CALIFORNIA STATE UNIVERSITY, STANISLAUS
DEPARTMENT OF TEACHER EDUCATION
SINGLE SUBJECT CREDENTIAL PROGRAM (SSCP)

Information Packet

For Academic Year 2010 to 2011

See also the SSCP Application document

Contact people and offices:

SSCP Coordinator: Dr. Brandon Sternod: 664-6715 (bsternod@csustan.edu)
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Stockton campus: 467-5300
Credential Processing Center: 667-3534
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California Commission on Teacher Credentialing: ctc.ca.gov
California Department of Education: cde.ca.gov
SSCP Website: http://www.csustan.edu/TeacherEd/SecondaryEducation.html

Welcome

   Thank you for your interest in the Single Subject Credential Program at CSU Stanislaus. This overview and application is designed to provide a brief introduction to the program, pre-program advising information, and application materials. You will also find more useful information on our website at csustan.edu/TeacherEd/SSCP.

   We strongly recommend that you attend an information session for a more complete pre-program advising experience. The schedule of information sessions is available online at the Teacher Education web page at www.csustan.edu/teachered, on main menu click on Credential & Degree Information, then click on Single Subject Credential, and on the right hand side under information seminars. Or you can pick up a flyer with the dates in the Department of Teacher Education, DBH 330, or by contacting the coordinator: Dr. Brandon Sternod at bsternod@csustan.edu, 664-6715.

Program Quality

   All credential programs in the State of California are reviewed regularly by the California Commission on Teacher Credentialing (CCTC). A few credential programs elect to also apply for a higher standard review through the National Council for the Accreditation of Teacher Education (NCATE); the College of Education at CSU Stanislaus has been accredited three times by NCATE. We are proud of that distinction and you can be proud of a credential you earn through our nationally accredited program.

College of Education Conceptual Framework

All Colleges of Education have a philosophical base. The CSU Stanislaus COE philosophy states:

College of Education Mission Statement: Preparing Leaders in Learning
The mission of the College of Education is to engage faculty and students in instruction, scholarship, and professional experiences that provide subject-specific, pedagogical, and practical knowledge essential for planning, implementing, and assessing educationally-related activities. We are committed to the development of diverse educational leaders who meet the needs of a multicultural and multilingual society. Our programs are designed to advance the ethical behaviors and professional leadership capacities of students through participation in coursework, field experiences, and scholarly activities that together cultivate reflection and encourage innovation in educational settings. We provide multiple and systematic opportunities for students to make connections between their professional responsibilities and their roles as educational leaders in the larger society, and to serve as advocates for children, families, and communities.

College of Education Vision Statement: Enhancing Lifelong Learning
The preparation programs in the College of Education strive to instill professional habits that result in lifelong learning. We endeavor to prepare educators who impact positively and optimally on the academic achievement and well-being of all of their P-14 pupils. To this end, we model a culture of educational accessibility and respect for diversity, we foster a climate of intellectual engagement and rigor, and we model systematic use of assessment and reflection to inform decision-making. We strive to ensure that College of Education students, faculty, and staff reflect the diversity of our local communities, posses the competence and confidence to provide leadership in their professional roles, and actively pursue personal and professional lifelong learning.

Prerequisites

The following prerequisite courses, experiences, and documentation must be completed before beginning program. ***Applicants may apply before completing the pre-requisites, but must have them completed before being accepted into program.***

• *Graduate school admission.* Apply to the Graduate school as a Post-Baccalaureate student through http://www.csumentor.edu/admissionapp/grad_apply.asp. If you are a continuing Stanislaus student, you should apply to the Graduate School at the end of your senior year.

• *Complete your undergraduate degree* (B.A.,B.S.,B.M.,etc.) and have it posted on your transcripts before starting program.

