

STUDENT HANDBOOK

**Special K-12 Programs
Foreign Language, Art, and Music**

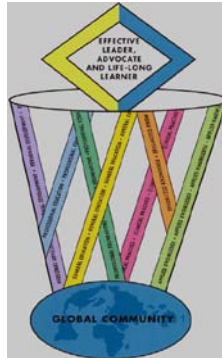
Fall 2008



Bradley University
College of Education and Health Sciences
Department of Teacher Education

Revised Fall 2008

**COLLEGE OF EDUCATION AND HEALTH SCIENCES
DEPARTMENT OF TEACHER EDUCATION
Fall 2008
PROGRAM MODEL FOR TEACHER-LEADER,
EFFECTIVE LEADER, ADVOCATE, LIFE-LONG LEARNER**



CORE COMPETENCIES

- I. Personal Development
- II. Basic Knowledge
 - A. Curriculum
 - B. Foundations
 - C. Human Development
 - D. Educational Psychology
- III. Applied Knowledge
 - A. Organizing and Guiding Instruction
 - B. Pedagogy
 - C. Educational Research
- IV. Clinical Experiences

PROGRAM OBJECTIVES

As a result of classroom instruction and field experiences in education, it is intended that students will:

- 1. Acquire knowledge and skills to differentiate instruction for students, to account for individual differences;
- 2. Gain competence in planning and presenting subject matter and evaluating the learning of students;
- 3. Gain competence in structuring learning experiences compatible with developmental levels of students;
- 4. Acquire the understanding and knowledge to analyze learning processes of students;
- 5. Gain competence in the skills of organizing and guiding instruction;
- 6. Develop an understanding of the responsibility as a professional educator; and
- 7. Develop the desire to continue professional growth and study.

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GENERAL REGULATIONS

The purpose of this handbook is to assist students with the completion of their Department of Teacher Education programs of study. It should be referred to often as students monitor their progress with the guidance of academic advisors. Students should utilize the handbook as a supplement to the University Catalog and should acquaint themselves with the requirements and regulations presented in both documents.

Academic Advisors

Academic advisors are assigned, initially, on the basis of student area of emphasis and advisor advisement load. The students have the right to request a change of advisors. These requests are given to the Department Chair for consideration. The requests are considered based on numerous factors, including but not limited to faculty load and student program.

Advisement Process

Students are responsible for completing all requirements for graduation and certification. The University provides an advisement procedure which is intended to facilitate program completion. It is recommended that students attend the large group advising meeting each semester and meet with their assigned advisors prior to registration when it is appropriate. In particular, students **must** schedule a meeting with their advisor during the sophomore year to complete a projection of courses (Student Program Plan) for the remaining time of the program, in order to facilitate the Advancement to Candidacy process. **No matter who the advisor or what the program, students have the ultimate responsibility for knowing and completing their specific graduation requirements.**

Incoming Freshmen

Students who enroll at Bradley as first semester freshmen may choose to declare an intended major in the Department of Teacher Education at the time of their enrollment. However, this initial declaration as a freshman does not constitute official acceptance into a teacher preparation program. At the appropriate time students will apply for Advancement to Candidacy in Teacher Education. Requirements for Advancement to Candidacy are addressed in a separate section of this handbook.

The University guarantees that students may graduate under the guidelines of the Undergraduate Catalog during which initial enrollment in the particular department program takes place. The Department of Teacher Education abides by these regulations. However, it should be noted that students in the Department are subject to State of Illinois certification requirements which may change at any time. These changes must be met in order for students to be certified. Students must continue to meet all University and departmental requirements to remain in good standing in the Department. Failure to do so will result in dismissal from the Department. Moreover, if a student changes programs (such as from Early Childhood to Elementary Education), then the student must follow the program in effect at the time of the program change.

Transfer Students

A. From Other Institutions

Any students applying for admission to the program must meet the appropriate requirements within the Department at the beginning of the semester they start the particular education program at Bradley. The Admissions Office will make all decisions as to what credits will transfer to Bradley and which of these will apply to the General Education requirements. The Department of Teacher Education will decide which of the accepted credits will apply to the requirements of the particular curriculum selected. Students must continue to meet all University and departmental requirements to remain in good standing in the department. Failure to do so will result in dismissal from the department.

B. From Other Bradley Curricula

Students declaring an intended major in a Teacher Education program must meet all departmental requirements in effect at the time of application. The program requirements are those in the catalog at the time of the change.

Transfer Credit

Approved transfer credit may be applied to the program. Students shall obtain a *Transfer Work Approval Form* from the College of Education and Health Sciences Records Secretary. This form **must** be completed for **all** transfer courses and must be on file **prior to beginning each course**. Students should pick up the pink copy of the request form from the College Records Secretary after the course has been approved. Transfer of earned credit to Bradley should be accomplished as soon after course completion as possible. It should be noted that 24 of the last 30 hours must be completed at Bradley. Up to 6 hours may be completed and transferred to Bradley within the last 30 hours. No more than 66 hours of community college credit will be accepted for transfer towards a Bradley degree. Of that 66 hours, **no more than 9 semester hours of professional education credit may be transferred. No junior-senior credit will be given for work taken at a two-year college.** Students transferring from other four-year institutions must successfully complete a minimum of 30 semester hours in residence at Bradley.

