being of that community;
 2. exercise professional responsibilities in the context of local cultural traditions and expectations;
 3. maintain a close working relationship with and make appropriate use of the cultural and professional expertise of their co-workers from the local community.
- D. Culturally-responsive educators work closely with parents to achieve a high level of complementary educational expectations between home and school.

Educators who meet this cultural standard:

1. promote extensive community and parental interaction and involvement in their children's education;

2. involve Elders, parents and local leaders in all aspects of instructional planning and implementation;
 3. seek to continually learn about and build upon the cultural knowledge that students bring with them from their homes and community;
 4. seek to learn the local heritage language and promote its use in their teaching.
- E. Culturally-responsive educators recognize the full educational potential of each student and provide the challenges necessary for them to achieve that potential.

Educators who meet this cultural standard:

1. recognize cultural differences as positive attributes around which to build appropriate educational experiences;
2. provide learning opportunities that help students recognize the integrity of the knowledge they bring with them and use that knowledge as a springboard to new understandings;
3. reinforce the student's sense of cultural identity and place in the world;
4. acquaint students with the world beyond their home community in ways that expand their horizons while strengthening their own identities;
5. recognize the need for all people to understand the importance of learning about other cultures and appreciating what each has to offer.

Retrieved July 24, 2004 from <http://www.ankn.uaf.edu/teastan.html>.

Websites with Helpful Information

University of Alaska Southeast	www.uas.alaska.edu
Educational Technology Program at UAS	http://pec.jun.alaska.edu/edtechpec/
Alaska Standards	www.educ.state.ak.us
Alaska Content Standards for Technology	http://www.educ.state.ak.us/contentstandards/Technology.html
Alaska Teacher Certification Standards	http://www.educ.state.ak.us/TeacherCertification/4aac04-200.html
Standards for Alaska's Teachers	http://www.educ.state.ak.us/standards/pdf/teacher.pdf
Standards for Alaska's Schools	http://www.educ.state.ak.us/standards/pdf/school.pdf
Alaska Cultural Standards	www.ankn.uaf.edu/standards
Alaska Teacher Placement Service	www.uaf.edu/atp/aboutus/services.html
ISTE Tech Leadership Standards	http://cnets.iste.org/ncate/n_lead-stands.html
ISTE Standards for Teachers	http://cnets.iste.org/teachers/t_stands.html
ISTE Standards for Students	http://cnets.iste.org/students/s_stands.html
National Education Association student page	www.nea.org/student-program/

TECHNOLOGY SERVICES ON THE UAS CAMPUS

HELP Desk

Toll-free (877) 465-6400
In Juneau: (907) 796-6400
(907) 796-6490 (fax)
Email: helpdesk@uas.alaska.edu
Egan Library, Room 103

Media Services

(907) 796-6463
(907) 796-6490 (fax)
Email: media.services@uas.alaska.edu
Egan Library, Room 103

HELP IS ON THE WAY

The technology helpdesk is staffed 7 days a week. They can provide assistance in person, through email or over the phone. For students calling out of Juneau, a toll-free number is provided.

ACADEMIC COMPUTING LAB

The Academic Computing Lab (ACL) on the upper level of the Whitehead building provides access to computers and offers general computing support to the university community. They manage two computer labs as well as check-out laptops and projectors for classes. They offer a full range of software running on IBM-compatible and Macintosh machines, with scanning, copying and printing support. To use computers in the lab, students must use their UAS computer account.

WIRELESS COMPUTING

In addition to the dedicated computer classrooms and open computing labs, UAS has multiple mobile laptop carts and mobile printers that can be set up in any classroom. Students can take laptops anywhere on campus and access campus services or surf the web. If you do not already have a wireless card for your laptop, you can check out a WiFi-card for the semester at no cost. Contact the Help Desk.

UAS ONLINE Blackboard

From Basic Marksmanship to Advanced Mathematics, an individual website is automatically created for every class. Students are able to use UAS Online to access course materials, submit homework and chat with other students.

UASHOME/EMAIL

Every student is provided fifty megabytes of storage space to store documents and support a personal website. In addition, every student automatically receives an individual email account with 25 megabytes of storage. Contact the Help Desk for more information or assistance with your email account.

