

# School of **Education**

Master of Education in Curriculum and Instruction  
with Post-Baccalaureate Initial Teacher Certification  
GRAD TEACH

## **Student Handbook 2020-2021**

Facebook: UTTylerSOE  
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**The University of Texas at Tyler**  
**College of Education & Psychology**

School of Education (BEP 247)

3900 University Blvd. Tyler, TX 75799

M.Ed. in Curriculum & Instruction with Initial Teacher Certification

Program Established in 2018

GRAD TEACH Program Handbook

Phone 903.566.7055

Fax 903.565.5996

CEP Website <https://www.uttyler.edu/educpsych/>

SOE Website <https://www.uttyler.edu/education/>

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## **MASTER OF EDUCATION IN CURRICULUM AND INSTRUCTION WITH INITIAL TEACHER CERTIFICATION GRAD TEACH**

### **Welcome!**

The School of Education Handbook is for the post-baccalaureate initial teacher certification students or the GRAD TEACH program—those who have the minimum of a bachelor’s degree from a regionally accredited college or university. It describes a teacher candidate’s program for standard certification as a classroom teacher in Texas. The handbook is meant to provide information that will help the teacher candidate understand the design, scope, and requirements of the GRAD TEACH program at The University of Texas at Tyler. While your advisor will assist you in completing the certification program, *students have the responsibility to read and fully understand all information and to abide by all policies and procedures described.*

This publication of the School of Education Handbook for the GRAD TEACH program will serve as a guide to program requirements and School of Education (SOE) policies.

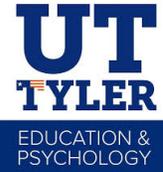
The Handbook may be modified as Texas Education Agency (TEA) or State Board for Educator Certification (SBEC) rules dictate or as program changes are mandated. You will be notified of substantive modifications through email announcements.

**Students are expected to submit the electronic Handbook Acknowledgement Form as part of the admission process.**

### **BE ADVISED**

*Students have the responsibility to read and fully understand all information in this Handbook and to abide by all policies and procedures described.*

*Note:* This handbook is subject to change. Updates will be available on the College of Education and Psychology Website and the GRAD TEACH Canvas course. This is not a catalog and all current policies and procedures are found in the [University Catalog](#). Students are responsible for knowing and acting in accordance and compliance with UT Tyler’s Policies & Procedures.



Be an Architect of  
Human Potential

## Dean's Welcome

On behalf of the faculty and staff in the College of Education and Psychology, I want to welcome you to The University of Texas at Tyler. UT Tyler is part of the world-renowned UT System and features excellence in teaching, research, and community service.

The College of Education and Psychology offers innovative undergraduate and graduate programs to help students pursue their dreams and achieve their goals. Whether you are seeking a career in education or psychology, UT Tyler offers many exciting and challenging opportunities.

The faculty within the College of Education and Psychology have received their degrees from some of the leading international and national universities. As a student, you will have the opportunity to be taught by outstanding faculty who are committed to providing exemplary teaching. In addition, many of our faculty are engaged in cutting edge research in their respective fields, which presents research opportunities for our students.

We are incredibly proud of our students and alumni. They are the pulse of UT Tyler and through their service and commitment they add vitality and value to the university and to their respective professions.

As Ralph Waldo Emerson stated, "What lies behind you and what lies in front of you, pales in comparison to what lies inside of you." The College of Education and Psychology will help you realize the full potential inside of you, while inspiring your personal growth.

What an incredible time to be preparing tomorrow's educators and mental health professionals!

Respectfully,

Wesley Hickey, Ed.D.

Dean, College of Education and Psychology

## COLLEGE OF EDUCATION AND PSYCHOLOGY

### **Core Purpose**

To prepare competent, caring, and qualified professionals in the fields of education, psychology and counseling and to advance the knowledge base in our respective disciplines.

### **Vision**

The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of academic excellence, scholarly inquiry, and public service. The College prepares leaders to meet the critical challenges of the 21st Century, to make significant contributions to local and global communities, and to work toward individual and cultural equity.

### **Mission**

The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry, organizes knowledge for application, understanding and communication, and provides leadership and service. Additionally, the College is committed to affirming and promoting global perspectives, cultural diversity, social justice, ethical practice and respect for individual differences as a means of enhancing learning, service, leadership and scholarship.

