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Aquinas College School of Education Handbook

Introduction

Welcome to the Aquinas College School of Education. The faculty and staff join me in a sincere effort to make a difference in the lives of our students and those they will affect upon graduation. We are continually striving to provide all of the tools necessary for educators to achieve success in the classrooms of today and tomorrow. In an effort to better serve our students we have designed this handbook to assist you as you plan your education coursework for your certification program. Use it to keep a record of your progress so that you will know what you have completed and what you have left to complete. Together with your Aquinas College undergraduate catalog and meetings with an education advisor in the School of Education, you will have the resources you need to guide you through your certification program.

V. James Garofalo, Ph.D., Dean, School of Education

This Aquinas College School of Education Handbook includes information on our teacher certification programs, requirements, rules, regulations, and expectations. Failure to read this handbook does not excuse students from the requirements and regulations described herein. The Michigan Department of Education and the Federal Legislature continuously review and revise all academic and education programs. Because of this, the Aquinas College School of Education frequently has to change, modify or amend the stated requirements and/or courses for certification in its sole discretion without prior notice. Any changes affecting certification will be shared with candidates during individual advising sessions with an education (not faculty) advisor in the School of Education.

Education requirements vary depending on certification level (i.e. elementary or secondary) and the candidate's academic major and minor. In addition to the valuable information regarding certification requirements, students should also note the following:

All Education Students:

All education students are required to meet with an education advisor in the School of Education during the semester they are enrolled in EN 201, Introduction to Education. Students will be given a copy of an advising contract, signed by both the student and advisor, listing all courses necessary for their certification program. Students will register this signed contract with their EN 201 seminar leader. This advising appointment is mandatory and must be completed prior to receiving a grade in EN 201. The School of Education offices are located in Browne Center, and our phone number is (616) 459-8281, ext. 5400.

Transfer Students:

Transfer students seeking certification are required to meet with an education advisor in the School of Education to evaluate past education coursework and to plan the appropriate course of study during their first semester at Aquinas College.

All previous education coursework must have been completed within the last seven years prior to enrollment in EN 201 at Aquinas College in order to be considered for acceptance toward certification requirements. A maximum of 9 credits of comparable education coursework may be applied toward the elementary or secondary education requirements.

Returning Students:

Students who have "stepped out" of the Aquinas College education program for more than one academic year and wish to return will be required to comply with any and all changes in the certification program. In addition, returning students should note that education coursework beyond seven years old will no longer be applied toward certification requirements. Returning students must meet with an education advisor in the School of Education prior to re-enrolling in the education program.

General Policies & Procedures

Student Records & Privacy

The Family Rights and Privacy Act of 1974 is a federal law which states that a written institutional policy must be established and that a statement of adopted procedure covering the privacy rights of students must be available. The purpose of the law is to require institutions to maintain the confidentiality of student education records. The Aquinas College School of Education conforms with the requirements of the law. Faculty and staff may not discuss anything concerning a student (grades, activities, etc.) with parents, guardians or other persons without written permission from the student. Students wishing to give approval to faculty or staff in the Aquinas College School of Education to discuss their academic requirements, performance and other issues pertaining to their certification program with a designated person should contact an education advisor and make arrangements to sign a release form.

The No Child Left Behind (NCLB) Act of 2001

NCLB requires that all teachers of core academic subjects meet the definition of a “highly qualified” teacher. In order to be considered highly qualified, a teacher must have full state certification and must have passed a rigorous state test in the subjects in which they are endorsed and may be assigned to teach.

A candidate currently enrolled in the teacher preparation program at Aquinas College will meet the above definition of highly qualified if the candidate:

- completes all requirements of the Aquinas College certification program, including all coursework and Bachelor’s degree requirements;
- takes and passes the required Michigan Test for Teacher Certification (MTTC) subject area tests; and
- obtains a teaching position for which the candidate is appropriately certified.

If a candidate does not pass all required subject area tests, or if a candidate accepts a teaching position for which he or she is not appropriately certified, the candidate will not meet the definition of a highly qualified teacher.

For further information on NCLB, please contact the Certification Officer at (616) 632-2436.

Requirements for teacher certification in Michigan through Aquinas College

All certification candidates must successfully complete the following:

- A bachelor’s degree from an approved teacher preparatory institution. Students completing their bachelor’s degree at Aquinas College must fulfill all general education requirements.
- A major in an approved area.
- A minor of at least twenty-four (24) semester hours in an approved area. (Elementary candidates have the option of completing a triple minor in lieu of a major and a minor. This will result in a Bachelor of Arts in General Education.)
- Passing scores on the Michigan Tests for Teacher Certification (MTTC), including the Michigan Basic Skills Test and appropriate subject area tests.
- A student must have a cumulative grade point average of 2.5 before enrolling in any education class. A minimum cumulative grade point average of 2.5 must be maintained in order to continue taking education courses. A grade of “C” or above must be earned in all major, minor and education classes.

- Successful completion of Directed Student Teaching.
- The Aquinas College School of Education must recommend students to the Michigan Department of Education for teacher certification. Recommendations are based on successful academic and field work performance.
- Students must pay a teacher certification fee to the Michigan Department of Education prior to receiving their initial provisional teaching certificate.

Criminal Background Checks

Because criminal convictions are likely to affect teacher certification by the Michigan Department of Education, the Aquinas College School of Education requires that all candidates seeking certification must complete and sign the following statements upon entrance into the program, on the applications for Directed Student Teaching and prior to certification.

Pursuant to Public Act 68 of 1993 and Public Act 83 of 1995, please check the following as it pertains to you:

1. Have you ever been “convicted of” or pled “no contest” to a misdemeanor? Yes_____ No _____
2. Have you ever been “convicted of” or pled “no contest” to a misdemeanor involving a minor, other than yourself? (ie: providing alcohol to a minor) Yes_____ No _____
3. Have you ever been “convicted of” or pled “no contest” to a felony? Yes_____ No _____
4. Have you ever had an application for a teaching credential in Michigan or any other jurisdiction denied? Yes_____ No_____
5. Have you ever had a teaching credential issued in Michigan or in any other jurisdiction suspended, denied, revoked, nullified or otherwise invalidated? Yes_____ No_____

Students who answer “YES” to the questions on the School of Education Student Criminal Record Information form will not be eligible to complete any field placement until additional documentation required by the School of Education has been submitted. This documentation includes official court records, a narrative explaining the circumstances and corrective measures taken, and at least two letters of reference supporting the character of the student including a reference to the incident reported. This information will be reviewed and submitted to a special committee in the School of Education for final determination regarding the student’s future in the Aquinas College teacher certification program.