UA ONLINE Blackboard

Why wait in line? Students can register for classes, check grades or transcripts and update their personal information online at any time (<http://uaonline.alaska.edu>).

LIGHTS, CAMERA, ACTION!

A wide variety of equipment is available for checkout on the Juneau campus. Digital cameras, video cameras, screens, projectors, DVD players and more are available at no cost.

STUDENT INVOLVEMENT

UAS encourages students to become involved. Students help guide technology decisions through the Teaching, Learning & Technology Roundtable. In addition, students are encouraged to work directly in the IT department. IT Services provides many paid positions for students. On-the-job training is provided in computer repair, customer service, video production, server and network administration. IT Services staff enjoy taking part in campus activities and helping make UAS an exceptional place to learn, work and live.

MEDIA/BROADCASTING

Students can earn money while receiving on-the-job training in television broadcasting. A fully-equipped broadcast television facility is located in the Egan Library in Juneau. UAS broadcasts live courses via satellite and coordinates the University of Alaska Television Network for the UA system. In addition, scanners, video-editing equipment, DVD and CD burners are all available for student use. Color and black and white printing are available to students from a number of locations around campus.

Orientation to Distance Education at UAS

A general orientation to distance education is found at this website: <http://www.uas.alaska.edu/orientation/distance/index.html>

UAS Financial Aid

Website: http://www.uas.alaska.edu/financial_aid/
Hours: 8:00 a.m. – 5 p.m. Monday – Friday
Address: Novatney Building
Mailing address: 11120 Glacier Highway, Juneau, Alaska 99801
Phone: 907-796-6255 or 1 (877) 465-4827 toll-free
Fax: 907-796-6250
Email: finaid@uas.alaska.edu

Topics covered on the website include:

Consumer Information

- Costs of attendance
- Eligibility
- Deadlines
- Concurrent enrollment
- Frequently asked questions

Types of Financial Aid

- Grants
- Scholarships
- Veteran's assistance
- Student employment
- Loans

Procedures and Policies

- General procedures
- Application procedures
- FAFSA verification procedures
- Satisfactory academic progress policy
- Policies regarding completely withdrawing

Forms and Applications

- Applications
- FAFSA verification
- Satisfactory academic progress
- Miscellaneous forms

Information Access

- UAOnline
- National Student Loan Data system
- National Student Loan Clearing House

Financial Aid Services

- Announcements
- Frequently asked questions

Links of Interest

- General financial aid information
- Federal funding
- Tools and calculators
- Tax information
- For international students
- For minority students
- For Native student

EGAN Library

The Egan Library is located on the Juneau campus (<http://www.uas.alaska.edu/library/>).

Contact Information

Circulation Desk: (907) 796-6300
Reference Desk: (907) 796-6502
Toll Free Reference: (877) 465-4827 X-6502
Fax: (907) 796-6249
Information: egan.library@uas.alaska.edu

Hours (dates approximate)

Holidays	Labor Day CLOSED Thanksgiving CLOSED Thursday and Friday Winter Break CLOSED approx. December 23 - January 3
Regular fall hours September 7 - December 17	Monday - Thursday 8:00am - 10:00pm Friday 8:00am - 5:00pm Saturday 11:00am - 5:00pm Sunday 11:00am - 8:00pm
Extended Saturday hours	December 4 & 11, 11:00am - 8:00pm
Interession hours	(December 18 - December 21 & January 4 - January 16) Monday - Friday 8:00am - 5:00pm; Saturday & Sunday CLOSED

Resources

Access to RefWorks Online Personal Database and Bibliography Creator	https://www.refworks.com/Refworks/login.asp?WNCLang=false
Egan Library Support Instructions for Distance Education Students	http://www.uas.alaska.edu/library/about/de_main.html
Online catalog	http://www.ccl.lib.ak.us/uhtbin/cgiirsi.exe/uux0QqIJ0U/98200053/60/1173/X
Online access to Electronic Databases	http://www.uas.alaska.edu/library/search/search_articles.html
Ask A Reference Librarian This electronic reference service is intended primarily for UAS Students, Faculty and Staff. Questions will be acknowledged within 24 hours of your request during normal business hours.	http://www.uas.alaska.edu/library/services/ask_a_lib.html

K-8 Certificate/MAT Program Alignment with Standards

Your program is aligned with state and national standards. Some materials used for assessment reference ACEI Standards and this chart will help you see what those standards are. Our programs are nationally recognized by ACEI and NCATE, so we meet all the standards in the right-hand column.