• *Passage of CBEST (California Basic Educational Skills Test).* This requirement confirms basic skill attainment in language arts and math. The website for further information and to register for the exam is www.ctcexams.nesinc.com. Verification is placed in the application packet, Form VI. Have results sent to your home. **CBEST must be passed prior to applying to the program.**

• *Completion of Subject Matter Preparation Program or passage of CSET*. This requirement confirms a candidate's content knowledge in the credential area. See the application packet, form V. There are three options to meet this requirement:

(1) Pass the CSET exam. See the website www.ctcexams.nesinc.com for information and to register for the exam. Have results sent to your home or to CSU, Stanislaus. If applying to start the program in the fall, the latest date you may take the CSET and get your results in time for acceptance will be the March testing date. For a spring start, November will be the latest date you may take the test. If passing test scores are received later, your application will be reviewed if there is still space available.

(2) Complete a Subject Matter Prep Program at CSU Stanislaus. We currently have subject matter preparation programs that waive the CSET in a number of areas. Those content areas and the contact faculty member are as follows: Please note that advisors, their phone numbers, and emails are subject to change; please contact the respective department offices if this contact information is outdated

Program	Advisor	Phone(209)	Email
Biology	Dr. Michael Stevens	667-3603	MStevens@biology.csustan.edu
English	Dr. William Foreman	664-6509	WForeman@csustan.edu
Mathematics	Dr. Tom Abram	667-3593	Tabram@csustan.edu
Music	Dr. John Weddle	667-3421	Jweddle@csustan.edu
Physical Education	Dr. Sue Fletcher	667-3326	JSFletcher@csustan.edu
Social Science	Ms. Sheila Younkin	667-3037	SYounkin@csustan.edu
Spanish	Dr. Teresa Bargetto Andres	667-3789	TBAndres@csustan.edu

(3) Complete an approved Subject Matter Prep Program (SMPP) at another institution. We will need documentation from the host institution indicating successful completion of the SMPP. Documentation must be signed by the credentials analyst at that institution.

Candidates must fulfill the subject matter competency requirement before they can be accepted into program.

Students who will be completing the SMPP at the end of the semester in which they apply, will be considered as completing the requirement for admission if their advisor indicates this on the verification form (Form V) in the application packet.

• *Grade point average* must be a 2.67 overall or a 2.75 in the last 60 units. GPA will be computed by the Credential Processing Center. We can admit a few students under "exceptional admission" criteria. Usually we save those positions for applicants with a GPA slightly below the required one in areas of need (e.g. math and physical science). Applicants wishing to be considered with lower than required GPAs should include an essay in the application packet that describes reasons why they should be admitted under exceptional admission status.

• *Certificate of Clearance* The Michelle Montoya School Safety Act requires that people having contact with children in a K-12 school site undergo a criminal background check. The background check is done through submission of computerized fingerprints via a process called "livescan". The clearance is processed by the CA Department of Justice (DOJ).

Applicants must submit fingerprints via "livescan" and be "cleared" before working with students. The clearance is processed through the California Commission on Teacher Credentialing (CCTC). You may use the form provided on the last page of the application packet. Take it to Public Safety on campus or a local police agency where they will take your fingerprints and complete the form. Call the agency to obtain hours and cost information.

Background checks are conducted by the California Department of Justice and the Federal Bureau of Investigations (FBI). When "cleared" a student will receive an email verifying the "Certificate of Clearance" (which may take several months to arrive).

To apply for a Certificate of Clearance online simply follow these steps:
1. Go to the California Commission on Teacher Credentialing online Direct Application site at https://teachercred.ctc.ca.gov/teachers/index.jsp. **CLICK ON "Direct Application (non-Recommendation Only)"** - found on the left side of the page.
2. Complete the online application. Using a VISA or Mastercard debit or credit card, pay the authorized transaction fee of $29.50.
3. Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page. PRINT OUT THIS EMAIL AND PLACE IN YOUR CREDENTIAL APPLICATION FORM AS PROOF THAT YOU HAVE COMPLETED THIS STEP IN THE PROCESS.

If you have a current Emergency/ Substitute Permit, you may submit a copy of it and you do not need to do another Livescan or Certificate of Clearance.

The Credentials Processing Center must have documentation that you received a Certificate of Clearance before you can begin the fieldwork portion of the credential program.

