

Kean University
College of Education
School of Curriculum and Teaching
Program in Middle and Secondary Education

Student Handbook

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Dr. Frank H. Osborne
Administrative Coordinator

CONTENTS

Introduction.....	3
The Spectrum Model	4
The Elementary-Middle Education Program.....	5
The Secondary Education Program.....	5
Admission Requirements... ..	6
Major Requirements.....	7
The Teacher Work Sample Portfolio and Field Experiences.....	8
Introductory Field	8
Pre-Professional Field	9
Professional Field	10
Advisement	11
Praxis Tests	12
Praxis I (Pre-Professional Skills Tests (PPST)).....	12
Praxis II for Elementary Education K-5 Certification	13
Praxis II Tests for Middle School 5-8 Certification	14
Praxis II Tests for Secondary K-12 Certification	15
Certification	16

Introduction

The Middle and Secondary Education (MSE) Program welcomes you to our offerings in **Elementary-Middle Education K-5—5-8** and **Secondary Education**. The program in Elementary-Middle Education meets the needs of students planning to become elementary school teachers certified for both Elementary Education K-5 and Middle School 5-8. The Secondary Education program provides a major program in Secondary Education to students majoring in academic major programs that lead to K-12 teacher certification.

Successful completion of our Elementary-Middle Education program leads to the B. A. Degree in Elementary Education with a second major in an academic subject related to Middle School teaching. Successful graduates are eligible for certification by the State of New Jersey with an Elementary Education K-5 endorsement as well as the Middle School endorsement in their chosen area [Language Arts (English), Mathematics, Science, Social Studies (History) or World Languages (Spanish)].

Graduates successfully completing our K-12 teacher certification program are eligible for New Jersey certification in the subject area corresponding to their academic major.

We have strong working connections with the academic departments and programs at the University and with the public schools that serve our student interns.

Our faculty members are here to teach and advise you as you work toward your twin goals of graduation and certification.

Best wishes in your education career.

To keep informed and up-to-date, check frequently the official MSE Program Bulletin Board located in the hallway leading to the MSE Program Offices.

Find us online at www.kean.edu/~mse

The Spectrum Model

Our programs are built upon the principles and values outlined in the College of Education Spectrum Conceptual Framework which stresses the **K**nowledge, **S**kills and **D**ispositions that are necessary components of the education of a quality teacher.

Knowledge includes the content of the courses you take toward your B. A. Degree. These courses include the following areas.

- General education including the arts, sciences, humanities, social sciences and other courses necessary for a well-rounded higher education experience.
- Courses in an appropriate academic major sequence.
- Courses in Education that include the social and psychological foundations of education; competence in lesson planning and alignment; impact of cultural, economic, governmental and social forces on education; and, field experiences.

Skills include the acquisition and use of educational competencies and strategies that are required for successful delivery of knowledge to children in schools. Also included are skills in use of technology, lesson design and presentation, classroom management, organization and the nature of curriculum, assessment and evaluation of student learning.

Dispositions (Values) include the values and attitudes toward education that you will develop through your acquisition of knowledge and skills. You should consider yourself as a life-long learner. You should have appropriate positive attitudes toward the education field, and the children in your classroom. You must consider the needs of all the children in your classroom and develop your professional competence when dealing with them, other teachers, administrators and parents. Your goal should be to educate your children to be effective citizens in a pluralistic society and life-long learners themselves.

The Elementary-Middle Education Program

Students who major in Elementary Education K-5—5-8 as their First Major are the responsibility of our Middle and Secondary Education Program. This includes the primary responsibility for advisement, registration and Declaration of Major.

General Education. Required General Education courses have been chosen specifically to better prepare our students as teachers of elementary and middle school children. All students in the Elementary-Middle Education (MSE) program take the same General Education requirements. These classes are itemized on our MSE Program guidesheets.