Alignment ACEI, UAS and Alaska Beginning Teacher Expectations

ACEI Standards 2007	UAS School of Education Conceptual Framework	AK Beginning Teacher Expectations
<p>1.0 Development, Learning and Motivation</p> <p>Candidates know, understand and use the major concepts, principles, theories and research related to development of children and young adolescents to construct learning opportunities that support individual students' development, acquisition of knowledge and motivation.</p>	<p>Goal 2: Teachers understand how human development affects learning and apply that understanding to practice.</p> <p><i>Performances</i></p> <ul style="list-style-type: none"> d. Identify ways students' developmental levels affect their thinking processes and learning. (K) e. Accommodate differences in how students learn based on knowledge of individual's social, emotional, and intellectual maturation. (S) f. Appreciate unique thinking processes of learners at different stages of development. (D) 	<p>II. A teacher understands how students learn and develop and applies that knowledge in their practice.</p> <p><i>The beginning teacher is able to:</i></p> <ul style="list-style-type: none"> C. identify the abilities of students based on a developmental continuum through formal and informal assessment (e.g. Observations, documentation, Alaska Developmental Profile, standards-based assessments. D. provide instructional opportunities to meet the needs of students based on: <ul style="list-style-type: none"> • theories of learning and motivation • the individual and special needs of students (e.g. learning styles, stages of development, students with disabilities, English language learners, gifted students.)

ACEI Standards 2007	UAS School of Education Conceptual Framework	AK Beginning Teacher Expectations
<p>2.1 Reading, Writing and Oral Language</p> <p>Candidates demonstrate a high level of competence in use of English language arts and they know, understand and use concepts from reading, language and child development to teach reading, writing, speaking, viewing, listening and thinking skills to help students successfully apply their developing skills to many different situations, materials and ideas.</p>	<p>Goal 4: Teachers possess current academic content knowledge.</p> <p><i>Performances</i></p> <ol style="list-style-type: none"> 4. Demonstrate knowledge of the content area taught, including structure of the curriculum, tools of inquiry, central concepts and connections to other areas of knowledge. (K) 5. Connect the content area to other content areas and practical situations encountered outside the school. (S) 6. Commit to professional discourse about content knowledge and student learning of content. (D) 	<p>IV. A teacher knows their content area and how to teach it.</p> <p><i>The beginning teacher is able to:</i></p> <ol style="list-style-type: none"> A. identify the connections in instructional plans to: <ul style="list-style-type: none"> • Alaska’s Performance Standards (Grade Level Expectations) where developed. • Alaska’s State Content Standards; and • district curriculum B. develop and teach lessons/ units that demonstrate: <ul style="list-style-type: none"> • accurate and current knowledge of the content • instructional strategies that are suited to teaching the content area, integrating technology where appropriate; • consideration of students’ developmental stages of content mastery using an analysis of various assessment data (qualitative and quantitative); • a variety of teaching strategies that encourage students’ development of critical thinking, problem solving, creativity and performance skills; and • connections across disciplines that enable students to apply their content knowledge and process skills to real world situations.
<p>2.2 Science</p> <p>Candidates know, understand and use fundamental concepts of physical, life and earth/space sciences. Candidates can design and implement age-appropriate lessons to teach science, build student understanding for personal and social applications and to convey the nature of science.</p>		
<p>2.3 Mathematics</p> <p>Candidates know, understand, and use the major concepts and procedures that define number and operations, algebra, geometry, measurement, and data analysis and probability. In doing so they consistently engage problem solving, reasoning and proof, communication, connections, and representation.</p>		
<p>2.4 Social Studies</p> <p>Candidates know, understand and use the major concepts and modes of inquiry from the social studies ~ the integrated study of history, geography, the social sciences and other</p>		