• **45-hours of Early Field Experience.** In compliance with Executive Order 758 from the CSU Chancellor's office, we require our candidates have a minimum of 45 hours of documented field experience with students at 7 – 12 grade levels, prior to being admitted to the program. This requirement provides potential applicants opportunity for a reality check to confirm her or his interest in teaching at the secondary level. This requirement may be met through many options, including but not limited to: (1) completing the curriculum and instruction courses in subject matter waiver courses and other courses that require hours of observation; (2) providing documentation from a school or schools that the observations have been completed; (3) providing documentation from a school or schools for hours of substitute teaching, (4) providing documentation of coaching, tutoring, or other experiences working with students of the secondary level. (Number of hours accepted in areas outlined in #4 may be limited.) Documentation of all field experiences should be letters written, on letterhead and signed by administrators, supervisors, or other responsible parties. Staple the letters to Form VIII in the application packet. Documentation is subject to review by the SSCP Selection and Review Committee and/or Coordinator.

• **Basic Technology Proficiency** must be demonstrated through course work or documentation. See Form IX in the application packet for more information and directions. Essentially, applicants need to verify basic computer skills including word processing, emailing, searching the web, and one other technology tool. Verification is assessed by the faculty who teach educational technology.

• **Upper Division Writing** can be demonstrated by any **one** of three options: (1) completion of a WP class as part of the undergraduate program (verified by transcripts), (2) obtaining a 41 or better on the writing portion of the CBEST (include CBEST scores in Form VI if you elect this option), or (3) completing an upper division composition course with a grade of C or better. CSU Stanislaus graduates will have met this requirement as part of their BA/BS degree.

• **U.S. Constitution** can be met by PSCI 1201 or an equivalent course that covers the U.S. Constitution (History 17A in the UC system, Merced College or SJDC; History 101 or Poli Sci 101 at MJC; Poli Sci 1 at SJDC; or passage of the AP exam in high school for government). Verification will be based on transcripts submitted with your application. If you have taken a course besides those listed you think is equivalent, obtain a <u>Course Equivalence Form</u> for SSCP from the Department of Teacher Education or from the SSCP website and follow the instructions. CSU Stanislaus graduates will have met this requirement as part of their BA/BS degree.

• **Second language acquisition** can be met by one of four options: (1) completion of 3 semester units of a language other than English (including ASL) at the college level with a passing grade (2) completion of one year of a language other than English at the high school level with a passing grade (3) completion of a HILT (High Intensity Language Training) program, available through a university, school district, or county office of education; or (4) other life experiences that demonstrate second language acquisition. Options (1) and (2) can be verified by college or high school transcripts. For Option 3, provide a Certificate of Completion. For Option 4, include a paragraph and/or any supporting documentation with your application; the SSCP Coordinator or Selection and Review committee will evaluate the paragraph and/ or documentation.

• **Transcripts.** You will need to submit **one sealed official transcript** for every college and university you attended outside of CSU Stanislaus. The Credential Processing Center will access your CSU Stanislaus transcripts. When you request transcripts from other colleges and universities, **have them sent to your home** and then turn them in **unopened** with your application. Order your transcripts as soon as possible since there can be delays from some

institutions and your application cannot be fully processed without them. (Please note: Another set of official transcripts may need to be submitted with the Graduate School application.)

• **TB clearance** can be obtained from the Health Center on campus or a local health agency. The TB clearance must be within the last four years.

Pre-requisites Courses

The following courses are designated as pre-requisites for the program. These are the only two classes that may be taken prior to admittance to the program.

• **EDSC 3900 "Foundations of Secondary Education".** This class is usually available in the summer as well as fall and spring. If you have taken a course you think is equivalent, obtain a Course Equivalence Form for SSCP from the Department of Teacher Education or from the SSCP website and follow the instructions.

• **Adolescent Psychology** is designed to provide applicants with a background in understanding adolescents. The class may be met by PSYC 3240 or CDEV 3240 at CSU Stanislaus. If one class is full, register for the other one; they are the same class but sometimes one is full but not the other one. Equivalent courses include Psych 141 at MJC, CDEV 021 at SJDC, or Psych 9/CLDV 9 at Merced College. Intro to Psych courses do NOT meet the requirement. Equivalent courses must focus on the psychology of adolescence. If you have taken a course besides those listed that you think is equivalent, obtain a Course Equivalence Form for SSCP from the Department of Teacher Education or from the SSCP website and follow the instructions. Verification for this requirement will be established from the transcripts submitted with your application.