[College of Education and Psychology Strategic Plan 2020-2021](#)

[College of Education and Psychology Vision 2025](#)

[UT Tyler Status Report 2017-2018](#)

## SCHOOL OF EDUCATION

### Director's Welcome

Welcome to the School of Education! The faculty and staff of the School of Education serve as architects of human potential. We combine a strong academic program with practical preparation in the field to prepare future teachers, educational leaders, and educational diagnosticians to meet the unique and diverse needs of today's learners. Our faculty have a robust presence within the university, state, and nation with several winning prestigious local, state and national awards for teaching, research, and service.

As teachers, scholars, and community members, we champion the core values of respect, responsibility, teamwork, collaboration, and excellence.

- Respect - We value, support, promote and encourage diversity, equity, acceptance, and community.
- Responsibility - We take seriously our charge for making a difference in teaching, service, and research and promoting educational equity and access.
- Teamwork - We encourage and value interdisciplinary and collaborative endeavors, within and outside of our college, institution, state, and beyond.
- Excellence - We are committed to continuous improvement in our teaching, service and scholarship that promote excellence

The faculty and staff of the School of Education wish you a successful academic year!

Frank Dykes, Ed.D.  
Director, School of Education

## SCHOOL OF EDUCATION

### Vision

Become a leading Educator Preparation Program in East Texas and beyond.

### Mission

Prepare the next generation of educators for the ever-increasing demands of a diverse, complex, and changing world by engaging students in high-impact teaching, research, and service opportunities shaped to advance the educational, economic, technological, and public interests of East Texas and beyond.

### Core Values

As teachers, scholars, and community members, we champion the core values of respect, responsibility, teamwork, collaboration, and excellence.

- **Respect.** We value, support, promote and encourage diversity, equity, acceptance, and community.
- **Responsibility.** We take seriously our charge for making a difference in teaching, service, and research and promoting educational equity and access.
- **Teamwork.** We encourage and value interdisciplinary and collaborative endeavors, within and outside of our college, institution, state, and beyond.
- **Excellence.** We are committed to continuous improvement in our teaching, service and scholarship that promote excellence.

### Goals

The goals of the School of Education, which are consistent with the College of Education and Psychology Vision 2025 and the University of Texas at Tyler's Strategic Plan, are designed to advance the school's mission and vision in dynamic and constructive ways.

[School of Education Strategic Plan](#)

## GRAD TEACH PROGRAM OVERVIEW

The GRAD TEACH program is designed to facilitate the entry into the teaching profession for anyone who has the minimum of a bachelor's degree from a regionally accredited college or university and who meets the requirements of the GRAD TEACH program. The teacher candidate *is not required* to earn another bachelor's degree. The GRAD TEACH program, is a cognate within the Master of Education in Curriculum and Instruction. It is an online certification program to prepare teachers for 4-8, 7-12, or EC-12 classrooms. All pedagogy coursework will be offered in an online format through graduate courses.

### GRAD TEACH Faculty & Staff

**[Yanira Oliveras-Ortiz, Ph.D.](#)**

C&I Graduate Program Coordinator  
[yoliverasortiz@uttyler.edu](mailto:yoliverasortiz@uttyler.edu)  
 903.565.5639

**[Frank Dykes, Ed.D.](#)**

Director of the School of Education  
[fdykes@uttyler.edu](mailto:fdykes@uttyler.edu)  
 903.565.5772

**[Virginia Fender, M.Ed.](#)**

Director of Educator Certification  
[gfender@uttyler.edu](mailto:gfender@uttyler.edu)  
 903.566.7279

**[Annamary Consalvo, Ph.D.](#)**

Literacy Education

**[Gina M. Doepker, Ph.D.](#)**

Literacy Education

**[Julie Delello, Ph.D.](#)**

Educational Technology & STEM

**[Teresa Kennedy, Ph.D.](#)**

STEM & Bilingual/ELL Education

**[Sharon Amaral Back, M.Ed.](#)**

Online Graduates Admissions  
[sback@uttyler.edu](mailto:sback@uttyler.edu)  
 903.566.7361

**[Cynthia Sherman, M.Ed.](#)**

Coordinator of Field Experiences  
[csherman@uttyler.edu](mailto:csherman@uttyler.edu)  
 903.566.7012