ACEI Standards 2007	UAS School of Education Conceptual Framework	AK Beginning Teacher Expectations
<p>related areas ~ to promote elementary students' abilities to make informed decisions as citizens of a culturally diverse democratic society and interdependent world.</p>		
<p>2.5 The Arts</p> <p>Candidates know, understand and use, as appropriate to their own understanding and skills, the content, functions and achievements of the performing arts (dance, music, theater) and the visual arts as primary media for communication, inquiry and engagement among elementary students.</p>		
<p>2.6 Health Education</p> <p>Candidates know, understand and use the major concepts in the subject matter of health education to create opportunities for student development and practice of skills that contribute to good health.</p>		
<p>2.7 Physical Education</p> <p>Candidates know, understand and use, as appropriate to their own understanding and skills, human movement and physical activity as central elements to foster active, healthy lifestyles and enhanced quality of life for elementary students.</p>		
<p>3.1 Integrating and applying knowledge for instruction</p> <p>Candidates plan and implement instruction based on knowledge of students, learning theory, connections across the curriculum, curricular goals and community.</p>	<p>Goal 5: Teachers facilitate student learning by using assessment to guide planning, instruction and modification of teaching practice.</p> <p><i>Performances</i></p> <p>d. Understand how to plan for instruction that is based on student needs and curriculum goals. (K)</p> <p>e. Plan, teach and assess for optimal</p>	<p>V. A teacher facilitates, monitors and assesses student learning.</p> <p><i>The beginning teacher is able to:</i></p> <p>A. teach lessons based on:</p> <ul style="list-style-type: none"> • Alaska Performance Standards (Grade Level Expectations) where developed. • Alaska Content Standards

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	<p>student learning. (S)</p> <p>f. Value assessment and instruction as integrated processes. (D)</p>	<ul style="list-style-type: none"> • district curriculum; and • individual and special needs of students <p>B. select appropriate assessments that measure what students know, understand and are able to do.</p> <p>C. use data from formative, interim and summative assessments to guide instruction and planning</p> <p>D. identify and use a variety of instructional strategies and resources appropriate to the individual and special needs of students (e.g., students with disabilities, English language learners, gifted students).</p> <p>E. assist students to reflect on their own progress using assessment data</p> <p>F. use a recordkeeping system to monitor and report student progress and attendance.</p> <p>G. communicate ongoing student progress in a timely manner to students, parents, administrators and other appropriate audiences.</p>
<p>3.2 Adaptation to diverse students</p> <p>Candidates understand how elementary students differ in their development and approaches to learning and create instructional opportunities that are adapted to diverse students.</p>	<p>Goal 3: Teachers differentiate instruction with respect for individual and cultural characteristics.</p> <p><i>Performances</i></p> <ul style="list-style-type: none"> c. Identify strategies for differentiating instruction based on student differences. (K). d. Design instruction that incorporates characteristics of the local community’s culture and that is appropriate to students’ individual and special needs. (S) c. Apply local and Alaska knowledge to the selection of instructional strategies, materials and resources (S) 	<p>III. A teacher teaches with respect for their individual and cultural characteristics.</p> <p><i>The beginning teacher is able to:</i></p> <ul style="list-style-type: none"> A. make connections with the local culture(s), the individual and cultural characteristics of the students to promote student learning. B. use resources and information about the community and Alaska in planning and delivery of instruction C. recognize and minimize bias in instructional materials and practice. D. use culturally appropriate