Professional Behavior

Eligibility for entrance into any helping discipline is contingent not only upon successful completion of academic requirements, but also upon ability to assume the behaviors associated with successful practitioners in the discipline. Students in the professional schools are expected to adopt and demonstrate appropriate attitudes and behaviors early in their pre-professional experiences. Teachers display such traits as: leadership, ability to communicate clearly in both written and oral forms, punctuality, dedication, courtesy, cooperation, ethical behavior, honesty, caring, responsibility, independence, task completion, ability to accept and act upon constructive criticism, promptness, adequate preparation for class, maturity, dependability in attendance and in compensation for unavoidable absences, positive interpersonal relationships, respect for the dignity of others, and positive attitudes with regard to themselves and those around them.

This program emphasizes the development of dispositions that form the foundation of teaching excellence. As a result of their successful completion of the program in teacher education, learners will demonstrate the following **dispositions**:

- Accountability to learners, parents and the community
- Advocacy for the achievement of all learners
- Appreciation and respect for diversity and equity
- Concern for effective communication with all constituents
- Collaboration with parents, professional and community members
- Commitment to life-long learning
- Empathy with and caring for others
- Leadership in the classroom and in the profession
- Professional and ethical behavior
- Reflective practice
- Valuing scholarship and research about learning and learners

Students enrolled in teacher preparation programs are expected to exhibit these professional behaviors and dispositions. Failure to do so could result in dismissal from the program.

Plagiarism

Plagiarism is submitting someone else's work as your own. It is defined by Bradley University's student handbook as:

"...repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own..."

Simply put, if you didn't write something in your own words, it is plagiarism. If you "borrow" something that someone else has done and submit it as your own work, it is plagiarism. Simply changing a few words in someone else's work does not make the work your own. Taking information or materials designed by a classroom teacher or a peer and using it as your own without proper citation and referencing is plagiarism. Lifting lesson plans, paragraphs, sentences, etc. from online sources or using large chunks of someone else's writing is plagiarism. Turning in assignments for work done in other classes constitutes cheating and is construed as plagiarism. See the following link for more clear, concise definitions and examples.

<http://www.plagiarism.org/>

As you prepare your assignments for any class in which you are enrolled, always cite your sources using APA style, including ideas you get from other people, teachers, observations, etc. If you don't know how to use APA, ask the instructor before you turn in an assignment.

The penalties for plagiarism outlined in the student handbook begin with receiving a score of zero for the assignment, and may extend to failing the course. In extreme cases, it can lead to expulsion from the university. Please see the most recent edition of the Bradley University Student Handbook under "Standards of Conduct" for disciplinary sanctions, or consult the on-line student handbook at: <http://www.bradley.edu/ccd/stuhndbk99.pdf> and the section entitled "Cheating and Plagiarism".

In this course, no credit will be given for any assignment in which any portion of it meets the definition of plagiarism. Repeated occurrences will incur additional penalties. In compliance with university policy, all occurrences of plagiarism will be written up as a violation of the department's professional disposition policy and submitted for administrative review, including being sent to the Director of Student Affairs.

ADVANCEMENT TO DEGREE CANDIDACY

Students are considered to be in the Teacher Education Program after a favorable vote by the faculty on their application for Advancement to Degree Candidacy. Students may take introductory education courses prior to Advancement to Degree Candidacy. For undergraduate students, admission to most 300, and all 400, or 500 level courses requires department Advancement to Degree Candidacy status or special permission of the Department Chair.

Throughout the freshman and sophomore years, students may remain in Teacher Education courses if their overall grade point average is not below a 2.0 or "C." However, to be Advanced to Degree Candidacy the grade point averages required are a 2.50 overall, a 2.50 in the major teaching area, and a 2.50 in the Education major. Furthermore, every course in Education labeled "ETE" must have a minimum grade of "C". Additional requirements for Advancement to Candidacy beyond these minimum grade point averages are noted elsewhere in this document.

Ordinarily, students make application to candidacy in their sophomore year. At the end of the semester, department faculty evaluates students on their academic achievements and professional growth. Students may be: advanced to candidacy, or denied advancement. Students denied advancement may petition the department if there are special circumstances that the student thinks should be considered.

If at any time a student's grade point average overall, in the area of concentration, or in the Education courses falls below 2.50, **OR** the student fails to demonstrate appropriate pre-professional dispositions or behaviors, **OR** other circumstances occur which would make a teacher candidate uncertifiable, advancement to candidacy is rescinded.

Students with questions about advancement to degree candidacy and maintenance of candidacy status should see their advisors in the Teacher Education Department or the Chair of the Department of Teacher Education.

Procedure for Advancement to Degree Candidacy

1. The prescribed application is to be submitted to the Office of Teacher Education within the first eight weeks of the semester after which a minimum of 40 semester hours of grades has been posted on the student's transcript (typically during the second semester of the sophomore year).
2. Students must complete the following courses or their equivalents must have been completed either prior to application or be enrolled in during the semester of application:

ETE 115, 116, 225, 280, and 205 for Foreign Language and Art, each with "C" or better
ENG 101; COM 103; General Education Math, each with "C" or better
3. The following grade point average requirements must be met at the time of application:
Overall GPA - 2.50 minimum
Education GPA - 2.50 minimum
Major teaching area GPA – 2.50 minimum
A grade of C or better in ENG 101 or equivalent, and COM 103 or equivalent;
A grade of C or better in a General Education Math course.
A grade of C or better in each ETE course.
4. The Basic Skills examination assesses competencies in reading, mathematics, writing, and grammar. A minimum composite score of 240 is required. Failure to pass one area requires that all four be retaken.
5. Completion of State of Illinois criminal background check. Application and appropriate fee must be submitted to Department secretary prior to Advancement to Degree Candidacy. Bradley Campus Police will administer fingerprinting and issue criminal background report.
6. The application is to be submitted, along with a personal reflection on "The Effects Of Dispositions On My Teaching" and the tentative sequence of course work (Student Program Plan) starting with semester of application and for each subsequent semester leading to the Bachelor's Degree.
 - a. This plan is to be developed by the student with the approval of the student's academic advisor prior to registration for the junior year. Transfer students should complete this plan at first advisement appointment.
 - b. The Student Program Plan will contain a minimum of four semesters of planned course sequence for a typically matriculating student. All summer school or interim work is to be included in the plan.
 - c. The Student Program Plan must be signed and dated by the student and the student's academic advisor.
 - d. The student is responsible for any changes made to the plan. The student may check with the

advisor regarding changes, but ultimately the consequences of any and all changes are the student's.

7. The student and the student's academic advisor will be advised of the action taken on the application immediately following the completion of the semester in which the application was submitted. Students not advanced to candidacy will be required to immediately withdraw from all education courses whose prerequisites include advancement to candidacy.
8. Students are not allowed to enroll in most 300 level and above courses and field experiences in the Department of Teacher Education until advancement to candidacy is granted.
9. Students denied advancement to candidacy upon original application because of failure to meet criteria shall meet with their advisors to determine remediation as indicated:
 - o In the case of grades lower than C in education courses, students may repeat the course(s) and may seek tutorial help in order to obtain at least the minimum required grade of C.
 - o Students may retake courses in education, the major teaching area, or in general studies in an attempt to raise their various GPAs.
 - o To raise the overall GPA, students may also take additional courses at Bradley University.
 - o Students who have not demonstrated appropriate pre-professional behavior or appropriate professional dispositions must meet with his/her advisor and devise a plan to remedy the situation.
 - o Should an unsatisfactory evaluation and/or grade in a field experience be the problem, students may repeat the field experience only after consultation with the Coordinator of Clinical Field Services and permission of the Chairperson of the Department of Teacher Education.
10. All exceptions must be recommended by the advisor and approved by the Department Academic Review Committee or the Department Chair. Requests for exceptions to these policies must be made in writing to the Department Chairperson.
11. A student who is not advanced may petition the department to take one advanced Education course. The student's petition will be acted upon by an Academic Review Committee appointed by the Chairperson and consisting of at least one faculty member in each program area (e.g., Early Childhood Education, Elementary Education, Secondary Education, and Special Education). The faculty in the Department of Teacher Education must approve decisions on petitions.

RETENTION - DISMISSAL

Should a student's overall GPA, Education GPA, or GPA in the major teaching area fall below a 2.50 after Advancement to Candidacy, the student will be placed on Departmental Probation as soon as the problem is discovered. During that semester, the student:

1. May **not** enroll in any course or field experience for which Advancement to Candidacy is required.
2. Must drop any 300 level or above education course for which Advancement to Candidacy is required and meet with his/her advisor to determine alternative courses.

Should the student's overall GPA; education GPA, or GPA in the major teaching area remain below 2.50 by the next semester, the student will be dismissed from the Department of Teacher Education and will not be allowed to take any education courses that require advancement to candidacy.

It is the responsibility of the student to reapply for admission to the Department of Teacher Education as soon as he/she earns the appropriate 2.50 GPA(s) as documented on his/her audits and/or transcript. Permission for enrollment in 300 level and above education courses will be considered for the semester following the correction of problem GPAs if the student reapplies.

The department secretary under the direction of the Department Chairperson shall monitor the transcripts of students on Departmental Probation at the end of each semester as soon as grades are posted. The Department Chairperson will inform the student of the faculty's decision and inform the student of his/ her status and options.

CLINICAL FIELD EXPERIENCE PLACEMENTS

All junior level (ETE 380, 381, 382) and all senior level (ETE 498, 499) field experiences must be completed in an approved school in the Peoria area, OR in an international placement only if meeting all criteria. Only in an extreme situation might a written request for variance of this policy be granted by the waiver committee and a vote of the faculty in Teacher Education.

Be sure to record your placements on the Clinical Experiences Record chart that can be found in the appendix. Remember each student must have a K-8th grade, a 9th-12th grade, and a multi-culturally diverse placement (during novice or student teaching) before graduating. Some placements may fulfill more than one of these categories of placements.

CRITERIA FOR STUDENT TEACHING IN SECONDARY EDUCATION (ETE 496)

- Advancement to Degree Candidacy in the department
- ETE 342, 360, 371, and methods course appropriate to student teacher's teaching area
- GPA of 2.50 overall, in major teaching area, and in Education classes, and with each Education course grade being "C" or better
- Current certification of freedom from TB
- Approval of Department Chair
- Successful completion of Novice Teaching in K-12 School (ETE 380 or ETE 381 and 382), as indicated by a grade of P and the cooperating teacher's recommendation to proceed to the Student Teaching in the Secondary School (ETE 499) and/or K-8 Schools (498)
- A clear report on a criminal background check
- Passage of the State subject matter test
- Completion of ETE 490 taken with ETE 499 and/or ETE 498
- Recommendation of Department Clinical Committee*

* Those students who have demonstrated a need for additional guidance will collaborate with their academic advisors to create a professional development plan which addresses the recommendations emanating from their Early Childhood Novice Teaching experience and from the Department Clinical Committee.