**[Khloe Davison Ursin](#)**

Administrative Assistant  
 Field Experiences  
[kdavisonursin@uttyler.edu](mailto:kdavisonursin@uttyler.edu)

**[John Lamb, Ph.D.](#)**

Mathematics Education

**[Joanna Neel, Ed.D.](#)**

Education

**[Robert Stevens, Ed.D.](#)**

Education

**[Staci Zolkoski, Ph.D.](#)**

Special Education &  
 Classroom Management

*For additional information about our faculty members, visit our faculty webpages, linked to each faculty member's name.*

## ADMISSIONS

### Admission Requirements

- The applicant must hold a bachelor’s degree from a regionally-accredited institution of higher education
- The applicant must have a minimum 2.5 overall GPA or 2.5 last 60-hour GPA
- If the applicant has less than a 3.25 last 60-hour GPA, successful scores on the GRE are required and 5 admission points from the admission point chart are required.

GPA	Points Awarded	GRE Verbal	Points Awarded	GRE Quantitative	Points Awarded
3.000-3.249	3	151 +	3	141 +	1
2.750-2.999	2	148-150	2		
2.500-2.749	1	146-147	1		

### Admission Process

#### First:

- Decide the content and grade level of the certification desired.
- Take the state’s Pre-Admission Content Test (PACT) (refer to information below)
- Apply through our [online application](http://www.uttyler.edu/graduate) at <http://www.uttyler.edu/graduate>

#### Then:

- Send all of the following to the Office of Graduate Admissions at the address below:
  - Official transcripts
  - Successful score on the PACT
  - GRE scores if not waived. After your official transcripts have been received and your last 60-hour GPA has been calculated, the GRE will be waived if 3.25 or higher or if you have a previous master’s degree with a GPA of 3.0 or higher

The office of Graduate Admissions, ADM 345  
 The University of Texas at Tyler  
 3900 University Boulevard  
 Tyler, TX 75799

You may also email documents to: [ogs@uttyler.edu](mailto:ogs@uttyler.edu)

#### Finally:

- Complete the Admission Screening Survey.

## **Admission Decision**

Once an applicant has submitted all required application documents and the admission screening survey, two School of Education faculty members rate each survey question. Based on the applicant's responses, based on the rating for each question and overall score is calculated. A set cut score has been set and used as the acceptable admission criteria. Based on all other admission criteria, the faculty members submit individual recommendations for full admission or denial of full admission into the program.

If a student has been approved for full admission to the program, the following steps will be taken:

- The applicant will be sent an offer of admission that must be electronically signed and submitted within 5 business days.
- Along with the offer of admission, the applicant will need to agree and acknowledge to the following:
  - ✓ Criminal Records Statement
  - ✓ Disclosure and Privacy Statement
  - ✓ Certification Statement
  - ✓ Handbook Agreement Form
  - ✓ Code of Ethics and Program Statement
  - ✓ FERPA Consent
- Once completed, you will be fully admitted to the program.
- Upon admission, a letter of admission and degree plan will be sent to the student for electronic signature.
- Pay \$125 School of Education Admission Fee.

## **Pre-Admission Content Test (PACT)**

Information about the Pre-Admission Content Test (PACT), can be found at

<http://www.tx.nesinc.com/Home.aspx>

This exam must be taken and passed prior to the admission deadline. Study materials can be found on the [testing website](#) at

[http://www.tx.nesinc.com/PageView.aspx?f=GEN\\_PreparationMaterials.html](http://www.tx.nesinc.com/PageView.aspx?f=GEN_PreparationMaterials.html).

Look for Test Preparation Resources in the menu or go directly to the [Test Preparation Resources site](#).

## **Basic Skills Exam & GRE Requirements**

The last 60 hours GPA will be determined once all official transcripts have been submitted to the Office of Graduate Admissions.

The basic skills exam requirement is waived if the student hold a bachelor's degree from an accredited institution.

The GRE will be waived if the student's overall GPA or GPA for last 60 hours is 3.25 or higher.

Students with a GPA below 3.25 in their last 60 hours of undergraduate work must take the GRE to meet the GRE requirements.