Academic Major. As the Middle-Secondary Education Program specializes in Middle School Education, your academic major must be one of those recognized by the State of New Jersey for endorsement for Teacher of Elementary with Subject Matter Specialization 5-8. At Kean University, these six majors are:

- Biology (for certification in Middle School Science)
- Earth Science (for certification in Middle School Science)
- English (for certification in Middle School Language Arts)
- History (for certification in Middle School Social Studies)
- Mathematics (for certification in Middle School Mathematics)
- Spanish (for certification in Middle School World Languages)

The Secondary Education Program

Coordinator: Dr. Linda Cahir

Advisors:

Dr. Linda Cahir – English, History, Spanish

Dr. Thomas Walsh – Mathematics, Science

Students majoring in a program leading to K-12 teacher certification as their first major are the responsibility of the academic department that offers the program in which they are enrolled. The MSE Program works with these students as a service to their first major for assistance in the area of teacher education classes. General Education and Major Requirements vary in K-12 teacher certification programs. Each one also has different classes as Additional Requirements. Only the Professional Education classes are the same from one to the other.

Admission Requirements

Admission to Kean University does not mean acceptance into the Major in Elementary Education K-5—5-8. Students seeking admission to the major must complete the application and all of the required courses, tests, and requirements, including their Professional Essay. The official list of requirements appears below.

As a prerequisite to applying to the Program for Declaration of Major, a student planning to major in Elementary Education must be in good academic standing, maintain a 3.0 GPA, and have a grade of B- or higher in each of the following courses: ENG 1030, MATH 1000, COMM 1402, BIO 1000, HIST 2303 or HIST 2304, and EMSE 2802.

When applying to the MSE Program a student in either Elementary or Secondary Education must submit the following:

- ◇ *Student-signed* Application for Admission (www.kean.edu/~soed/)
- ◇ Essay – Personal Philosophy of Education
- ◇ Speech and Language Screening results call (908) 737-5375 for an appointment
- ◇ Transcript(s) from all previous schools (*transfer students*)
- ◇ Transfer Evaluation Guide Sheet (*transfer students*)
- ◇ Two Letters of recommendation (Professional) addressed to: MSE Program, Kean University, 1000 Morris Ave., Union, NJ 07083, Attn: Your advisors' name)
- ◇ Evidence of a passing score on each of the three parts of the **Praxis I** test.

When you have collected all the items listed above, present them to your assigned advisor. Admissions and major requirements are summarized on the reverse side of each departmental guidesheet. Consult the University Catalog for course and program requirements. Students with completed application materials should bring them to the appropriate departmental official for their interview.

Major Requirements

Major Requirements for Elementary-Middle Education

Education courses are either classroom courses or field courses. These are listed on the major guidesheet. The Middle and Secondary Education Program has separate guidesheets corresponding to each of the six possible majors that a student can elect for their Academic Sequence. (See page 5 for the list of six allowed majors.) Guidesheets and 4-year graduation plans are available.

Field courses are known as Introductory Field, Pre-Professional Field and Professional Field experiences. The Introductory Field class must be completed as part of the admissions requirements to the major.

Pre-Professional Field experience and Professional Field experience have specific admissions requirements. While some details are noted in the next section, you should visit the Teaching Performance Center (Willis Hall, W110) for complete details and application forms.

Major Requirements for Secondary Education

The Middle and Secondary Education Program works with 10 different academic departments and programs to provide professional education courses as part of their teacher certification. These departments and programs include Biology, Chemistry, Earth Science, Economics, English, History, Mathematics, Political Science, Spanish, and Theatre.

Each of the 10 partner departments has its own General Education requirements as well as its own Major Requirements. Students need to obtain guidesheets for Teacher Certification programs from the department or program offering the degree or from the CAS Website.

As with other education programs there are Field courses known as Introductory Field, Pre professional Field and Professional Field experiences. The Introductory Field class must be completed as part of the admissions requirements to the major.