CERTIFICATION

A student who successfully completes one of the programs in the Department of Teacher Education is eligible for certification in the State of Illinois. This process is delineated in the Student Teaching Handbook and by the College's Certification Officer in a seminar during the student teaching semester.

Certification Tests

The State of Illinois requires, in addition to this, that the student pass Illinois Certification Examinations. The registration materials and study guides are available online at www.icts.nesinc.com. Three tests are required.

The first, the Basic Skills examination, must be passed as part of **Advancement to Candidacy**. It assesses competencies in reading, mathematics, writing, and grammar. A minimum composite score of 240 is required to pass the test. Failure to pass one area requires that all four be retaken.

The second, the subject matter test, accesses the student's knowledge in their major (Art, French, German, Music, or Spanish). The test must be passed prior to student teaching.

The third test is the Assessment of professional Teaching (APT). This assesses knowledge and performance on the Illinois Professional Teacher Standards. It must be passed before certification can be granted.

These tests are given six times a year by the State Teacher Certification Board. The current dates are listed at www.icts.nesinc.com. The regular registration deadlines occur about six weeks before the test. A fee is charged, and they may be taken at several different sites around the state.

Teacher certification in Illinois is open only to U.S. citizens or persons who are legally present and eligible for employment and who forward Form 73-91, "Notice of Intent to Become a U.S. Citizen" to the Illinois State Board of Education.

ACTFL ORAL LANGUAGE PROFICIENCY TEST REQUIREMENT

As of August 2007, Foreign Language Majors must pass the ACTFL Oral Language Proficiency Test by attaining a score at the "advanced low" level in addition to the three Illinois Certification Tests (Basic Skills, Content Area test in their language, Assessment of Professional Teaching). Students may register for the test at www.languagetesting.com. Students need to have someone who knows them proctor the oral interview on the phone. The phone interview may take

10-30 minutes. A description of requirements for passing at the different levels can be found under “ACTFL Proficiency Guide Lines – Speaking” on the same website. It is recommended that this test be taken soon after completing a study abroad experience in a country where the national language is the language being studied at Bradley University or near the end of one’s required coursework in the foreign language.

ENDORSEMENT AREAS

With the two middle school courses (ETE 227 and 228) and 18 semester hours in the specific subject one could be endorsed for middle school (grades 5-8) Art, Biological Science, Family and Consumer Science, French, General Science, German, Language Arts, Mathematics*, Music, Social Science, or Spanish at Bradley University. Additional endorsements are also available. See the Certification Officer for more information.

*Specific course distribution is required. See your advisor.

Secondary endorsements for grades 9-12 may be acquired by earning 24-32 semester hours in one or more of the 43 subject areas. See your education advisor for more specifics regarding endorsements.

OUT OF STATE CERTIFICATION

Those persons who wish to be certified in another state need to request information on becoming certified from the state they wish to be certified, and then make an appointment to meet with the Certification Officer at Bradley University to discuss how to best meet any additional requirements that the state may have. This should be done as early in one’s educational program as possible. The later one waits to determine what, if any, additional coursework or tests are required, the harder it will be to complete those requirements before graduation.

GLOBAL SCHOLAR PROGRAM

Professionals in the fields of Education and Health Sciences are challenged with a complex global reality. Awareness of global developments and cross-cultural competencies are crucial in dealing with differences and learning from people of other cultures.

Our Global Scholars Program is designed to prepare professionals for this international state of affairs. The Global Scholars Program (GSP) can be earned in your program in the College of Education and Health Sciences regardless of your major. Your designation as a Global Scholar will assist you in job searches in your profession. For more information, see the appendix.

GRIEVANCE

A student academic grievance is appropriate in cases in which the student claims unfair, prejudicial or capricious evaluation or treatment of an academic nature. In such cases the university student grievance procedures should be followed.

However, only in matters regarding admission, retention and recommendation for certification in professional education programs, students have the right to be represented by legal counsel and counsel may speak on behalf of the student. If a student wishes to be accompanied by counsel at a grievance hearing regarding any of these specific matters, written notification must be received by the Dean of the College of Education and Health Sciences at least one week before the scheduled meeting.

APPENDICES

- Student Responsibility Guide - a checklist
- Notice of Change of Major or Minor
- Transfer Work Approval Form
- Global Scholar Program
- Professional Dispositions Conference Form
- Sample Program of Study
- Student Program Plan
- Criminal History Information Form
- Dispositions Forms for ETE 115, Advancement to Degree Candidacy, Novice Teaching, and Student Teaching
- Clinical Experience Record
- Application for Advancement to Degree Candidacy
- Application for Novice Teaching
- Application for Student Teaching
- Clearance Sheets

Special K-12 Education Student Responsibility Guide--A Checklist

Refer to this list as you progress through the program and check off the steps as you complete them.

Freshmen and Transfer Students

- 1. Read this handbook from cover to cover!
- 2. Read the Field Experience Handbook from cover to cover. (Available in the Bookstore.)
- 3. Submit written documentation of negative results of a TB test given within the last 12 months to the Records Secretary in Westlake 212.
- 4. Attend group advising meeting and know certification requirements each semester.
- 5. Record each course as it is completed on the clearance sheet in this booklet. Record your clinical placements on the Clinical Experience Record Sheet. Note any deficiencies that you may have.
- 6. Meet with your subject major advisor each semester.
- 7. Complete criminal background check.