## PROGRAM REQUIREMENTS

### Curriculum Overview

The curriculum of the M.Ed. in C&I with Initial Teacher Certification will prepare teacher candidates for certification and the teaching profession. Specific education courses are required for teacher certification as determined by the School of Education in cooperation with the Texas Higher Education Coordinating Board (THECB), the Texas Education Agency (TEA), and the State Board for Educator Certification (SBEC). The curriculum for the University of Texas at Tyler's Master of Education in Curriculum and Instruction with initial certification program includes graduate education courses focused on classroom management, the planning and delivery of instruction, assessment, data-driven practices, Texas school policies, literacy across the content areas as well as a course focused on understanding the needs of diverse students. Additionally, students will gain an understanding of critical issues such as dyslexia, mental health, substance abuse, and youth suicide. Students will understand the [Texas Educators' Code of Ethics](#), the [Texas Teacher Standards](#), the [Texas Essential Knowledge and Skills](#) (TEKS), and the [Texas Teacher Evaluation and Support System](#) (T-TESS). As part of their plan of study, GRAD TEACH students are required to complete a one-semester clinical teaching experience under the supervision of a certified Texas teacher. Instead of clinical teaching for one semester, candidates can find a job teaching the subject for which they are preparing and at the grade level for which they are preparing and teach successfully for one full year as the teacher-of-record. The teaching position must be in a TEA-accredited school.

Given the critical need of interns to acquire the knowledge and skills needed to successfully serve as a classroom teacher, The University of Texas at Tyler's GRAD TEACH certification courses will be offered in 7-week sessions during the fall and spring semesters. Specific courses and the plan of study for the summer and fall cohorts can be found in the subsequent pages of this handbook.

### Program Benchmarks for Progress

In order to measure the students' progress toward mastery of the knowledge and skills needed to be a successful teacher, students in the GRAD TEACH certification program will be required to score a minimum of "C" on the program benchmarks. The program benchmarks are the final exam or final project in each of the following 6 required courses:

- |              |   |
|--------------|---|
| 1. EDUC 5315 | School Policy & Texas Students                |
| 2. EDUC 5350 | Classroom Management & Discipline             |
| 3. EDUC 5335 | Models of Teaching & Assessment               |
| 4. EDUC 5316 | Best Practices for Curriculum & Instruction   |
| 5. EDUC 5356 | Diversity & Special Populations               |
| 6. READ 5305 | Teaching Disciplinary Literacy to Adolescents |

Students who fail to show proficiency or mastery of courses' content, by scoring a grade lower than "C" on the course's final evaluation, will be required to complete a remediation module to address gaps in the students' learning.

## Summer 2020 Cohort Plan of Study

Semester	Prefix & Number	Title	Credit Hours
Summer 20	READ 5301	Language Literacy and Culture OR	3
	READ 5302	Issues in Teaching of Literacy	
Fall 20	EDUC 5047	Internship (First Semester)*	0
	EDUC 5335	Classroom Management & Discipline	3
	EDUC 5315	School Policy & Texas Students	3
	EDUC 5372	Models of Teaching & Assessment	3
Spring 21	EDUC 5047	Clinical Teaching ** OR	0
	EDUC 5048	Internship (Second Semester)	0
	EDUC 5316	Best Practices for Curriculum & Instruction	3
	EDUC 5356	Diversity & Special Populations	3
Summer 21	EDUC 5301	Research Methods for the Behavioral Sciences	3
	READ 5305	Teaching Disciplinary Literacy to Adolescents	3
Fall 21	EDUC 5047	Clinical Teaching/Internship Year 1** OR	0
	EDUC 5049	Internship (Year 2)	0
	EDUC 5359	Educational Technology	3
	EDUC 5302	Research Project in Curriculum & Instruction	3
Total Hours:			30

*\*Students completing a full-year internship will register for EDUC 5047 in their first fall semester, EDUC 5048 in the spring, and EDUC 5049 if teaching in the fall of the second year in the program.*

*\*\*Clinical teachers will register for EDUC 5047 in Spring 2021 or Fall 2021, depending on when they are clinical teaching.*

The Fall 2020 and Spring 2021 courses will be 7-week sessions.

According to University Policy: All coursework for the master's degree must be completed within 6 years.