Pre-Professional Field Experience and Professional Experience have specific admissions requirements. While some details are noted in the next section, you should visit the Teaching Performance Center (Willis Hall, W110) for complete details and application forms. Despite the variety among teacher certification programs, all students in Secondary Education generally take the same professional education courses. These professional education courses are offered by our Middle and Secondary Education Program.

The Teacher Work Sample Portfolio and Field Experiences

The Teacher Work Sample (TWS) Portfolio is the official evaluation tool for students in the College of Education according to College of Education policy adopted in December, 2006. It consists of seven components, each of which has some important bearing on your development and performance as a teacher. It provides a standardized way of assuring that each student graduating from the Middle and Secondary Education Program has a professional educational portfolio that indicates their competencies, not just a scrapbook of memorabilia from their college days.

Components of the Teacher Work Sample include:

1. Contextual Factors
2. Learning Goals
3. Assessment Plan
4. Design for Instruction
5. Instructional Decision-Making
6. Analysis of Student Learning
7. Self-evaluation and Reflection

Each of these sections includes a TWS Standard of what has to be achieved including Indicators, a Task to be performed, Requirements that must be fulfilled, and Rubrics that will be used to evaluate your work. These components are linked in some way to your field experiences and classroom course work. For more information, consult the Teaching Performance Center website at <http://www.kean.edu/~tpc/>

Introductory Field

Students take Introductory Field class as part of their admission requirements for entering their major program in education. Because of this, all students in Introductory Field are “Intended” majors, meaning that they have not been admitted to the major program yet.

EMSE 2800 Exploring Teaching/Laboratory Experiences in Multicultural Elementary School Classrooms - for students majoring in Elementary K-5

EMSE 2801 Introductory Field Experiences in Subject Area Instruction K-12 - for students majoring in K-12 teacher certification

EMSE 2802 Exploring Teaching/Laboratory Experiences in Multicultural Middle School Classrooms (5-8) - for students majoring in K-5—5-8 elementary/middle school certification

The introductory field class meets for three hours per week. Generally, nine of these meetings take place on campus, three take place in a urban school, and three take place in a suburban school. This is your first official academic step into a classroom so put your best foot forward. There are behaviors that are expected of any professional in a school and there are things that are unacceptable and must not be done. These are detailed in the Teaching Performance Center's Guide for Professional Laboratory Experiences: Introductory Field Experience Handbook I. Handbooks can be downloaded from the TPC's website at: <http://www.kean.edu/~tpc/>

During introductory field class, you will begin to work on your Philosophy Statement of teaching and you will begin to learn the fine art of reflection as it is used professionally in education. Also, you will complete Section 1 (Contextual Factors) of your Teacher Work Sample Portfolio. As you will learn below, teachers learn new things from their first day until their last year. Therefore, anything in the Teacher Work Sample is never completely done and is subject to revision and improvement.

You will receive several assessments in sophomore field in addition to your final grade. To enter Introductory Field you must be an **INTENDED** education major. This means you have to have a change of major form signed with Intended status, in the major of Elementary Education K-5-5-8.

Pre-Professional Field

EMSE 3800 Pre professional Field Experience - K-5 certification

EMSE 3801 Pre professional Field Experiences in Instruction in Subject Areas K-12 - K-12 teacher certification

EMSE 3802 Pre professional Field Experiences in Middle School (5-8) - K-5—5-8 elementary/middle school certification

Pre professional field generally meets one day per week in a school for 15 weeks. Here you observe and work with a cooperating teacher who will guide you through the activities in their classroom. Typical activities include observing and assisting the teacher with the children, planning and presenting small lessons, and finally larger lessons. To help you understand the content, you should be enrolling in Junior Block courses along with Pre professional Field. These include EMSE 3123, EMSE 3140, and EMSE 3903.

Each certification program has a mandatory companion course that must be taken with Pre-Professional Field class.