Sophomores and Transfer Students

- 8. Attend advising session for your major.
- 9. Meet with your subject major advisor each semester.
- 10. Pass the State Certification Test for Basic Skills. (Registration and study guide at www.icts.nesinc.com.)
- 11. Plan your Program of Study with your education advisor.
- 12. Submit the completed Application for Advancement to Degree Candidacy, Effects of Dispositions paper, and Program of Study to Westlake 203. (Due **November 15** or **April 15**.) (Must be advanced before you can take most 300 level education course work.)
- 13. Record each course as it is completed on the clearance sheet in this booklet. Record your clinical placements on the Clinical Experience Record sheet. Note any deficiencies that you may have.

Juniors and Transfer Students

- 14. Meet with your Education advisor and check certification requirements each semester.
- 15. Meet with your major teaching area advisor each semester.
- 16. Submit the completed application for Novice Teaching to Westlake 212. (Applications in Westlake 212 and on Blackboard. Due **April 15** for fall placement or **November 15** for spring placement.)
- 17. Submit the completed applications for both Student Teaching experiences and the required number of copies of the Personal Profile to Westlake 212. (Applications and directions for Personal Profile available in Westlake 212 and on Blackboard.) Due **December 1** of **Junior year** for placement in the following academic year. For example apply December 1, 2004 for student teaching in fall 2005 or spring 2006.
- 18. Begin Credential File in Smith Career Center.
- 19. Pass State Certification Test for your major subject area. (This must be passed during the semester prior to student teaching.)
- 20. Record each course as it is completed on the clearance sheet in this booklet. Record your clinical placements on the Clinical Experience Record sheet. Note any deficiencies that you may have.
- 21. Complete criminal background check during the semester just prior to student teaching.

Seniors and Transfer Students

- 22. Meet with your Education advisor and check certification requirements each semester.
- 23. Meet with your major teaching area advisor each semester.
- 24. Pass the Assessment of Professional Teaching test for the State of Illinois. (Registration and study guide at [ww.icts.nesinc.com](http://www.icts.nesinc.com).)
- 25. Complete program. Make sure all transfer work has been transferred and incompletes removed.
- 26. Read Student Teaching Handbook from cover to cover. (Get current edition in Bookstore.)
- 27. Submit Application for Graduation to Registrar's Office during first month of last semester.
- 28. Complete Certification Application, Program Verification Form, and Endorsement sheet during student teaching large group seminar.
- 29. Complete Credential File with Smith Career Center.
- 30. **Congratulations! You have graduated!**
- 31. After you have been cleared by Bradley University, go to www.isbe.net , click on OTIS to complete your application for your certificate.
- 32. After receiving your teaching certificate from the State of Illinois, register it with an Illinois Regional Superintendent of Schools.

SAMPLE OF THE BRADLEY UNIVERSITY NOTICE OF CHANGE OF MAJOR OR MINOR FORM

Forms can be picked up in the Registrar's office at 11 Swords Hall

(This is only a sample: original forms come with three carbonless copies attached for routing)

BRADLEY
UNIVERSITY

CHANGE OF MAJOR OR MINOR

Office of the Registrar

Today's Date _____

Effective Date _____

LAST	FIRST	M.I.	I.D. NO.	TOT. SEM. HRS. EARNED	CUM. G.P.A.
DELETE THIS MAJOR _____ COLLEGE _____ CURRICULUM _____			ADD THIS MAJOR _____ COLLEGE _____ CURRICULUM _____ <input type="checkbox"/> 2 nd major <input type="checkbox"/> 3 rd major		
Signatures 1 _____ Current Academic Advisor			3 _____ New Academic Advisor		
2 _____ Current Dean*			4 _____ New Dean		
DELETE THIS MINOR _____ COLLEGE _____ CURRICULUM _____			ADD THIS MINOR _____ COLLEGE _____ CURRICULUM _____ <input type="checkbox"/> 2 nd minor <input type="checkbox"/> 3 rd minor		
Signatures 1 _____ Current Minor Advisor			Signatures 1 _____ Current Major Advisor*		
2 _____ Current Dean*			3 _____ New Minor Advisor*		
*Counseling materials should be sent to the new Dean immediately.			4 _____ New Dean		
(1) Current Academic Advisor (2) Current Dean (3) New Academic Advisor (4) New Dean					
White Copy – Registrar Canary Copy – New Dean Pink Copy – New Advisor Goldenrod – Present Dean 4/04					

TRANSFER WORK APPROVAL FORM

OFFICE OF THE REGISTRAR

STUDENT'S NAME _____ I.D. NUMBER _____

MAJOR(S) _____ LAST _____ FIRST _____ M.I. _____ MINOR(S) _____

Regular continuing Bradley students who wish to take work at another collegiate institution MUST obtain written approval from the Dean of the College of the student's major BEFORE registering at the other institution. Unless such written approval is given, there is no guarantee that the work will be accepted at Bradley. The Dean of the College in which the student is majoring determines the applicability of transfer credit to degree requirements at Bradley. AEP STUDENTS: If this course(s) is to be used toward a major, approval of that Department's Chairperson is required.

Regular continuing Bradley students who wish to take work at another institution to satisfy Bradley's General Education requirements should obtain written approval from the Associate Dean of the College of Liberal Arts and Sciences before registering at the other institution. Unless such written approval is given, there is no guarantee that the work will be accepted at Bradley. Courses not listed as a General Education requirement will require a copy of the course description to be attached with approval form.