## Fall 2020 Cohort Plan of Study

Semester	Prefix & Number	Title	Credit Hours
Fall 20	EDUC 5047	Internship (First Semester)*	0
	EDUC 5335	Classroom Management & Discipline	3
	EDUC 5315	School Policy & Texas Students	3
	EDUC 5372	Models of Teaching & Assessment	3
Spring 21	EDUC 5047	Clinical Teaching ** OR	0
	EDUC 5048	Internship (Second Semester)	0
	EDUC 5316	Best Practices for Curriculum & Instruction	3
	EDUC 5356	Diversity & Special Populations	3
Summer 21	EDUC 5301	Research Methods for the Behavioral Sciences	3
	READ 5305	Teaching Disciplinary Literacy to Adolescents	3
	READ 5301	Language Literacy and Culture <b>OR</b>	
	READ 5302	Issues in Teaching of Literacy	3
Fall 21	EDUC 5047	Clinical Teaching/Internship Year 1** OR	0
	EDUC 5049	Internship (Year 2)	0
	EDUC 5359	Educational Technology	3
	EDUC 5302	Research Project in Curriculum & Instruction	3
Total Hours:			30

*\*Students completing a full-year internship will register for EDUC 5047 in their first fall semester, EDUC 5048 in the spring, and EDUC 5049 if teaching in the fall of the second year in the program.*

*\*\*Clinical teachers will register for EDUC 5047 in Spring 2021 or Fall 2021, depending on when they are clinical teaching.*

The Fall 2020 and Spring 2021 courses will be 7-week sessions.

According to University Policy: All coursework for the master's degree must be completed within 6 years.

## Spring 2021 Cohort Plan of Study

Semester	Prefix & Number	Title	Credit Hours
Spring 21	EDUC 5047	Internship (First Semester)*	0
	EDUC 5316	Best Practices for Curriculum & Instruction	3
	EDUC 5356	Diversity & Special Populations	3
Summer 21	EDUC 5301	Research Methods for the Behavioral Sciences	3
	READ 5305	Teaching Disciplinary Literacy to Adolescents	3
	READ 5301	Language Literacy and Culture <b>OR</b>	
	READ 5302	Issues in Teaching of Literacy	3
Fall 21	EDUC 5047	Clinical Teaching/Internship Year 1** OR	0
	EDUC 5048	Internship (2 <sup>nd</sup> Semester Teaching)	0
	EDUC 5335	Classroom Management & Discipline	3
	EDUC 5315	School Policy & Texas Students	3
	EDUC 5372	Models of Teaching & Assessment	3
Spring 22	EDUC 5047	Clinical Teaching/Internship Year 1** OR	0
	EDUC 5049	Internship (3 <sup>rd</sup> Semester Teaching)	0
	EDUC 5359	Educational Technology	3
	EDUC 5302	Research Project in Curriculum & Instruction	3

Total Hours: 30

*\*Students completing a full-year internship will register for EDUC 5047 in their first semester, EDUC 5048 the second semester as intern, and EDUC 5049 if teaching in the spring of the second year in the program.*

*\*\*Clinical teachers will register for EDUC 5047 in Fall 2021 or Spring 2022, depending on when they are clinical teaching.*

The Spring 2021 and Fall 2021 courses will be 7-week sessions.

According to University Policy: All coursework for the master's degree must be completed within 6 years.

## Field Experiences

During the early part of the program, 30 clock hours of classroom observation are required. The Office of Clinical Experiences will make the placement based on information provided by the candidate. Out of the 30 hours, 15 hours can be completed virtually. Lesson videos are available on the GRAD TEACH Canvas course for students to complete the virtual observations.

GRAD TEACH students seeking initial teaching certification are required to complete a one-year internship or clinical teaching. Interns (those teaching fulling time) must be under the supervision of a university field supervisor for the entirety of the program. A field supervisor will be assigned to each intern and clinical teacher.

### Internship

#### PLEASE READ CAREFULLY

An internship is a full-time teaching job. Students must be hired by a school district as the teacher of record. An internship is a full school year, with all the responsibilities (and salary) of a teacher. Students are responsible for securing the teaching position in the content area for which they have passed the PACT and have been admitted into the program. Students may **ONLY** teach the chosen (based on the PACT) content area and grade levels **until the end of the program**. Students that complete an internship in their first year and may **NOT** teach other content area or grade levels during the second year. Students who teach the first year will continue to be under the supervision of the university until graduation.