Falsification of records may result in immediate dismissal from the education program.

Declaration of Major and Minor

Students are encouraged to submit a declaration of the major and minor form by the end of their freshman year or the first semester of their sophomore year. Students are assigned faculty advisors based on their chosen major. It is extremely beneficial for a student to begin advising with a faculty member from their chosen major as early as possible. A student may make changes in their declared major or minor at any time by filing a revised declaration form. The student will then be reassigned to a faculty advisor in the new major. Declaration or major/minor forms are available in the Advising/Registrar Center or the School of Education. The declaration of major and minor form is also available online at:

http://www.aquinas.edu/schedule/Major_Minor_Declaration_WEB.pdf

Advising

Certification requirements for elementary and secondary students

Beginning with the fall semester, 2003, all students enrolled in EN 201, Introduction to Education, are required to meet with an education advisor in the School of Education. Students will be given a copy of an advising contract, signed by both the student and advisor, listing all courses necessary for their certification program. Students will register this signed contract with their EN 201 seminar leader.

This advising appointment is mandatory and must be completed prior to receiving a grade in EN 201. The purpose of this meeting is to provide the student with an academic plan listing the required courses for their certification. Appropriate majors and minors will be discussed at this meeting. This contract will serve as an approved plan and should be shared with the faculty advisors when registering for courses. The School of Education offices are located in Browne Center. The phone numbers are: (616) 459-8281, ext. 5400 or toll free 1 (888) 329-2748.

Major and General Education Program Requirements

While students may declare a major at any time during their freshman year, students must declare one by the time they have accumulated 30 semester hours toward a degree, which will occur during their sophomore year. Upon declaring a major, undergraduate students will be assigned to a faculty advisor in the major. The faculty advisor is responsible for guiding the student through all general education and academic major requirements. It is *not their responsibility* to advise students regarding certification or minor requirements outside of their subject area.. Students must meet with their assigned faculty advisor each semester in order to register for classes for the following semester.

Minor requirements:

Students should meet with a faculty advisor in their chosen minor to verify they are taking the appropriate coursework. All minors for certification require a minimum of 24 credits.

The following minors are offered through the Aquinas College School of Education for certification purposes only: Early Childhood, English as a Second Language, Language Arts, Reading, Social Studies. Students pursuing any of these 5 minors should review the requirements with an education advisor in the School of Education.

Application for Degree

All students seeking a bachelor's degree from Aquinas College are required to submit an application for degree at the beginning of the semester prior to graduation. The Application for Degree forms are available in the Advising/Registrar Center or the School of Education. The application for degree is also available online at:

http://www.aquinas.edu/schedule/App_for_Degree_WEB.pdf

Portfolios

The Aquinas College School of Education is moving toward production of electronic portfolios with online review and assessment. The tool we are implementing to accomplish this is through an online subscription to LiveText™. Students can visit the web sight at: <http://college.livetext.com>. For more information or a demonstration of LiveText™ contact Tim Bennett in the School of Education at 632-2446.

Education candidates should continually build an education portfolio. This process starts with your first education class and should be completed at the end of your Directed Student Teaching. Items to include (but not limited to): resume, letters of recommendation, transcripts, awards, honors, newspaper clippings. Detailed lesson plans and unit plans with pictures and/or student samples will evolve during course work and the directed student teaching experience. A completed portfolio will be required as part of the exit interview after successfully completing the directed student teaching placement.

Field Placement Experiences

Field placements provide invaluable experience for the student and they also provide the Aquinas College School of Education with professional assessments of the student performance in the field. Recommendations for certification are based not only on academic and classroom performance but also on successful work in field placements. This includes, but is not limited to, professional attitudes and actions with cooperating teachers, supervisors and students encountered in pre-k thru grade 12 classroom settings. All improprieties will be documented in a “Concern Form” and some improprieties may result in immediate dismissal from the education program. All assessments are taken into consideration when a recommendation for teacher certification is to be made.

Many, if not most, of the education classes are offered in the evening but will require a “**DAYTIME**” field placement (field component.) It is the intent of the Aquinas College School of Education to give students a global perspective of education systems. Students will have experiences in a variety of settings; public, private, urban, suburban and rural school districts. The School of Education has a placement policy denying placements in a school setting where the student has formerly attended or is either employed, has a spouse or other family member employed, or where their children attend.

Additionally, students should not expect to be placed in the same school for their Directed Student Teaching placement where they have completed their EN 201, Introduction to Education, or the Application of Learning Theories for Classroom Teachers, either EN 406 or EN 408.

Please Note:

Students should keep a record of all field placements as they progress through the certification program. Special notation should be made of the course number, the placement (school and district), cooperating teacher, the grade and subject area. This information will be requested on the Directed Student Teaching Pre-Application.

Field Placement Policies for EN 201, Introduction to Education

Placement Purpose

The purpose of field placements in the EN201 program is to give the Introduction to Education student an opportunity to observe and experience teaching in the real life context of today’s classrooms with the guidance of a cooperating in-service teacher and the benefit of feedback from an experienced external observer. This is an opportunity for you to experience the classroom as a teacher and decide if this is what you would like to further pursue as a profession. It provides us with an opportunity to see you work with children and provide guidance for your future preparation to attain a teaching certificate.

Placement Procedure

The Director of the Introduction to Education program arranges ALL placements.

Whenever possible, placements are set up to accommodate the student's requests in terms of location (see below), days and times, grade level, and content area preferences. Suggestions by the student for a specific placement will be considered as long as it does not violate the stated requirements and limitations for placements in this program. **Do not contact teachers or principals to arrange your own placement.** This will result in an automatic cancellation of that placement. This is done formally through the Aquinas College School of Education.