Approved credits from other collegiate institutions will be transferred to Bradley University once the student requests the other institution send an official transcript of the completed credit directly to: Registrar, Bradley University, 11 Swords Hall, Peoria, IL 61625.

Grades of "D" from an institution will be considered transferable only if the student's cumulative grade point average at that institution is at least a 2.0 out of 4.0 at the time the work is transferred. A maximum of 66 semester hours of credit will be accepted from 2-year colleges. The College of Business and the College of Communications and Fine Arts will only accept transfer courses in which a grade of C or better was earned. No Junior-Senior credit will be given for work at a 2-year college. Transfer credits are considered for acceptance if the originating Institution is regionally accredited.

COURSE TO BE TRANSFERRED: Date Work Will Be Completed _____
From _____ Two-year institution _____ Four-year institution _____
Sem. Hrs. _____ Quarter Hrs. _____
Location _____ of Credit _____ OR of Credit _____
Dept. and Course No. _____ Course Title _____
Date _____ Student's Signature _____

NOTE: If course fulfills both Major and General Education requirements, complete 1 AND 2
ROUTING INSTRUCTIONS: 1 - Dept. Chair 2-College Dean

FOR COURSE WORK FULFILLING MAJOR REQUIREMENT OR ELECTIVE CREDIT

1. TO BE COMPLETED IN THE COLLEGE OF STUDENT'S MAJOR

Is above institution accredited: Yes _____ No _____ Will credits be accepted for Jr./Sr. hours? _____ Yes _____ No _____
This course will be accepted as transfer credit in the _____ curriculum if the above conditions are met.
This course will be accepted in lieu of _____ at Bradley OR _____ This course will be accepted as a free elective.
Date _____ Approval By Dept. Chair of Student's Major _____ L.A.S. Associate Dean Approval _____

ROUTING INSTRUCTIONS: 1 - Dept. Chair 2-LAS Assoc. Dean, BR 226

FOR COURSE WORK FULFILLING A GENERAL EDUCATION REQUIREMENT

2. TO BE COMPLETED BY THE ASSOCIATE DEAN OF THE COLLEGE OF LIBERAL ARTS AND SCIENCES, BRADLEY HALL 226

Is above institution accredited: _____ Yes _____ No _____ Will credits be accepted for Jr./Sr. hours? _____ Yes _____ No _____
This course will be accepted to meet the following General Education requirement:
____ 1. ENGLISH COMPOSITION _____ 4. WESTERN CIVILIZATION _____ 9. HUMAN VALUES
____ a. C1 _____ 5. NON-WESTERN CIVILIZATION _____ a. HL
____ b. C2 _____ 6. FINE ARTS _____ b. HP
____ 2. SPEECH _____ 7. CULTURAL DIVERSITY & SOCIAL FORCES _____ 10. SCIENCE & TECHNOLOGY IN THE
____ 3. MATHEMATICS _____ 8. FUNDAMENTAL CONCEPTS IN SCIENCE _____ CONTEMPORARY WORLD (TS)

This course will be accepted in lieu of _____ at Bradley University.
Date _____ Approval By Dept. Chair of Student's Major _____ L.A.S. Associate Dean Approval _____

Global Scholars

Professionals in the fields of Education and Health Sciences are challenged with a complex global reality. Awareness of global developments and cross-cultural competencies are crucial in dealing with differences and learning from people of other cultures.

Our Global Scholars Program is designed to prepare professionals for this international state of affairs. The Global Scholars Program (GSP) can be earned in your program in the College of Education and Health Sciences regardless of your major. Your designation as a Global Scholar will assist you in job searches in your profession.

Students majoring in Education, Health Sciences, Nursing, or Family and Consumer Sciences have the unique opportunity to earn the Global Scholar recognition of achievement in global studies. The Global Scholar may be earned with any degree and major offered within the College of Education and Health Sciences; completion entails neither additional expense nor additional time to graduate if planned early in your program at Bradley.

As a Global Scholar you will...

- demonstrate increased awareness and appreciation of cultural, ethnic, and disciplinary backgrounds.
- identify and analyze crucial factors in developing global and cross-cultural communication and attending to issues of diversity in your profession.
- demonstrate greater awareness for global perspectives in communication, collaboration, diversity, and professional networking.
- collaborate and communicate effectively with colleagues and other professionals within one's own and other cultures.
- demonstrate aspects of international culture and human behavior.

The Global Scholars Program Requirements:

17 to 20 semester hours at Bradley University plus international/global campus activities, service activities, and participation in internationally focused seminars.

Foreign Language: 1 to 3 hours to be approved by departmental Global Scholar Advisor, e.g., one semester in foreign language, proficiency equivalency, immersion course when studying abroad.

General Education: 9 hours of general education courses focused on international, human values orientation to be approved by the departmental Global Scholar Advisor from approved department list.

Departmental International/Multicultural Course: One 3-hour course from the student's major.

ETE 280, ETE 553

FCS 338, FCS 433, FCS 438, FCS 406

For HS: ELH 370 & 375 (concurrently)

ELH 586

NUR 333, NUR 533

Study Abroad: Minimum of 4 semester hours earned from study abroad.

EHS 300 Professionalism Across Cultures: Required 1-hour course taught by an interdisciplinary team.