For example, a student was admitted into the program and will start a full-time teaching position in Fall 2020. He was admitted into the program for Math 4-8 certification. He may **ONLY** teach math in any grade in 4<sup>th</sup> through 8<sup>th</sup> grade until he graduates. He may **NOT** teach any other content areas, nor math in any other grade levels. If the student completes the internship in the first year in the program (2020-2021), he may still **ONLY** teach Math 4-8 in the Fall 2021 (2021-2022) given that he is still in the program and will graduate in December 2021.

District innovations have flexibility when hiring teachers and may place teachers outside their certification area for a certain amount of time. **This flexibility does NOT include students enrolled in an initial teacher certification program. You may ONLY teach the content area and grade levels while enrolled in Grad Teach. This is a TEA rule; not a UT Tyler rule!**

During the internship, the university must supervise students (observe you 3 times/semester) until the students complete their degree. The school must assign a mentor teacher to support the interns – which is why Grad Teach students pay between \$1200-\$1700 on field supervision fees (\$1,200 for the first full year, \$500 for each additional semester).

## **Clinical Teaching**

If you don't have a teaching job on the last semester of the program (Fall 2021), we will place you at a school near your home, where you will complete clinical teaching (commonly known as student-teaching) under the supervision of a certified teacher. This is the traditional student teaching – 15 weeks, full-time at the school. You don't have to find a school for student teaching. The university's Clinical experiences office is responsible for placing all student teachers (clinical teachers). There is a \$1,200 supervision fee.

Once admitted to the program, all students, regardless of the path they wish to take to meet the teaching certification requirements, must complete the "Clinical Teaching Application".

All students, including interns and clinical teachers, will be assigned a clinical supervisor. Students are required to complete a supervisor evaluation at the end of each semester.

For additional information about Clinical Teaching and Internships, please contact

Cynthia Sherman, M.Ed.  
Coordinator of Clinical Supervision  
Office: BEP 212  
Phone: 903.566.7012  
Email: [csherman@uttyler.edu](mailto:csherman@uttyler.edu)  
Website: [Field Experience and Clinical Teaching](#)

## TEXAS EXAMINATIONS OF EDUCATOR STANDARDS

### Eligibility to Test Information

All GRAD TEACH students must pass the PACT content exam to be admitted to the program, and the Texas Examinations of Educator Standards (TExES) content and PPR exams once admitted into the program.

### Content TExES

Upon admission into the program, students may take the content exam – same content and grade levels as the PACT – to be eligible for an intern certificate.

In order to receive authorization to register for the TExES content exam, students must earn a score of 85% or higher on each of the sections in a full-length interactive practice content exam.

Submit the results to [certification@uttyler.edu](mailto:certification@uttyler.edu) and Dr. Oliveras at [yoliverasortiz@uttyler.edu](mailto:yoliverasortiz@uttyler.edu).

### Pedagogy and Professional Responsibilities (PPR) EC-12 (160)

Upon successful completion of the first 24 credit hours of the degree plan in Summer 2021, students must take the Pedagogy and Professional Responsibilities (PPR) TExES.

In order to receive authorization to register for the PPR exam, students must earn a score of 85% or higher on each of the sections in a full-length interactive practice content exam.

Submit the results to [certification@uttyler.edu](mailto:certification@uttyler.edu) and Dr. Oliveras at [yoliverasortiz@uttyler.edu](mailto:yoliverasortiz@uttyler.edu).

### TExES Registration Information

1. Complete TExES Test Request Form found on the School of Education Website (see Certification webpages). Email your Test Request Form to [certification@uttyler.edu](mailto:certification@uttyler.edu).
2. Receive approval notification from certification office to test. If you did not receive an approval email, contact the Office of Educator Certification and Accountability at [certification@uttyler.edu](mailto:certification@uttyler.edu).
3. Log onto <https://secure.sbec.state.tx.us/SBECOnline/login.asp> using your TEA ID# & verify your profile information is correct. If incorrect, update and save changes. (Write down your TEA ID# before exiting the website. You will need this information when registering on [www.texas.ets.org](http://www.texas.ets.org))
4. Log onto <http://www.tx.nesinc.com/Home.aspx> and register.
5. Proceed with registration process per instructions.