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	<p>d. Appreciate multiple perspectives and value individual differences. (D)</p>	<p>communication and instructional strategies, way of knowing and knowledge of the Alaska Cultural Standards in practice.</p> <p>E. identify and use instructional strategies and resources appropriate to the individual and special needs of students.</p>
<p>3.3 Development of critical thinking and problem solving</p> <p>Candidates understand and use a variety of teaching strategies that encourage elementary students' development of critical thinking and problem solving.</p>		<p>IV. A teacher knows the teacher's content area and how to teach it.</p> <p><i>The beginning teacher is able to:</i></p> <p>A. develop and teach lessons/ units that demonstrate</p> <ul style="list-style-type: none"> • a variety of teaching strategies that encourage students' development of critical thinking, problem solving, creativity and performance skills; and • connections across disciplines that enable students to apply their content knowledge and process skills to real world situations.
<p>3.4 Active engagement in learning</p> <p>Candidates use their knowledge and understanding of individual and group motivation and behavior among students at the K-8 level to foster active engagement in learning, self motivation and positive social interaction and to create supportive learning environments.</p>	<p>Goal 6: Teachers create and manage a stimulating, inclusive and safe learning community in which students take intellectual risks and work independently and collaboratively.</p> <p><i>Performances</i></p> <p>d. Investigate and use a variety of classroom management techniques to establish and maintain a responsive environment in which all students are able to learn. (K, S)</p> <p>e. Establish and maintain a positive classroom climate in which students develop self-direction and collaborative skills. (S)</p> <p>f. Commit to ensuring student well-</p>	<p>VI. A teacher creates and maintains a learning environment in which all students are actively engaged and contributing members.</p> <p><i>A beginning teacher is able to:</i></p> <p>A. create and maintain a learning environment that is physically, emotionally, and intellectually safe.</p> <p>B. establish a culture of learning by:</p> <ul style="list-style-type: none"> • setting clear expectations of high standards for student performance • promoting pride in student accomplishments

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	being and development of self-regulation and group interaction skills. (D)	<ul style="list-style-type: none"> • teaching students to be responsible for their individual and collaborative learning and decision-making • promoting respect for individual differences; and • responding appropriately to student behavior <p>C. implement a classroom management plan (e.g., routines, procedures, scheduling, classroom physical arrangement) that establishes an environment in which</p> <ul style="list-style-type: none"> • students are actively engaged, contribution members • time is managed for maximum learning (e.g., transitions, pacing, administrative procedures) • the discipline plan incorporates district, school, and classroom standards of behavior.
<p>3.5 Communication to foster collaboration</p> <p>Candidates use their knowledge and understanding of effective verbal, nonverbal and media communication techniques to foster active inquiry, collaboration and supportive interaction in the elementary classroom.</p>		
<p>4.0 Assessment for instruction</p> <p>Candidates know, understand and use formal and informal assessment strategies to plan, evaluate and strengthen instruction that will promote continuous intellectual, social, emotional and physical development of each</p>	<p>Goal 5: Teachers facilitate student learning by using assessments to guide planning, instruction and modification of teaching practice.</p> <p><i>Performances</i></p> <ol style="list-style-type: none"> a. Understand how to plan for instruction that is based on student needs and curriculum goals. (K) b. Plan, teach and assess for optimal 	<p>V. A teacher facilitates, monitors, and assesses student learning.</p> <p><i>The beginning teacher is able to:</i></p> <p>A. teach lessons based on:</p> <ul style="list-style-type: none"> • Alaska Performance Standards (Grade Level Expectations) where developed. • Alaska Content Standards

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<p>elementary student.</p>	<p>student learning. (S)</p> <p>c. Value assessment and instruction as integrated processes. (D)</p>	<ul style="list-style-type: none"> • district curriculum; and • individual and special needs of students <p>B. select appropriate assessments that measure what students know, understand and are able to do.</p> <p>C. and use data from formative, interim and summative assessments to guide instruction and planning</p> <p>D. identify and use a variety of instructional strategies and resources that are appropriate to the individual and special needs of students (e.g., students with disabilities, English language learners, gifted students).</p> <p>E. assist students to reflect on their own progress using assessment data.</p> <p>F. use a recordkeeping system to monitor and report student progress and attendance.</p> <p>G. communicate ongoing student progress in a timely manner to students, parents, administrators and other appropriate audiences.</p>
<p>5.1 Professional growth, reflection, and evaluation</p> <p>Candidates are aware of and reflect on their practice in light of research on teaching, professional ethics and resources available for professional learning; they continually evaluate the effects of their professional decisions and actions on students, families and other professionals in the learning community and actively seek out opportunities to grow professionally.</p>	<p>Goal 1: Teachers articulate, maintain and develop a philosophy of education that they demonstrate in practice.</p> <p><i>Performances</i></p> <ul style="list-style-type: none"> d. Support their philosophy of education with research-based theory and evidence. (K) e. Apply philosophy, beliefs, and theory to practice. (S) f. Abide by a philosophy of education and remain flexible to revising it based on new research and teaching experience. (D) 	<p>I. A teacher can describe the teacher’s philosophy of education and demonstrate its relationship to the teacher’s practice.</p> <p><i>The beginning teacher is able to:</i></p> <ul style="list-style-type: none"> A. state a personal philosophy of education supported by research, professional literature, and experience with students B. identify teaching practices that are consistent or inconsistent with the teacher’s personal philosophy of education C. demonstrate teaching practices that represent the teacher’s