<u>Pre-Professional Field Class</u>	<u>Mandatory Companion Course</u>
EMSE 3800	EMSE 3123
EMSE 3801	EMSE 3210, 3220, 3230, 3240 or 3250
EMSE 3802	EMSE 3300

During the entirety of this pre-professional experience (field and course work) you will complete the Mini-Teacher Work Sample including the following sections of the Teacher Work Sample: Sections 2 (Learning Goals), 3 (Assessment Plan), 4 (Design for Instruction), and 5 (Instructional Decision-Making).

For Elementary Education K-5—5-8 majors (all types), the Mini Teacher Work Sample is done as part of EMSE 3300. EMSE 3300 and Pre-Professional Field must be taken together in the same semester.

Entry in Pre-Professional Field is by application via the Teaching Performance Center. Pre-Professional Field and Junior Block courses are available only to **DECLARED** education majors. During the application process you will be asked about your status in relation to taking and passing Praxis I and Praxis II tests.

Professional Field

- EMSE 4810 Professional Internship – elementary K-5 certification
- EMSE 4811 Professional Internship in Subject Areas K-12 – K-12 certification
- EMSE 4812 Professional Internship in Middle School – elementary K-5—5-8 certification

Professional Internship the final component of your field experience. The courses listed above are 9 credits and are taken with the appropriate class of Senior Seminar. EMSE 4900 Senior Seminar is taken with either EMSE 4810 or EMSE 4812. EDUC 4000 Teacher and Classroom is the senior seminar course taken with EMSE 4811. The senior seminar is the Capstone Course of your professional education courses. These courses are available only to **DECLARED** majors.

Professional Internship is your classical student teaching experience which includes an entire semester in a classroom as a practice teacher. Professional Internship students are assigned to a classroom and a cooperating teacher. They also have a university supervisor who will make eight official evaluations of them over the term of the semester. As with the other field courses, there a variety of assessments and evaluations that must be satisfactorily completed, including the Teacher Work Sample.

Advisement

Due to the large number of Elementary Education Majors, students are assigned advisors. An alphabetical list of advisors is available. Students seeking **subject-specific** advisement should consult the list below:

ADVISORS are located at Hutchinson Hall

Dr. Cahir—K-12 majors in English/History/World Languages	J334F	(908) 737-4008 lcahir@kean.edu
Dr. Kolodiy—Science	J333H	(908) 737-4013 gkolodiy@kean.edu
Professor Merlo—Social Studies	J330K	(908) 737-3974 ymerlo@kean.edu
Dr. Osborne—Biology, Administrative Coordinator	J334A	(908) 737-4002 fosborne@kean.edu
Dr. Pittman—English	J330L	(908) 737-4010 apittman@kean.edu
Dr. Walsh—Mathematics, K-12 majors in Math/Science	J330N	(908) 737-4003 tpwalsh@kean.edu
Dr. Weiger—English	J334C	(908) 737-4006 mweiger@kean.edu
Dr. Weiner—History/Spanish	J334E	(908) 737-4009 jweiner@kean.edu
Dr. Welch—History	J330M	(908) 737-4014 swelch@kean.edu

Advisement is not a telephone process. Plan to visit your Adviser early each semester for assistance in course planning and a quality experience at Kean University. Each semester, advisors post their office hours on KeanWise. Please contact them during those times.

Advisors are not required to maintain files on students. You are the responsible person for your academic career, not your advisor. So keep all of your advisement materials in one folder and bring them to each advisement session.

All University registration deadlines and other important information are published online each semester by the Registrar. Deadlines pertaining to Field courses are listed at the Teaching Performance Center website: www.kean.edu/~tpc/

*To keep informed and up to date, check frequently the official MSE Program Bulletin Board located in the hallway leading to the MSE Program offices.
Find us on the web at www.kean.edu/~mse*

Praxis Tests

Praxis I (Pre-Professional Skills Tests (PPST))

Commencing in September, 2008, all students are required to pass the Praxis I Pre-Professional Skills Tests (PPST) as an entrance requirement to the College of Education and (simultaneously) the Middle and Secondary Education Program. Other Admission Requirements are listed on page 6.