Students will be notified of their placement by phone and/or in writing and you are *required* to call the contact person indicated to establish exactly when to arrive at the placement. No placements will be made until the student has submitted **all** of the required paper work: a Pre-Placement Information form, a Student Information for Cooperating Teachers form, a Student Criminal Record Information form, and documented negative TB test results. Placements are typically made within the first four weeks of the beginning of the semester.

Placement Policies

Students **will not** be placed in the same buildings where they formerly attended school. Students **will not** be placed in buildings where relatives are working or attending. Students **cannot** in any way be paid for the time they are working in the placement. School employees will need to work in classrooms during non-paid times, make up the time in some other way, or have pay deducted for that time.

Field placements for EN 201, Introduction to Education, will be limited to public and private schools in the Kent Intermediate School District: Byron Center, Caledonia, Cedar Springs, Comstock Park, East Grand Rapids, Forest Hills, Godfrey-Lee, Godwin Heights, Grand Rapids, Grandville, Kelloggsville, Kenowa Hills, Kent City, Kentwood, Lowell, Northview, Rockford, Sparta, Thornapple-Kellogg and Wyoming.

Students who answer "YES" to any one of questions 1 through 6 on the Education Student Criminal Record Information form will not be placed until additional documentation required by the School of Education has been submitted.

In the case of a student currently serving probation or other court ordered sentencing, the student will be asked if permission is given to inform the principal at the placement of the situation. If the student refuses to give permission, they will either not be placed or they will be removed from an existing placement. If permission is given, the placement school will be informed and the school will have the decision as whether to continue the placement or not.

Student teaching assignments will **not** be in the same location as the EN 201 placement.

*Students are **not** to arrange their own placements.*

Students are **not** to access their placements until they have been notified by the Director to do so, have contacted the cooperating teacher, and have received the packet of information to give to the cooperating teacher. The packet will include a formal Placement Notification form, Student Information for Cooperating Teachers, a letter of introduction, a copy of the Field Evaluation Checklist, and Guidelines for Classroom Cooperating Teachers.

Field Supervisors

Experienced field supervisors will be assigned for each student's placement in EN 201. Field supervisors are required to visit the student at least four times during the length of the placement and observe the student actively working in the class for an average of 30 to 45 minutes. It is expected that the field supervisors will give feedback to the students as soon as possible and turn in a written account of the observation to the Director after the debriefing.

Certification Process

The final certification process begins with successful completion of Directed Student Teaching. Once the student has successfully completed all certification program requirements and their exit interview with the Director of Student Teaching or the School of Education designee, the final certification process begins. Students will be issued a 90 day letter from the Certification Officer in the School of Education. This letter can be used in the interviewing process showing the student has completed a certification program.

A roster of qualified names for certification are sent to the Michigan Department of Education (MDOE) in group format several times a year. The (MDOE) will send a bill for certification to the teacher candidate for final certification. Once the bill is paid to the State Department of Education, the certificate will be sent directly to the teacher candidate.

For updated information regarding certification/program changes please go to following link:

<http://www.aquinas.edu/education/updates.html>

Provisional Certificate (Initial)

This certificate is granted by the Michigan Department of Education following the recommendation of the Aquinas College School of Education upon completion of all of your teacher certification requirements and the payment of the Provisional Certificate fee. The certificate is valid for 5 ½ to 6 years depending on when the certificate is requested. The expiration date of a Michigan teaching certificate is June 30 regardless of when it is issued.

"Provisional Certification" fee of \$125.00 is payable to the Michigan Department of Education. This is due upon receipt of a bill following recommendation by Aquinas College. Certification is not complete until this fee has been paid.

"What do I have to do to keep my certificate valid?"

The provisional certificate may be renewed for three years by completing 10 credit hours in an 18-hour planned program (which must be approved by and carried out with a teacher preparatory institution in the State of Michigan.) The courses must be approved prior to enrolling in the courses. The provisional certificate may be renewed for an additional three years by completing the entire 18 hours of a student's 18-hour planned program (or an approved Master's degree).

Professional Certificate

This certificate is granted after you have successfully taught for three years (at the level and in the disciplines for which you are certified) and have completed the 18-hour planned program or earned an approved Master's degree. (450 days of teaching equals three years. No more than 150 days may be counted in any one year. Subbing counts! The three years of successful "teaching experience" does not begin to accumulate until after the provisional certificate has been granted.)

The Professional Certificate is valid for five years. It can be renewed for an additional five years by earning six semester hours of academic credit from an approved institution or the equivalent in continuing education units (18 CEU's) approved by the State Board after the issuance of the professional certificate.

Professional certificate holders must continue to renew their certificate in this manner every five years throughout their teaching career. Extra credit hours earned during a five year validity span may not be carried over to be used for a future renewal.

"Professional Certification" fee of \$125.00 is payable to the Michigan Department of Education. (Due upon receipt of bill)

Computer Skills

The Michigan Department of Education Seventh Entry-Level Standard states that upon completion of an approved teacher preparation program in Michigan, a person recommended for the Michigan Provisional Certificate should have:

An ability to use information age learning and technology operations and concepts to enhance learning and personal/professional productivity, including the understanding and ability to:

- a. *Demonstrate an understanding of, and continued growth in, information age learning and technology operations and concepts;*
- b. *Plan and design effective technology-enhanced learning environments and experiences aligned with the State Board's policy on learning expectations for Michigan students and the Michigan Curriculum Framework for all students;*
- c. *Implement curriculum plans that include technology-enhanced methods and strategies to maximize student learning;*
- d. *Apply technology to facilitate a variety of effective assessment and evaluation strategies;*
- e. *Use technology to enhance professional development, practice, and productivity; and*
- f. *Understand the equity, ethical, legal, social, physical, and psychological issues surrounding the use of technology in P-12 schools and apply that understanding in practice.*

Students who are unable to demonstrate their ability to and understanding of any of these objectives should consider taking EN330 Technology in Education.

School of Education Policy on Incomplete and No Credit Grades in Education Classes

Incomplete grades, given only at the discretion of the instructor of record, must be made up within eight calendar weeks from the end of the course.

One extension of five additional weeks may be requested by the student and granted by the instructor if extenuating circumstances warrant it. Requests must be made in writing one week before the end of the incomplete grade period in order to be considered.