International/Global Focused Campus Activities: 20 hours of activity approved by departmental Global Scholar Advisor. Five of these hours are service related.

Focused Seminars: Participation in two or more internationally focused seminars sponsored by departments or college faculty.

Contact:

Dr. Heljä Antola Crowe

(309) 677-2521

helja@bradley.edu

Mission

The mission of Teacher Education at Bradley University is to prepare teachers who will be effective leaders, advocates, and life-long learners. We believe that teaching and learning are dynamic, interactive, life-long processes based on empowering interactions between learners.

Vision

Our undergraduate and graduate programs will enroll students possessing the intellectual curiosity to acquire knowledge, skills and dispositions that form the foundation of teaching excellence. Each student will actively engage in study, research, and professional development in collaboration with faculty and educational practitioners in clinical settings.

Together, the faculty will become excellent teachers, principled professionals, empathetic and well prepared advisors, outstanding scholars, and actively engaged in professional service. In support of the mission, faculty responsibilities represent appropriate balance of teaching, research and service with time for reflection, collaboration and reflection in a global community emphasizing diversity.

With support of appropriate and effective technology, curriculum materials, effective partnerships with P-12 schools, excellent teaching, and the intellectual and artistic life of the University, students will participate in an exciting and dynamic learning environment.

This program emphasizes the development of dispositions that form the foundation of teaching excellence. The faculty believes that excellent teachers value teaching, research and service which is characterized by:

- accountability to learners, parents and the community
- advocacy for the achievement of all learners
- appreciation and respect for diversity and equity
- collaboration with parents, professional and community members
- commitment to life-long learning
- concern for effective communication with all constituents
- empathy with and caring for others.
- leadership in the classroom and in the profession
- professional and ethical behavior
- reflective practice
- valuing scholarship and research about learning and learners

This program is designed to develop knowledge, skills and dispositions for leadership as a professional educator.

Professional Dispositions Conference

Name: _____ ID# _____

Faculty: _____ Date: _____ (of referral)

Deficiency (Check those that apply.)

- Accountability to learners, parents and the community
- Advocacy for the achievement of all learners
- Appreciation and respect for diversity and equity
- Collaboration with parents, professional and community members
- Commitment to life-long learning
- Concern for effective communication with all constituents
- Empathy with and caring for others
- Leadership in the classroom and in the profession
- Professional and ethical behavior
- Reflective practice
- Valuing scholarship and research about learning and learners

Reason(s) for referral:

Action plan and time table:

Target (the short and long term goals):

After the conference:

Student's signature: _____ Date _____

Faculty signature: _____ Date _____

Academic Review Committee Representative signature: _____ Date _____

The signatures indicate that you have read this report. Students may attach a written response to this document.

This has been shared with the student, who declines to sign the form.

(over)

Outcomes:

Resolution & Decision of the Faculty: (Students may appeal the decision using the established University grievance procedures.)

Recommendations:

Student's signature: _____ Date _____

Faculty signature: _____ Date _____

Academic Review Committee Representative signature: _____ Date _____

The signatures indicate that you have read this report.

Professional Dispositions

1. The faculty will include the professional dispositions of the department in the course syllabi, other departmental publications.
2. Attention will be given to encouraging students to demonstrate these dispositions in their classes and clinical experiences.
3. Students who continue to demonstrate the need for improvement in dispositions will be asked to meet for a conference with the faculty member who has identified the weakness.
4. A conference slip should be completed at the conference indicating the area of the deficiency, the reason for the referral, an action plan and time table for remediation of the weakness and the target behavior that is the goal.
5. Signatures of the student, the faculty member, and the academic review committee representative should verify that the conference took place, that the issues were clear and well understood and that both agreed to the time table and desired target behavior.
6. The student, faculty member and the chair should be given a copy of the conference referral and one should be placed in the student's academic folder.
7. Follow up will occur and a record of the outcome, resolution and recommendations should be entered on the back of the referral with appropriate signatures and distributed to the appropriate parties.
8. Failure to remediate weaknesses may result in a recommendation not to advance the student to degree candidacy. If however, the student has already been advanced, the decision can be made to deny approval for novice teaching, student teaching or certification.
9. A student may appeal any of these decisions using the established university grievance procedures.

SAMPLE PROGRAM OF STUDY SPECIAL K-12 EDUCATION (Art or Foreign Language)

Freshman Year

<u>Fall</u>			<u>Spring</u>		
SP	Com 103	3	C1	ENG 101	3
FA	Fine Arts	3	FS	Science Elective	3
WC	Western Civ.	3		ETE 225	4
MA	G/E Math	3		Major (100-200)	3
SF	ETE 115	3		Major (100-200)	<u>3</u>
	ETE 116	<u>1</u>			16
		16			

Sophomore Year

<u>Fall</u>			<u>Spring</u>		
HP	Humanities Elective	3	SF	Social Forces Elective	3
FS/TS	Science Elective	3		Major or Elective	3
NW	Non-Western Civ.	3		Major (100-200)	4
CU	ETE 100	1		Major (100-200)	3
	ETE 280	3		ETE 205	<u>3</u>
	Major (100-200)	<u>3</u>			16
		16			

Junior Year

<u>Fall</u>			<u>Spring</u>		
	Health	3		ETE 360	3
	ETE 342	3		ETE 386 or ETE 387 (special content methods)	3
	ETE 371	3		ETE 380	2
HL	Humanities Elective	3		Math/Science Elective/Language (B.S. or B.A. degree)	3
	Major (300-400)	<u>3</u>		Major (300-400)	3
		15		Major (300-400)	<u>3</u>
					15 - 17