The Praxis I test has three parts which are reading, mathematics and writing. These tests can be taken separately following the codes in the table below, or they can be taken combined in the form of Test Code 5750. Contact the Educational Testing Service (www.ets.org) to create an account and to register for Praxis I tests. Detailed instructions regarding setting up your ETS account are available in the MSE Program office.

The State is transitioning from paper testing to computer delivered testing. This process will be completely in effect by the end of the Fall 2012 semester. Paper testing will be available but the state prefers the computerized versions. In the case of Praxis I, the combined test can be taken only by computer. Contact ETS for details.

Table of Praxis I Tests

Test Name	Test Code	
	Computerized	Paper
Reading	5710	0710
Mathematics	5730	0730
Writing	5720	0720

When these tests are taken in combined form (Test Code 5750), there are two sessions. Reading and Mathematics are taken in session 2 while Writing is taken in Session 2.

You can have your scores sent to the University. Our code is 2517. However, it is very important that you go into your account after you receive your scores and print out your own copy. Do not assume that just because you asked the scores to be sent to Kean that the University automatically sends them to the places where you need them to be.

Praxis II Test for Elementary Education K-5 Certification

The Elementary Education Multiple Subjects test (#5031) is a new computer based test that took effect on September 1, 2012 and is similar to outdated and no longer used Elementary Education: Content Knowledge test (0014 paper; 5014 computer) in that it covers the same subjects, which are: Reading and Language Arts, Mathematics, Social Studies, and Science.

However, the four subject areas in the new Elementary Education Multiple Subjects test are timed and scored separately. A candidate must pass all four sections in order to pass the test. This format gives us extra assurance that candidates are content qualified in all four core subject areas. If a candidate achieves passing scores in three of the four sections, the candidate will need to retake *only* the section that did not meet the cut score, and so on. At Kean University, all four sections of the test must be passed at least three months in advance as a prerequisite for Professional Internship

Candidates who passed the old test (0014 paper; 5014 computer) prior to September 1, 2012 will be grandfathered for that test. After September 1, 2012, all candidates must pass the new test, Praxis II #5031

DESCRIPTION OF ELEMENTARY EDUCATION PRAXIS II TESTS

	Elementary Education Multiple Subjects (5031)
Time	3.5 hours
Number of Questions	210
<i>Reading & Language Arts (5032)</i>	(60 minutes) (65 questions)
<i>Mathematics (5033)</i>	(50 minutes) (40 questions)
<i>Social Studies (5034)</i>	(50 minutes) (55 questions)
<i>Science (5035)</i>	(50 minutes) (50 questions)
Cut Score	
<i>Reading & Language Arts (5032)</i>	165
<i>Mathematics (5033)</i>	164
<i>Social Studies (5034)</i>	155
<i>Science (5035)</i>	159

Important Requirement for Praxis II Score Reporting.

For efficient processing of your certificate by the State, **it is imperative that you list the New Jersey Department of Education (NJDOE) as a score recipient along with Kean University.** Failure to list NJDOE will result in a delay of your certificate. **The code for NJDOE is R7666. The code for Kean University is 2517.** Additionally, ***you must use your social security number when coding for NJDOE*** – this is how they match their scores with their certification files

Praxis II Tests for Middle School 5-8 Certification

Effective in September, 2007 the State of New Jersey mandated the end of Elementary Certification K-8 (Kindergarten through 8th grade). Elementary teachers are now certified for grades K through 5 using an Elementary K-5 endorsement. The new way to obtain Middle School (5-8) certification is to first become certified for Elementary K-5, then obtain an endorsement as a Teacher of Elementary with Subject Matter Specialization 5-8. These endorsements are available for Language Arts, Mathematics, Science, Social Studies and Spanish.