All incomplete grades will become "No Credit" grades at the end of the normal eight week period (or 13 week period with an extension), if the required work has not been turned in **and** accepted by the instructor as satisfactorily meeting expected standards.

A grade of "No Credit" cannot be changed.

School of Education Procedures for Granting Incomplete Grades in Education Classes

Incomplete grades may be given **only** at the discretion of the instructor of record.

Refer to the SOE Policy Regarding "Incomplete" and "No Credit" grades. If an instructor finds it appropriate to grant an Incomplete grade to a student, this process should be followed:

- ✓ It is the instructor's responsibility to advise the student of the **SOE Policy Regarding "Incomplete" and "No Credit" Grades** and the appropriate procedures and paperwork involved.

- ✓ Complete the **SOE Faculty Record of Incomplete Grade** form.
- ✓ The instructor should keep the original for his or her records. Copies should be given to the SOE main office and to the student.
- ✓ When the work is completed, the instructor should complete the bottom portion of the form on his or her original and provide an updated copy to the SOE main office.
- ✓ If the outstanding work is completed within the agreed upon time frame and is acceptable to the instructor, the process is complete when the student's grade is changed.
- ✓ When the outstanding work is completed and a regular grade can be given, the instructor should complete a **grade change** form. This form may be obtained from the SOE main office or from the Registrar's Office. A copy of the completed grade change form should be given to the SOE main office. The completed form must be filed with the Registrar's Office. The instructor should keep a copy for him or herself.
- ✓ If the work is not completed within *eight calendar weeks from the end of the course*, the instructor **MAY** grant a one-time extension.
 - An extension **MAY** be granted by the instructor **IF** extenuating circumstances warrant it.
 - If an extension is desired, the student must request it in writing no later than one week before the end of the Incomplete grade period.
 - Upon request, the instructor should provide the student with the **Grade Extension Request Form**
 - If the student submits the Grade Extension Request Form in a timely manner, and the instructor feels the student is justified in requesting an extension, a one-time extension of five additional weeks may be granted.
 - If an extension is granted, the instructor should make appropriate changes to the Faculty Record of Incomplete Grade form on his or her original and with the SOE main office (i.e. change the date remaining work is to be completed.)
 - Once the completed work is received, the instructor should follow the grade change procedure as outlined above.
- ✓ If the outstanding work is not turned in and accepted by the instructor by the end of the eight week period (or 13 week period if an extension is granted), the Incomplete grade will become a "No Credit" grade.
- ✓ A grade of "No Credit" cannot be changed and the course, if required, must be repeated.

School of Education Concern Forms

The Aquinas College School of Education must recommend students to the Michigan Department of Education for teacher certification. Recommendations are based on successful academic and field work performance. Concerns raised in either of these areas are required to be documented in a written format. The School of Education has established the following procedure for documentation:

AQUINAS COLLEGE SCHOOL OF EDUCATION
CONCERN FORM PROCEDURE

1. Anyone having a concern that is serious enough to suggest that a School of Education student not be allowed to continue towards certification will fill out the front page of an official concern form.
2. A meeting between the person raising the concern, the student and a third party (usually a member of the Student Concerns Committee) is scheduled. Copies of the concern form and any supporting documents pertinent to the problem should be forwarded to the student and the third party prior to the meeting.
3. At the meeting, a facilitated discussion of the problem needs to result in the identification and recording of one or more objectives on the back of the concern form. Target dates for completion of the objectives are recommended and all present at the meeting sign by each of the objectives verifying agreement.
4. Copies of the objectives are given to everyone present at the meeting. Additional copies go to the student's file in the School of Education offices and the chair of the Student Concerns Committee for follow up.
5. The Student Concerns Committee is responsible for following up on the objectives and documenting when they are completed.
6. When objectives are completed, the Student Concerns Committee makes sure it is noted on the original concern form with a date of completion and initials of the committee member recording it. This original document is then filed in the student's file in the SOE office.

A confirmation letter to the student is generated and copies are sent to the person raising the concern and the Chair of the Student Concerns Committee.

7. If objectives are not met after a reasonable amount of time, a letter is generated and sent to the student for a response. Copies of this letter also go to the person raising the concern, the student's file, and a copy is retained by the Student Concerns Committee.

After this it is the student's responsibility to complete the objectives or let the problem remain unresolved and recorded in his or her file as "objectives not met".

Areas of Concern are focused on, but not limited to, the following:

A. Language skills

- 1. oral expression
- 2. written expression
- 3. reading skills
- 4. Other

B. Professional Relationships

- 1. student-faculty
- 2. student peer
- 3. student - pupil/client
- 4. student – field personnel
- 5. other

C. Professional Responsibilities/Ethics

- 1. meeting obligations
- 2. student advocacy
- 3. ethical behavior
- 4. other

D. Professional Competency

- 1. knowledge
- 2. skills
- 3. clinical experience
- 4. other

Completed concern forms are confidential and will become a part of the student file in the School of Education and will be distributed as follows:

- One copy to faculty and/or advisor initiating the conference
- One copy retained in the student's file at the School of Education

- One copy to the student

Continued concerns or failure to meet objectives may result in:

- Restrictions or exclusions from course enrollment
- Participation restrictions or exclusions
- Recommendation for dismissal

Dismissal from the School of Education

The Aquinas College School of Education recommends students for certification to the Michigan Department of Education. Recommendations are given based on assessments of the student's academic record and performance in the program including class time and field placements. Any concerns that have been recorded regarding a student's performance will negatively impact the recommendation. Serious documented concerns may result in immediate dismissal from the School of Education.

Registration

Traditional age and continuing education students should register for classes as soon as they are eligible. Please refer to registration dates and instructions posted in the semester class schedules.

Traditional age undergraduate students who have been assigned to a faculty advisor are required to meet with the faculty advisor to select courses and discuss progress toward degree completion. The faculty advisor will sign the registration card and the student will submit the *signed* registration card to the Registrar/Academic Advising Office according to the dates listed in the semester class schedule. The faculty advisor must also **SIGN CHANGES** in your schedule prior to the start of class.

Continuing education students should contact the Registrar/Academic Advising Center located in Hruby Hall room 30 for appropriate registration instructions.

Students wishing to enroll in more than 19 credit hours in a semester will need permission from the Registrar.