Program Options and Brief Descriptions

As of this writing, we have a variety of program options: Field Site Centers for student teachers, Spanish Bilingual certification, and the Scott Bill. Each is described briefly below.

The Single Subject Credential Program at CSU Stanislaus can be completed in one academic year; however, some students do elect to take the program on a part-time basis and may take longer to complete. Candidates may begin the program in the fall or spring.

Student Teaching Field Site Centers

Field Site Centers have a unique structure that combines progressive levels of teaching experience with strong support to assist the candidates to have successful entry into the profession. **The Field Site Center is reality based, provides a meaningful progression of experiences, and integrates theory and practice**. Candidates are assigned to a cohort of 15-20 candidates who work together for a full academic year under the guidance of a Field Site Center Director who is a University faculty member. Some Field Site Centers are placed in a public secondary school setting and benefit from a strong partnership with the host school and school district. Field Site Centers are located in partnership districts and currently include Modesto and Ceres. Additional field site centers are currently located on campus in Turlock. Locations change from time to time.

At the Field Site Center, candidates take the "**core" series of classes** under the direction of the Field Site Center Director. Those classes are taken Fall, and Spring and are EDSC 4100 and 4850 (first semester), 4300 and 4400 and 4855 (second semester). The core series focuses on classroom pedagogy and includes the fieldwork (student teaching).

In addition to the core series, candidates take the following "**non-core**" classes:
    EDSC 4110 "Multilingual Education in Secondary Schools",
    EDSC 4115 "Reading and Writing Instruction in the Secondary Content Area (CLAD)",
        OR - EDSC 4215 BCLAD (for Spanish Bilingual candidates)
    EDSC 4500 "Secondary Education in a Global Society",
    EDSE 4160 "Foundations of Special Education",
    EDIT 4170 "Education Technology Foundations",
    KINS 4165 "Survey in School Health and Safety".
Most program classes, except for the field practicum, are offered in the evenings, generally beginning at 4 or 5 p.m.

Candidates must be admitted to program in order to take any program classes. Candidates in the Field Site Centers who meet all of the necessary requirements are qualified to become paid interns during their second semester.

Applying for the Intern Credential

1. Successfully complete EDSC 4100, EDSC 3900, and EDSC 4110. Then fill out and submit an Intern Credential application.

2. Receive an offer from a school district. Take documentation of this offer to Credentials office. To contact the Credentials office, you can call Cristina Ponce at (209) 664-6653 or reach her via email at CPonce@csustan.edu

4. The Credentials office will exchange paperwork with the district and then send the packet to CCTC. Once it is sent, you officially have an Intern Credential and the district is notified.

Schedule of Courses for Student Teachers

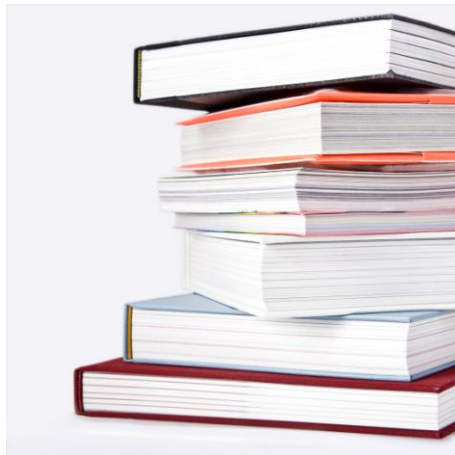| First semester	Second semester	Spring, Summer or Fall
EDSC 4100 "Secondary Ed I" (4 units) (core class)	EDSC 4300 (core) "Secondary Ed II" (4 units)	EDIT 4170 "Ed Technology Foundations" (2 units) (can be taken any time during program or in the summer before or after program)
EDSC 4850 "Field Practicum I for Student Teachers" (2 units) Concurrent enrollment with 4100	EDSC 4400 (core) "Secondary Ed III" (4 units)	KINS 4165 "Seminar in School Health and Safety" (1 unit) (can be taken any time during program or in the summer before or after program)
EDSC 4110 Multilingual Education in Secondary Schools (3 units) (Can take in summer)	EDSC 4855 "Field Practicum II for Student Teachers" (5 units) Concurrent enrollment with 4300 and 4400	EDSE 4160 "Foundations in Special Education" (1 unit) (Can be taken any time during program or in the summer before or after program.
EDSC 4500 "Secondary Education in a Global Society" (3 units) (Pre-req. – EDSC 3900.)	EDSC 4115 "Reading and Writing in the Content Area." (not available in summer) (3 units) (Pre-req. – EDSC 4100) OR	
EDSC 3900 "Foundations of Secondary Ed" (3 units)	For Bilingual Candidates: EDSC 4215 "Reading and Writing in the Content Area: Spanish" (3 units) (offered in spring only)	