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	<p>Goal 8: Teachers develop and maintain professional, moral and ethical attitudes, behaviors, relationships and habits of mind.</p> <p><i>Performances</i></p> <ul style="list-style-type: none"> e. Keep current in knowledge of content and teaching practice. (K) f. Participate in and contribute to the teaching profession. (S) g. Communicate effectively with students, colleagues and supervisors. (S) h. Value professional ethics, democratic principles and collaborative learning communities. (D) 	<p>philosophy of education</p> <p>VIII. A teacher participates in and contributes to the teaching profession.</p> <p><i>A beginning teacher is able to:</i></p> <ul style="list-style-type: none"> A. adhere to the Alaska Code of Ethics and Teaching Standards (20 AAC 10.020) and explain how it impacts decision-making. B. commit to continuous professional growth by: <ul style="list-style-type: none"> • setting professional goals based on identified strengths, weaknesses and feedback from colleagues, supervisors, administrators, mentors and other professionals; • reflecting upon own teaching practices including progress towards goals; and • pursuing professional development opportunities (e.g., certification advancement, professional organization affiliation, district in-services); C. working cooperatively with colleagues, supervisors, administrators, mentors and other professionals. D. demonstrating compliance with the federal, state, district and school policies, procedures and schedules (e.g., FERPA, IDEA, ESEA, test security, treatment of students). E. considering feedback from colleagues, supervisors, administrators, mentors and other professionals.
<p>5.2 Collaboration with families, colleagues, and community agencies</p> <p>Candidates know the</p>	<p>Goal 7: Teachers work as partners with parents, families and the community.</p>	<p>VII. A teacher works with parents, families and the community.</p> <p><i>The beginning teacher is able to:</i></p> <ul style="list-style-type: none"> A. promote regular communication

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<p>importance of establishing and maintaining a positive collaborative relationship with families, school colleagues and agencies in the larger community to promote the intellectual, social, emotional, physical growth and well-being of children.</p>	<p><i>Performances</i></p> <ul style="list-style-type: none"> d. Develop a sound, broad-based understanding of students' families and the local communities. (K) e. Communicate effectively with parents and community and incorporate local ways of knowing into decision making about all levels of schooling. (S) f. Recognize the school as an integral part of the community and value parents as partners in promoting student learning. (D) 	<ul style="list-style-type: none"> between the classroom and students' families B. participate in school-wide efforts that involve families and the public in the school community C. use instructional strategies that connect classroom activities with students' cultures, families and the local community (e.g., relating curriculum to local lifestyles, culturally relevant lesson plans, local experts, local artists, field trips). D. provide parents and families the opportunity to set and monitor student learning goals.
	<p>Goal 9: Teachers use technology effective, creatively and wisely.</p> <p><i>Performances</i></p> <ul style="list-style-type: none"> d. Operate computers and other technologies and evaluate their potentials and limitations (K). e. Integrate technology in planning, instruction and assessment to support student learning. (S) f. Value technology as a tool for student and teacher lifelong learning. (D) 	

Statement of Agreement

I have read this Candidate Handbook for academic year 2012-2013.

I understand the contents and agree to the policies and procedures of the graduate certificate and Master of Arts in Teaching programs in elementary education.

Printed Name

Signature

Date

This form is due upon admission to the program.

Return this form to: (mail, email or fax)

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