Please note that faculty advisors are not education advisors. Students with questions regarding their education coursework should contact the School of Education office and talk to an education advisor.

Drop/Add

Students should refer to the instructions printed in the semester schedules regarding changes in their registration.

No-Show Policy (effective Spring semester 2004)

"Students who do not officially drop a class within the initial 10th business day add/drop period because of non-attendance and are administratively dropped from a class, will be assessed a fee of \$150.00 per class. For students officially dropping a class, either before the class starts or within the first two weeks of the class, there will be no charge."

Wait Lists

When classes are full, students will have the option to be added to a wait list. The School of Education continually monitors all wait lists for education classes. Wait listed students will be added to classes as openings permit. Many of the education classes are cross-listed with undergraduate, continuing education and graduate students. Students will be added in chronological order according to their registration date for the wait listed class.

It is assumed that all wait listed student wish to be enrolled in the course. If added, it will be the student's responsibility to pay for the course or drop the course prior to the start of the class. **It is the student's responsibility to remove their name from any wait listed class that they are no longer interested in enrolling.** Please refer to "Registration" and "Accounts Receivable Hold" sections for further barriers to adding wait listed classes.

Student Accounts Information and Accounts Receivable (AR) Hold

Tuition and fees payment is due in full by the first day of each semester unless the student has applied and paid for the "Multiple Payment" or "Employer Reimbursement" plans. Unpaid accounts will receive an Accounts Receivable (AR) Hold, barring further registration until charges are paid in full. These accounts include tuition, fees, parking violations, library fines, etc. An AR Hold will result in the application of interest charges of 1% per month. Students with an AR Hold must contact the Students Accounts Office at (616) 459-8281, ext. 5120 or go to the Students Accounts Office in Hruby Hall, room 30 to make arrangements to pay any outstanding amount. Once the student has taken care of the AR Hold, it is their responsibility to notify the person holding their registration card to finalize the registration process.

Education Requirements

Elementary Teacher Certification

**State requirements are currently under review and may be changed after publication of this handbook.

Please note: Students may not double count coursework toward the major, minor and education requirements.

Elementary certification at Aquinas College requires successful completion of a minimum of 45 credits in education coursework. Elementary candidates must pass the MTTC test in "Elementary Education" in order to be certified. Elementary candidates must also pass the subject area tests in their major and minor(s) in order to be certified to teach in those subjects in grades sixth, seventh and eighth. Elementary candidates have the option of waiving the subject area tests in their major and minor(s). Students considering this must discuss this option with an **education advisor** in the School of Education.

Michigan elementary provisional certification allows the holder to teach: all subjects in kindergarten through fifth grade; sixth, seventh, and eighth grade in a self contained classroom. Elementary candidates will also be certified to teach sixth, seventh, and eighth grade in the major and minor(s) only (with passing MTTC test scores.) Students seeking an approved K-12 major may teach the subject area in kindergarten through grade twelve.

Please consult with your education advisor regarding the marketability of the following majors and minors marked with an asterisk (*). Majors and minors marked with an asterisk are not considered substantive and cannot be combined for certification.

Majors & Minors - Elementary Certification

Majors require between 32 and 75 credits, depending on the subject area. Minors require a minimum of 24 credits. Early Childhood Education cannot be used for certification with a major or minor marked with an asterisk. Students must select substantive subject areas to combine with this minor.

Please note: The Michigan Department of Education is discontinuing and phasing out subject areas as noted below. It is imperative that students who have begun work in these areas schedule an appointment with an "education" advisor in the School of Education as soon as possible. For updated information regarding changes please go to following link: <http://www.aquinas.edu/education/updates.html>

MAJORS

Art (K-12) (phasing out)+
Computer Science
Conductive Education (see POHI)
English
French (K-12)
Geography
German (K-12)
Health, Phys Ed & Recreation (changes pending)++
History
Language Arts
Learning Disabilities (K-12)
Mathematics
Music (changes pending)+++
POHI
Political Science
Psychology*
Science (Group) (phasing out)++++
Social Studies
Sociology*
Spanish (K-12)

- + Art major: students must complete current program by June 2006 and pass the MTTC Art Education test by July 2007.
- ++ Health, Phys Ed & Recreation - Students should contact an education advisor for more details.
- +++ Music: program changes pending. Students should contact an education advisor for more details.
- ++++ Science (Group): students must complete current program by June 2007 and pass the MTTC test in Science by July 2008.

MINORS

Bilingual Spanish
Computer Science
Early Childhood Education
Economics*
English
English as a Second Language (ESL) (K-12)
Geography
Health, Phys Ed & Recreation (changes pending)++
History
Language Arts
Mathematics
Music (changes pending)+++
Political Science
Psychology*
Reading
Social Studies
Sociology*
Speech

1. Courses: Elementary Certification

The following minimum requirements, along with successful completion of a certifiable major and minor, or triple minor, and passing scores on each subject area test must be met for elementary certification.

- EN 201 Introduction of Education (3)
- EN 302* Educational Psychology (3)
or EN 304* Human Growth and Development (3)
* depending on major or minor
- EN 406 Application of Learning Theories for Elementary Classroom Teachers (3)
- EN 456 Multicultural Issues in Education (3)
or EN 461 Inclusion (3)
- EN 411 History of Modern Education (3)
or EN 415 Philosophy of Education (3)
- MS 260 Mathematics for Elementary and Middle School Teachers (3)
- MS 261 Mathematics for Elementary and Middle School Teachers (3)
- MS 271 Mathematics Methods for Elementary and Middle School Teachers (3)
- EN 444 Teaching Reading and Language Arts (3)
- EN 442 Informal Reading Assessment and Classroom Practices (3)
- EN ____ Education method elective (3)**
- EN 495 Directed Student Teaching, Elementary School (12)

**Education method elective chosen from:

EN 275, EN 285, EN 300, EN 320, EN 321, EN 330, EN 331, EN 372, EN 390, EN 391,

EN 431, EN 441, EN 450, EN 451, EN 456, EN 457, EN 460, EN 461 EN 493

Note: Students may not double count EN 456 or EN 461 for both an education requirement and an education method elective. Please consult with your education advisor when selecting an education method elective.