Core and fieldwork classes are taken concurrently. **Candidates must have taken and passed CBEST and fulfilled the subject matter competency requirement -- either through CSET or a waiver program -- to begin course work in the program.**

Teacher Performance Assessments

As of July 2008, all credential candidates are required to pass the Teacher Performance Assessments (TPAs) with a minimum total score of "12" and a "3" or better on each of the four tasks. Those tasks are: Task 1, Specific Subject Pedagogy; Task 2, Designing Instruction; Task 3, Assessing Learning; and Task 4, Culminating Teacher Experience. In order to help you achieve the highest possible score, you will be given the opportunity to complete assignments to facilitate the knowledge necessary for completion of each of the TPA's. Program classes are designed to help you prepare for submission of your actual task responses. Each of the four tasks has a specific submission date and will be submitted to the CSU, Stanislaus Department of Teacher Education

All candidates are required to attend at least one TPA Orientation at the beginning of each term they are in their program. The purpose of this orientation is to acquaint the candidates with the requirements of each of the four tasks.

<h1 style="text-align:center">Bilingual Single Subject Preliminary Credential</h1>

The Bilingual Single Subject Preliminary Credential Program offers authorizations in Spanish, Lao, Hmong, Khmer, Portuguese, Vietnamese, Punjabi, Farsi and Arabic.

All bilingual emphasis credential students will complete EDUC 4400 Introduction and Foundations of Multilingual Education (3 units) and EDSC 4215 Reading and Writing in the Content Area: Bilingual (3 units) to fulfill the standards of bilingual methodology requirement in the program.

Spanish emphasis bilingual credential students have the option of meeting the standards of target language and culture by completing EDUC 4460 Cultural Views on Bilingualism (3 units). They also have the option of fulfilling these standards through passage of the CSET LOTE (California Subject Examinations for Teachers: Languages Other Than English) examinations in language and culture. All other language groups will demonstrate competence in language and culture through the CSET LOTE examinations. The website to access information regarding the CSET: LOTE examinations is as follows:

> http://www.cset.nesinc.com/

Students may earn a Bilingual Single Subject Preliminary Credential in Spanish, Lao, Hmong, Khmer, Portuguese, Vietnamese, Punjabi, Farsi and Arabic by fulfilling the following coursework:

EDSC 4100 (core) "Secondary Ed I"	4 units
EDSC 4300 (core) "Secondary Ed II"	4 units
EDSC 4400 (core) "Secondary Ed III"	4 units
EDSC 4850 "Field Practicum I for Student Teachers"	2 units
EDIT 4170 "Ed Technology Foundations"	2 units
EDSC 4855 "Field Practicum II for Student Teachers"	5 units
EDUC 4400 Introduction and Foundations of Multilingual Education	3 units
HLTH 4215 "Seminar in Secondary School Health and Safety"	1 unit
EDSC 4500 "Secondary Education in a Global Society"	3 units
EDSC 4215 "Reading and Writing in the Content Area: Bilingual"	3 units
EDSE 4160 "Foundations in Special Education"	1 unit
EDSC 3900 "Foundations of Secondary Education"	3 units

Bilingual Language Assessment.
Students take the CSET: LOTE to verify competence in their target language. Refer to the CSET LOTE website for registration information or contact the Credentials Processing Center. Students can complete EDUC 4460 Cultural Views on Bilingualism to fulfill the Spanish language proficiency requirement for the Spanish Bilingual Multiple Subject/Single Subject Credential.