Any student seeking Middle School Certification first needs to pass all four parts of the Elementary Education Multiple Subjects Test #5031. Then, in addition, you must also take and pass the Praxis II Test required by the State to get your Middle School Endorsement. Both Praxis II tests (#5031 *and* your Middle School Praxis II) must be passed at least three months before your Professional Internship begins.

Computer Delivered Testing:

The State is transitioning from paper testing to computer delivered testing. This process will be completely in effect by the end of the Fall 2012 semester. Paper testing will be available but the state prefers the computerized versions. Below is the list of Middle School Praxis II tests and codes. The State prefers that you take the computerized version.

Test Name	Test Code	
	Computerized	Paper
Middle School Language Arts	5049	0049
Middle School Mathematics	5069	0069
Middle School Science	5439	0439
Middle School Social Studies	5089	0089
Middle School Spanish	5195	0195

Important Requirement for Praxis II Score Reporting.

For efficient processing of your certificate by the State, **it is imperative that you list the New Jersey Department of Education (NJDOE) as a score recipient along with Kean University.** Failure to list NJDOE will result in a delay of your certificate. **The code for NJDOE is R7666. The code for Kean University is 2517.** Additionally, ***you must use your social security number when coding for NJDOE*** – this is how they match their scores with their certification files.

Praxis II Tests for Secondary K-12 Certification

For K-12 certification, the Praxis II test to be passed is the one required for the certification you are seeking. Note that Science K-12 candidates need to pass General Science: Content Knowledge # 5435 (#0435) in addition to the Praxis II test for your Science Content Area. Contact <http://www.ets.org> for more information. Consult the Teaching Performance center to apply for Professional Field.

Computer Delivered Testing:

The State is transitioning from paper testing to computer-delivered testing. This process will be completely in effect by the end of the Fall 2012 semester. Paper testing will be available but the state prefers the computerized versions. Below is the list of K-12 Praxis II tests and codes.

Test Name	Test Code	
	Computerized	Paper
Biology: Content Knowledge	5235	0235
Chemistry: Content Knowledge	5245	0245
Earth and Space Sciences: Content Knowledge	5571	0571
English Language Literature & Composition: Content Knowledge	5041	0041
General Science: Content Knowledge	5435	0435
Mathematics: Content Knowledge	5061	0061
Physics: Content Knowledge	5265	0265
Social Studies: Content Knowledge	5081	0081
Spanish	5195	0195

Important Requirement for Praxis II Score Reporting:

For efficient processing of your certificate by the State, **it is imperative that you list the New Jersey Department of Education (NJDOE) as a score recipient along with Kean University.** Failure to list NJDOE will result in a delay of your certificate. **The code for NJDOE is R7666. The code for Kean University is 2517.** Additionally, ***you must use your social security number when coding for NJDOE*** – this is how they match their scores with their certification files.

Certification

Teaching in a public school in New Jersey requires a certificate issued by the State of New Jersey. When you successfully complete your requirements for the B. A. Degree in Elementary Education K-5—5-8, the Certification Office of the University will assist you in obtaining your initial certification. The state will issue you a certificate of Eligibility with Advanced Standing (CEAS) that will permit you to obtain your first teaching job.

Middle School endorsements are also issued by the State of New Jersey either with University assistance by application through your County Board of Education. There is a Board of Education for each county in New Jersey. It is not the local school district Board of Education where you live. It is there to help you, as a citizen of that count, in your dealings with the State Department of Education.

The State requirements for a Middle School are Adolescent Psychology. 15 credits of the subject you are interested in, a passing score on the appropriate Praxis II test, and a CEAS or higher level certification in Elementary K-5. Consult your County Board of Education for details.

Most endorsements of teacher certificate in New Jersey require Praxis Tests. The current list of licensure areas, praxis tests and passing scores is available from the website of the Educational Testing Service at <http://www.ets.org> .