Current education department course descriptions can be found at
<http://www.aquinas.edu/education/courses.html>

Art majors should consult with the Art Department for appropriate art method electives.

English majors and minors are strongly encouraged to take EN 400 or EN 460 as the method elective depending on desired certification level.

Foreign Language majors are required to take FH or GN or SH 496 as the method elective for elementary certification. Students will also be required to take FH or GN or SH 497 for the K-12 certification in foreign language.

Health, Physical Education and Recreation majors may use HE 358 for education method elective. Consult with a School of Education advisor regarding appropriate registration for Directed Student Teaching.

Science (Group) majors are required to take EN 275 as the method elective.

2. Courses: Elementary Certification with a Reading Minor (Elem)

The following minimum requirements, along with successful completion of a certifiable major or two additional minors and passing scores on each subject area test, must be met for elementary certification. For more detailed information on the Reading minor requirements refer to the “School of Education Majors and Minors” section.

- EN 201 Introduction of Education (3)
- EN 302* Educational Psychology (3)
or EN 304* Human Growth and Development (3)
* depending on major or minor
- EN 406 Application of Learning Theories for Elementary Classroom Teachers (3)
- EN 456 Multicultural Issues in Education (3)
or EN 461 Inclusion (3)
- EN 411 History of Modern Education (3)
or EN 415 Philosophy of Education (3)
- MS 260 Mathematics for Elementary and Middle School Teachers (3)
- MS 261 Mathematics for Elementary and Middle School Teachers (3)
- MS 271 Mathematics Methods for Elementary and Middle School Teachers (3)
- EN ___ Education method elective (3)**
- EN ___ Education method elective (3)**
- EN ___ Education method elective (3)**
- EN 495 Directed Student Teaching, Elementary School (12)

**Education method electives chosen from:

EN 275, EN 285, EN 300, EN 320, EN 321, EN 330, EN 331, EN 372, EN 390, EN 391,
EN 431, EN 441, EN 450, EN 451, EN 456, EN 457, EN 460, EN 461, EN 493

Note: Students may not double count EN 456 or EN 461 for both an education requirement and an education method elective. Please consult with your education advisor when selecting an education method elective.

Current education department course descriptions can be found at <http://www.aquinas.edu/education/courses.html>

Art majors should consult with the Art Department for appropriate art method electives.

English majors and minors are strongly encouraged to take EN 400 or EN 460 as the method elective depending on desired certification level.

Foreign Language majors are required to take FH or GN or SH 496 as the method elective for elementary certification. Students will also be required to take FH or GN or SH 497 for the K-12 certification in foreign language.

Health, Physical Education and Recreation majors may use HE 358 for education method elective.

Science (Group) majors are required to take EN 275 as the method elective.

Secondary Teacher Certification

**State requirements are currently under review and may be changed after publication of this handbook.

Please note: Students may not double count coursework toward the major, minor and education requirements.

Secondary certification at Aquinas College requires successful completion of a minimum of 39 credits in education coursework. Secondary candidates must pass both MTTC subject area tests in their major and minor (or double major) in order to be certified.

Michigan Secondary Provisional Certification allows the holder to teach in his or her major(s) and minor only in grades seven through twelve. Students seeking an approved K-12 major may teach the subject area in kindergarten through grade twelve.

Students are encouraged to consider the marketability of the majors and minors marked with an asterisk (*).

Majors & Minors - Secondary Certification

Majors require between 32 and 75 credits, depending on the subject area. Minors require a minimum of 24 credits.

Please note: The Michigan Department of Education is discontinuing and phasing out subject areas as noted below. It is imperative that students who have begun work in these areas schedule an appointment with an “education” advisor in the School of Education as soon as possible. For updated information regarding changes please go to following link: <http://www.aquinas.edu/education/updates.html>

MAJORS

Art (K-12) (changes pending)+
Biology
Chemistry
Computer Science
Economics
English
French (K-12)
Geography*

MINORS

Bilingual Spanish
Biology
Chemistry
Computer Science
Economics
English
English as a Second Language K-12 (ESL)
Geography*

German (K-12) pending)++	Health, Phys. Educ. & Recreation (changes
Health, Phys.Educ. & Recreation (K-12) (changes pending)++	History
History	Mathematics
Learning Disabilities K-12	Music (changes pending)+++
Mathematics	Physics
Music (K-12) (changes pending)+++	Political Science
Political Science	Psychology*
Psychology*	Reading
Sociology*	Sociology*
Spanish (K-12)	Speech
Speech	

+ Art major: students must complete current program by June 2006 and pass the MTTC Art Education test by July 2007.

++ Health, Phys Ed & Recreation - Students should contact an education advisor for more details.

+++ Music: program changes pending. Students should contact an education advisor for more details.

1. Courses: Secondary Certification

The following minimum requirements, along with completion of certifiable major(s) and minor and passing scores on each subject area test, must be met for secondary certification.

- EN 201 Introduction of Education (3)
- EN 302* Educational Psychology (3)
or EN 304* Human Growth and Development (3)
* depending on major or minor
- EN 408 Application of Learning Theories for Secondary Classroom Teachers (3)
- EN 456 Multicultural Issues in Education (3)
or EN 461 Inclusion (3)
- EN 411 History of Modern Education (3)
or EN 415 Philosophy of Education (3)
- EN 453 Methods of Secondary Education (3)
- EN 454 Content Area Literacy (3)
- EN ___ Education method elective (3)**
- EN ___ Education method elective (3)**
- EN 498 Directed Student Teaching, Secondary School (12)

**Education method electives chosen from:

EN 300, EN 330, EN 331, EN 390, EN 391, EN 400, EN 450, EN 451, EN 456, EN 457,
EN 460, EN 461, EN 493, MS 375

Note: Students may not double count EN 456 or EN 461 for both an education requirement and an education method elective. Please consult with your education advisor when selecting an education method elective.

Current education department course descriptions can be found at
<http://www.aquinas.edu/education/courses.html>

Art majors should consult with the Art Department for appropriate art method electives.
English majors and minors are strongly encouraged to take EN 400 or EN 460 as the method elective depending on desired certification level.

Foreign Language majors are required to take FH or GN or SH 497 as a method elective for secondary certification. Students will also be required to take FH or GN or SH 496 for the K-12 certification in foreign language.