## Preparing for the TExES

- Class Materials for PPR
- Use the discounted paid resources (240Tutoring.com)
- School of Education Website- TExES Information – Study Materials
- ETS Preparation manual
- Participate in an online TExES preparation session
- Take the interactive practice tests for the content exam and PPR

## Taking the TExES

- ***Print*** Admission Ticket
- Arrive Early! (Late arrivals are not admitted)
- Have **TWO** forms of identification. **The TExES registration bulletin describes "Proper Identification"**.
- Read the Registration Bulletin for any other instructions on what is allowed in the test area and what is not allowed.
  - Leave cell phone in the car! Violation of this rule will lead to dismissal from testing site.
  - Watches are not allowed in the testing center.

## TEXAS TEACHING CERTIFICATES

### Intern

An intern certificate is good for a year. To be eligible for an intern certificate the student must:

1. be admitted into an initial teacher certification program, like GRAD TEACH,
2. pass the TExES content exam for the area in which the student was admitted into the program,
3. have an employment offer as “teacher of record” – teaching the “passed” TExES content area and grade level(s), and
4. submit the “statement of eligibility” to the UT Tyler Certification Office.

The statement of eligibility must be completed and signed by an administrator at the district or school where the student has been offered the teaching position. Once the student has met the requirements and submits the required documents, the Certification Office will recommend the student for a one-year intern certificate.

### Probationary

A probationary certificate is good for a year. To be eligible for a probationary certificate the student must:

1. be admitted into an initial teacher certification program, like GRAD TEACH,
2. pass the TExES content exam for the area in which the student was admitted into the program,
3. **pass the PPR exam,**
4. have an employment offer as “teacher of record” – teaching the “passed” TExES content area and grade level(s), and
5. submit the “statement of eligibility” to the UT Tyler Certification Office.

The statement of eligibility must be completed and signed by an administrator at the district or school where the student has been offered the teaching position. Once the student has met the requirements and submits the required documents, the Certification Office will recommend the student for a one-year probationary certificate.

**A teacher may teach on the one-year certificates (intern and/or probationary) for no more than of 3 years.**

### Standard

The standard certificate is good for # years. To be eligible for a standard teaching certificate the student must:

1. complete all M.Ed. in Curriculum & Instruction requirements,
2. successfully complete the required field experiences (internship or clinical teaching),
3. pass the TExES content and PPR exams, and
4. apply for the standard certificate.

Once the student has met the degree and certification requirements, the UT Tyler Registrar has conferred the degree (generally, about 4 weeks after commencement), and the student submits the required documents, the Certification Office will recommend the student for the standard certificate.

## **CERTIFICATION AND GRADUATION REQUIREMENTS**

### **Certification Requirements**

Starting in Summer 2021, GRAD TEACH students, must attempt the TExES PPR. Remember that to be approved for the TEXES content exam and the PPR, you must score an 85% or higher on each section of the practice exams.

In order for UT Tyler to recommend an application for standard certification, the candidate must pass all TExES exams including the PPR.

### **Graduation Requirements and Process**

- Successful completion of all courses with a "C" or better with an overall GPA of 3.0 or higher.
- Earning a grade of "CR" in Clinical Teaching (EDUC 5047) or Internship (EDUC 5047-4048)
- Complete all required clinical teaching, supervision, and SOE program surveys and evaluations
- Pay and apply for graduation
- Order graduation regalia
- Attend Graduation.

### **After Graduation**

- ✓ Apply for certification when all degree and certification requirements are complete.

## GRAD TEACH POLICIES

### Background Check

In order to receive a Texas teacher certification, the candidate must pass a criminal history background check. If an applicant has been convicted of an offense that is considered not appropriate for a teacher, the applicant could be ineligible to earn this certification from the state of Texas. All applicants have a right to request a criminal history evaluation letter from the Texas Education Agency. The Texas Education Agency currently charges a \$50 fee for this criminal history evaluation.