Bilingual Target Culture Requirement
Students take the CSET: LOTE to verify competence in their target culture. Refer to the CSET LOTE website for registration information or contact the Credentials Processing Center.

Students can complete EDUC 4460 Cultural Views on Bilingualism to fulfill the culture requirement for the Spanish Bilingual Multiple Subject/Single Subject Credential.

A Matrix of Meeting the Bilingual Credential Requirements by Coursework and Examination

BCLAD Language Group	Standard 3 The Context for Bilingual Education and Bilingualism	Standard 4 Bilingual Methodology	Standard 5 Culture of Emphasis	Standard 6 Assessment of Language Competence
Spanish	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4460 or CSET LOTE on Culture of Emphasis	EDUC 4460 or CSET LOTE on Language of Emphasis
Portuguese	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4400 and EDSC 4215 or CSET LOTE Option	CSET LOTE on Culture of Emphasis	CSET LOTE on Language of Emphasis
Hmong	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4400 and EDSC 4215 or CSET LOTE Option	CSET LOTE on Culture of Emphasis	CSET LOTE on Language of Emphasis
Lao	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4400 and EDSC 4215 or CSET LOTE Option	CSET LOTE on Culture of Emphasis	CSET LOTE on Language of Emphasis
Khmer	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4400 and EDSC 4215 or CSET LOTE Option	CSET LOTE on Culture of Emphasis	CSET LOTE on Language of Emphasis
Vietnamese	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4400 and EDSC 4215 or CSET LOTE Option	CSET LOTE on Culture of Emphasis	CSET LOTE on Language of Emphasis
Punjabi	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4400 and EDSC 4215 or CSET LOTE Option	CSET LOTE on Culture of Emphasis	CSET LOTE on Language of Emphasis
Arabic	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4400 and EDSC 4215 or CSET LOTE Option	CSET LOTE on Culture of Emphasis	CSET LOTE on Language of Emphasis
Farsi	EDUC 4400 and EDSC 4215 or CSET LOTE Option	EDUC 4400 and EDSC 4215 or CSET LOTE Option	CSET LOTE on Culture of Emphasis	CSET LOTE on Language of Emphasis

Early Completion Option

SB 75, the Scott Bill, provides for an early completion option for interns. A candidate must be employed as an intern in Math, Science, or English in an accredited public school that is a partner with CSU Stanislaus in the Intern Program in order to qualify for this option; or has successfully been employed in an accredited private school for at least 3 years. They also must meet the following requirements:

> • Obtain a Certificate of Clearance
> • Pass the CBEST exam
> • Pass the CSET exam or Subject Matter Preparation Program
> • Meet the US Constitution Requirement
> • Pass the Praxis II Teaching Foundations Exam (TFE); see information
>   and register at www.ets.org

Candidates who meet the requirements for the Scott Bill option are supervised in their intern experience for one semester. They register in EDSC 4870 or EDSC 4855 for five (5) units.

In order to qualify for the Single Subject Credential, candidates must also:

1. Demonstrate mastery of all the Teaching Performance Expectations (TPEs) via the observation of classroom lessons by university supervisor and/or school administrator and evidence collected in portfolios.
2. Pass the Preliminary Education Technology Exam or complete EDIT 4170 "Educational Technology Foundations".
3. Pass all four TPA tasks with a score of no lower than "3" on each.

Candidates who are unable to demonstrate mastery of any TPEs or TPAs will have an Individualized Plan that stipulates courses and/or experiences that will assist the candidate in meeting the requirements. This plan will be developed by the SSCP faculty in consultations with the candidate, the university supervisor, the mentor teacher, and the site administrator. For more information, contact Dr. Brandon Sternod.

Next: refer to the ***SSCP Application!***