Health, Physical Education and Recreation majors may use HE 358 and HE 450 for the two required education method electives. Please consult with a School of Education advisor regarding appropriate registration for Directed Student Teaching.

Math majors and minors are required to take MS 375 as a method elective.

Music majors (secondary certification) must consult with both the Music Department and the School of Education for appropriate education requirements.

2. Courses: Secondary Certification with a Reading Minor (Sec)

The following minimum requirements, along with successful completion of a certifiable major and passing scores on each subject area test, must be met for secondary certification. For more detailed information on the Reading minor requirements refer to the “School of Education Majors and Minors” section.

- EN 201 Introduction of Education (3)
- EN 302* Educational Psychology (3)
or EN 304* Human Growth and Development (3)
* depending on major or minor
- EN 408 Application of Learning Theories for Secondary Classroom Teachers (3)
- EN 456 Multicultural Issues in Education (3)
or EN 461 Inclusion (3)
- EN 411 History of Modern Education (3)
or EN 415 Philosophy of Education (3)
- EN 453 Methods of Secondary Education (3)
- EN ___ Education method elective (3)**
- EN ___ Education method elective (3)**
- EN ___ Education method elective (3)**
- EN 498 Directed Student Teaching, Secondary School (12)

**Education method electives chosen from:

EN 300, EN 330, EN 331, EN 390, EN 391, EN 400, EN 450, EN 451, EN 456*, EN 457,
EN 460, EN 461*, EN 493, MS 375

Note: Students may not double count EN 456 or EN 461 for both an education requirement and an education method elective. Please consult with your education advisor when selecting an education method elective.

Current education department course descriptions can be found at
<http://www.aquinas.edu/education/courses.html>

Art majors should consult with the Art Department for appropriate art method electives.

English majors and minors are strongly encouraged to take EN 400 or EN 460 as the method elective depending on desired certification level.

Foreign Language majors are required to take FH or GN or SH 497 as a method elective for secondary certification. Students will also be required to take FH or GN or SH 496 for the K-12 certification in foreign language.

Health, Physical Education and Recreation majors will use HE 358 and HE 450 for the two required education method electives. Please consult with a School of Education advisor regarding appropriate registration for Directed Student Teaching.

Math majors and minors are required to take MS 375 as a method elective.

School of Education Majors & Minors

Students considering any combination of education majors and minors must meet with an education advisor to determine their course plans. The Early Childhood Education, Language Arts, Learning Disabilities, and Reading majors and minors have many of the same core or elective requirements. Because education courses cannot be double counted, it is necessary to determine a course plan based on which major and minor are selected **prior** to enrolling in courses.

Bilingual Spanish Minor Requirements (24 credits)

All students (even native speakers of Spanish) are required to take a Spanish proficiency exam prior to enrolling in Bilingual Spanish minor coursework. Assessment of Spanish proficiency will be made in the Department of Modern Languages.

- a. Core requirements: (18 credits)
SH 305, SH 363, EN 367, EN 457, EN 471, EN 494
- b. Language coursework: requirements to be determined after the assessment of Spanish proficiency.

Electives: Must take no fewer than six (6) semester hours from the following electives. Selection choices will be determined based on the assessment of Spanish proficiency.

Spanish: SH 301, SH 302, SH 303, SH 325, SH 327
English: EH 205, EH 230, EH 273, EN 382, EN 388

Conductive Education: refer to POHI major

Early Childhood Education Minor Requirements (25 credits)

This minor is only available for students seeking elementary certification.

Effective Fall semester, 2001, students transferring into this program must complete EN 322, EN 431 and EN 491 at Aquinas College.

Students combining the Early Childhood minor with the English as a Second Language, Language Arts, Learning Disabilities or Reading majors or minors must meet with an advisor in the School of Education to discuss the proper requirements. Some of the same coursework is required in all of these areas and there can be NO double counting of coursework.

All early childhood courses have the prerequisite of EN 304 – Human Growth and Development.

- a. Core Requirements: (22 credits)
Required: EN 320, EN 321, EN 322, EN 421, EN 431, EN 491 (19 credits)
Must select one of the following: EN 391 OR EN 461 (3 credits)
- b. Electives: students must select one of the following electives: (3 credits)
EN 285, EN 372, EN 382, EN 440, EN 441, HE 158, HE 358

English as a Second Language (ESL) Minor Requirements (K-12) (24 credits)

This minor is currently under review by the Aquinas College School of Education. Students considering this minor must meet with an advisor in the School of Education prior to starting classes for approved program requirements.

Students combining the English as a Second Language minor with the Early Childhood, Language Arts, Learning Disabilities or Reading majors or minors must meet with an advisor in the School of Education to discuss the proper requirements. Some of the same coursework is required in all of these areas and there can be NO double counting of coursework.

- a. Core Requirements: (21 credits)
EN 322, EN 443, EN 457, EN 458, EN 459, EN 471, EN 494
- b. Electives: students must select one of the following: (3 credits)
EH 230 or EH 231

Language Arts Major Requirements (36 credits)

This major is only available to students seeking elementary certification. At least 12 credits must be completed at Aquinas College.

Students combining the Language Arts major or minor with the Early Childhood, English as a Second Language, Learning Disabilities or Reading majors or minors must meet with an advisor in the School of Education to discuss the proper requirements. Some of the same coursework is required in all of these areas and there can be NO double counting of coursework.

- a. Core Requirements: (15 credits)
CN 206, EH 205, EH 221 (EH 222 replaces EH 221 for newly declared majors effective fall semester, 2004), EN 322, EN 443 (EN 443 replaces EN 457 effective fall semester, 2004)
- b. Electives: Select at least ONE from each cluster; and additional electives to equal a minimum total of 21 credits from the following:

Reading Cluster:	EH 111, EH 112, EH 211, EN 382, EN 388, EN 440, EN 441, EN 454
Writing Cluster:	EH 210, EH 230, EH 291, EN 400, EN 460
Speaking Cluster:	CN 205, CN 221, CN 222, EH 113, TE 383, TE/CN 384
Listening Cluster:	CN 208, CN 300, CN 301, CN 311

Language Arts Minor Requirements (24 credits)

This minor is only available to students seeking elementary certification. At least 12 credits must be completed at Aquinas College.