### Attendance

The University of Texas at Tyler Class Attendance policy can be found on the [Handbook of Operating Procedures](#). Section 3.2.13 indicates that

1. Responsibility for class attendance rests with the student. A student shall make every attempt to notify each instructor in advance, or as soon as possible thereafter, when there is a legitimate (unforeseen or unavoidable) reason for being absent. Instructors shall include a statement in each course syllabus indicating how a student is to make up assignments missed which result from a legitimate absence.
2. The University reserves the right to consider individual cases of nonattendance. In general, students are graded on the basis of intellectual effort and performance. In many cases, class participation is a significant element of performance, and nonattendance can adversely affect a student's grade. Additionally, if an instructor determines that a student has been absent to such a degree as to jeopardize success in the course, the instructor may, with the concurrence of his or her academic dean, inform the student and the Office of the Registrar that the student is to be dropped from the course.

The M.Ed. in C&I with initial teacher certification is an online program. According to the Department of Education, a student is considered in attendance in an online class if the student completes the required work including discussion boards, quizzes, tests and/or other assignments. Logging into the class does not count as being in attendance.

Course instructors must report attendance by Census Date. The specific Census Date for each term can be found online on The University of Texas at Tyler's Academic Calendar. Not being in attendance, will result in the instructor reporting of the student as "not in attendance", which will impact the student's financial aid eligibility.

GRAD TEACH students must regularly attend course to successfully complete all courses according to the individual course syllabus' policies. Students must complete all courses with a minimum of a "C" to be eligible for graduation and certification. Students should refer to the individual course syllabi for grading and attendance policies. Attendance and assignments must meet the evaluation standards as set by the course instructors.

## **Transfer of Credits**

In compliance with the Southern Association of Colleges and Schools and The University of Texas at Tyler graduate policies, credit earned at other regionally accredited colleges or universities may be transferred by students presenting official transcripts describing such credit. Courses are acceptable for transfer at the level at which these courses were classified by the institution granting the credit. Students may transfer up to 6 graduate credit hours. Only courses in which a student has earned a grade equivalent of "C" or better will be acceptable for transfer. The course content must be equivalent to the course where transfer is being sought. Students should work with the education advisor to gain information about transfer of credit. Students seeking credit for other experiences should meet with the School Director for requirements.

All coursework for the master's degree must be completed within 6 years. The date of completion of any transferred credits will start the "clock" for completion of the UT Tyler degree.

## **Military and Prior Teaching Experience**

Applicants with military or prior teaching experience may request credit for experience to substitute for part of the certification program requirements. Prior experience must be directly aligned to the certificate being sought. The experience may substitute a course but will not shorten the degree. All students are required to complete 30 credit hours to complete their Master of Education. Evidence and documentation of experience and how the experience is related to the certificate being sought must be provided. Acceptable documentation includes service records, job descriptions, and performance evaluations. The documentation must support equivalent experience was completed at a proficient level. When the decision to substitute a course for military or prior teaching experience is approved, the student will have the freedom to select elective courses to complete the required 30 credit hours. Decisions to award credit for military or prior teaching experience is made on a case-by-case basis by the Program Coordinator and the Director of the School of Education.

## **Academic Probation & Suspension**

In alignment with the UT Tyler policies found on the UT Tyler Catalog, a student who has an overall GPA below 3.0 at the end of a semester will be on academic probation until the student's overall GPA is at least 3.0. A student who fails to reach a GPA of 3.0 after two semesters on academic probation will be suspended for a semester. Once the student completes the semester suspension, the student must reapply for admission into the program by completing the required documents. Upon readmission, the student has one more semester on academic probation. If the student fails to bring the overall GPA to 3.0 that semester, the student will be dismissed from the program and the university. Student on academic probation or returning after a semester of academic suspension may not register online and must complete and submit all required paperwork to Dr. Oliveras. She will complete her part of the required documents and submit the paperwork on your behalf. Dr. Oliveras will guide you through this process.

## UNIVERSITY POLICIES

### UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

### UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit

[www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### Census Date Policies

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Transient Forms
- Requests to withhold directory information
- Approvals for taking courses as Audit
- Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals (There is no refund for these after the Census Date).
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)

- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid State-Mandated Course Drop Policy

## **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

## **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester.

## **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

## **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

## **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building

unless given permission by University Police, Fire department, or Fire Prevention Services.

## **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

**“Cheating”** includes, but is not limited to:

- copying from another student’s test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”.
- The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

**“Plagiarism”** includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

For information about “**self-plagiarism**”, visit <https://apastyle.apa.org/instructional-aids/avoiding-plagiarism.pdf>

“**Collusion**” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

**All written work that is submitted will be subject to review by plagiarism software.**