Students combining the Language Arts major or minor with the Early Childhood, English as a Second Language, Learning Disabilities or Reading majors or minors must meet with an advisor in the School of Education to discuss the proper requirements. Some of the same coursework is required in all of these areas and there can be NO double counting of coursework.

- a. Core Requirements: (15 credits)
CN 206, EH 205, EH 221 (EH 222 replaces EH 221 for newly declared minors effective fall semester, 2004), EN 322, EN 443 (EN 443 replaces EN 457 effective fall semester, 2004)

- b. Electives: select at least ONE from any three clusters to equal a minimum total of 9 credits from the following:

Reading Cluster:	EH 111, EH 112, EH 211, EN 382, EN 388, EN 440, EN 441, EN 454
Writing Cluster:	EH 210, EH 230, EH 291, EN 400, EN 460
Speaking Cluster:	CN 205, CN 221, CN 222, EH 113, TE 383, TE/CN 384
Listening Cluster:	CN 208, CN 300, CN 301, CN 311

Learning Disabilities K-12 Major Requirements (36 credits)

This major is currently under review in the School of Education. *Changes in the program will affect new LD majors declared after the spring semester of 2004. Please contact an LD major faculty advisor or an education advisor in the School of Education for further details.

Students combining the Learning Disabilities major with the Early Childhood, English as a Second Language, Language Arts or Reading majors or minors must meet with an advisor in the School of Education to discuss the proper requirements. Some of the same coursework is required in all of these areas and there can be NO double counting of coursework.

- a. Core Requirements: (36 credits)

Required: EN 304 (EN 304 replaces PG 283 effective fall semester, 2004), EN 322, [EN 390, EN 391 changes pending], EN 442, EN 443, EN 461, EN 462, EN 464, EN 467

Must select one of the following: EN 468* OR EN 469*

SPECIAL NOTE: EN 468 or EN 469 are required for completion of the major. This requirement MUST be fulfilled ***PRIOR*** to graduation. Students completing the student teaching requirement in a fall semester are not eligible to participate in the prior May graduation ceremonies.

Music Major (secondary certification)

State changes pending. Secondary candidates pursuing a music major must confer with both the Music Department and the School of Education for appropriate education requirements.

<http://www.aquinas.edu/education/updates.html>

POHI (Physically and/or Otherwise Health Impaired)

The POHI teacher preparation program is designed to prepare the candidate for the State of Michigan POHI endorsement. Specialization in Conductive Education methodology also qualifies the candidate for international conductor-teacher status. Courses for the POHI major are listed as “PI”.

Students wishing to explore this major must meet with an advisor in the School of Education for full explanation of program requirements.

Application and acceptance into the POHI program occurs each spring. Application deadline is March 1. Detailed undergraduate program requirements may be found at the following website:

<http://www.aquinas.edu/pohi/>

or students may contact Kathy Barker, Director of Special Education Programs, at (616) 632-2449 or email her at barkekat@aquinas.edu.

Reading Minor Requirements (24 credits)

Please contact your education advisor regarding any changes to the program.

<http://www.aquinas.edu/education/updates.html>

Students combining the Reading minor with the Early Childhood, English as a Second Language, Language Arts or Learning Disabilities majors or minors must meet with an advisor in the School of Education to discuss the proper requirements. Some of the same coursework is required in all of these areas and there can be NO double counting of coursework.

a. Core requirements: (24 credits)

EN 382, EN 388, EN 440, EN 442, EN 443, EN 444, EN 454, EN 463

Science (Group) Major Requirements (44 credits)

This major is only available to students seeking elementary certification.

Science majors must take EN 275 as the education method elective.

This major is currently under review by the Michigan Department of Education. Please contact an education advisor regarding any changes to the program. Candidates currently pursuing this major must complete the program by June 2007. The certification test must be passed by July 2008. **For updated information regarding changes please go to following link:** <http://www.aquinas.edu/education/updates.html>

a. Core Requirements: (44 credits) Students must complete 22 credits at Aquinas College.

Select at least eleven (11) credits from EACH of the four clusters for a total of 44 credits from the following:

Biological Science: BY 100, BY 150, BY 160, BY 161, BY 162, BY 221

Chemical Science: CY 100 OR CY 102, CY 101, CY 111, CY 112

Geographical Science: EL 100 GY 101, EN 300, GY 329, GY 350

Physical Science: PC 201, PC 202, PC 213, PC 214, PC 291, PC 292, PC 295

Social Studies Major Requirements (36 credits)

This major is only available to students seeking elementary certification. At least 12 credits must be completed at Aquinas College.

a. Core Requirements: (24 credits)

HY 161 OR HY 162; GY 120, PS 101, ES 213, ES 214

Select one of the following American history courses:

HY 101, HY 102, HY 215, HY 216

Select one from the following *cultural* Geography courses (*physical geography courses not accepted toward social studies requirements*):

GY 130, GY 150, GY 151, GY 212, GY/EN 300, GY 302

Select one from the following Political Science courses:

PS 150, PS 203, PS 205, PS 210, PS 218, or any 300 or 400 level course

b. Electives: (12 credits)

Additional electives may be chosen from the courses listed above. A maximum of 12 credits are allowed in one subject area.

*The School of Education strongly recommends HY 405 History of Michigan, GY 130 Geography of Michigan, PS 203 Urban Government and Politics or PS 205 State Government and Politics as Social Studies electives.

**Social Studies Minor Requirements:
(24 credits)**

This minor is only available to students seeking elementary certification. At least twelve credits must be completed at Aquinas College.

- a. Core Requirements: (24 credits)
HY 161 OR HY 162, GY 120, PS 101, ES 213, ES 214

Select one of the following American history courses:
HY 101, HY 102, HY 215, HY 216

Select one from the following *cultural* Geography courses (*physical geography courses not accepted toward social studies requirements*):
GY 130, GY 150, GY 151, GY 212, GY/EN 300, GY 302

Select one from the following Political Science courses:
PS 150, PS 203, PS 205, PS 210, PS 218, or any 300 or 400 level course

Course Descriptions

Current education department course descriptions can be found at
<http://www.aquinas.edu/education/courses.html>