Senior Year

<u>Fall</u>			<u>Spring</u>		
C2	ENG 300-306	3		ETE 490	1
	Major (300-400)	3		ETE 499	10 or 13
	Major (300-400)	3		Major (300-400) (Evening only)	<u>3</u>
	Major (300-400)	3			14 or 17
	Elective - Major	<u>3</u>			
		15			

SAMPLE PROGRAM OF STUDY MUSIC EDUCATION

Freshman Year

	<u>Fall</u>			<u>Spring</u>	
COM 103	3			ENG 101	3
ETE 115	3			ETE 225	4
ETE 116	1			Music	<u>9-11</u>
Music	<u>10</u>				16-18
	17				

Sophomore Year

	<u>Fall</u>		<u>Summer or Interim</u>		<u>Spring</u>	
ETE 280	3		Civ 100	3	Social Forces	3
Gen Ed Math	3		Science	<u>3</u>	Fine Arts	3
Music	<u>10-11</u>			6	ETE 100	1
	16-18				Music	<u>9-11</u>
						16-18

Junior Year

	<u>Fall</u>		<u>Summer or Interim</u>		<u>Spring</u>	
Health	3		Science	3	ENG 300-306	3
HL or HP	3		NonWestern Civ	<u>3</u>	Social Forces	3
Music	<u>10-17</u>			6	Music	<u>10-12</u>
	16-18					16-18

Senior Year

	<u>Fall</u>			<u>Spring</u>	
ETE 351	3			ETE 352	3
ETE 381	1			ETE 382	1
ETE 360	3			ETE 342	3
Music	<u>9-11</u>			Music	<u>9-11</u>
	16-18				16-18

Fifth Year

(Unless courses are taken during interims, summers or by proficiency)

	<u>Fall</u>			<u>Spring</u>	
ETE 490	1			Any other music	
ETE 498	7				
ETE 499	<u>7</u>				
	15				

**Department of Teacher Education
Student Program Plan – Submit in Triplicate**

Name _____ ID# _____ Date Submitted _____

Local Address _____ Local Phone _____

Sem Hrs Completed _____ Expected Date of Graduation _____

Date Approved _____

In consultation with your advisor, complete the program plan to include all coursework yet to be completed for graduation. Include any anticipated summer and/or transfer work. Use course prefix and number only.

Semester _____ Yr _____	Semester _____ Yr _____	Semester _____ Yr _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Semester _____ Yr _____	Semester _____ Yr _____	Semester _____ Yr _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All changes must be dated and initialed by the Advisor.

Student

Education Advisor

Major Teaching Area Advisor

Clinical Experience Record

Special K-12 Education Programs
GUIDELINES FOR FIELD AND CLINICAL EXPERIENCES

Name _____ Advisor _____

1. At least one experience must be at a middle school 6-8 level. _____
2. At least one experience must be at a primary school K-4 level. _____
3. At least one experience must be at a secondary school 9-12 level. _____
4. At least one experience (during novice or student teaching) must be in a multiculturally diverse setting (25% or more minorities or low-income students).

5. A student should not request a student teaching placement:
 - a. where he or she attended.
 - b. where his or her children have attended or are attending.
 - c. where any of his or her relatives are teaching.
 - d. with a teacher with whom he or she or his or her family are good friends socially.
(These relationships must be indicated in the comments section of the student teaching and novice teaching applications.)
6. If any preclinical experiences are in a parochial school, student teaching must be done in a public school.

7. Music majors must student teach at both the elementary K-8 and secondary levels.

Important dates: Novice Internship – Applications due on December 1 for the next academic year

<u>School/City</u>	<u>Teacher/Grade</u>	<u>Subject</u>
116 _____		
225 _____		
380 or 381 _____		
382 (Music) _____		
499 _____		
498 (Music) _____		

Length of student teaching: _____ 16 weeks _____ 10 weeks

Art and Music are 2-8 week placements

If any of the above guidelines have not been met through coursework, transfer credit, or waivers, there must be documentation in the file of experience with that guideline.

Criminal History Informational Form

Philosophy of Education Assignment A Description of Your Beliefs and Values

You have had an opportunity to learn about a variety of historical and contemporary views related to the purposes of education and of schools. Whether or not you are preparing to be a teacher, it is important that you make explicit to yourself your philosophy of education. Your beliefs will impact the decisions you make professionally and/or as a citizen.

Your assignment is to write a concise, yet comprehensive, statement that coherently describes your philosophy of education [maximum length is 2 double-space pages]. This paper is a personal accounting of your beliefs about education. While it may, and most likely will, draw from philosophies of education introduced in your coursework, the document does not need to include references. The task is to capture what you feel education and schooling should be about. In addition to considering philosophies and theories discussed in your classes, the teacher dispositions should also guide areas considered as you describe what you value in as conveyed in your philosophy of education.

Initial Philosophy Paper Dispositions Inclusion Checklist

The mission of Teacher Education at Bradley University is to prepare teachers who will be effective leaders, advocates, and life-long learners. We believe that teaching and learning are dynamic, interactive, life-long processes based on empowering interactions between learners. One facet of this is that all programs preparing teachers for initial certification emphasize the development of dispositions that form the foundation of teaching excellence. Your philosophy of teaching paper written either in ETE 115 or submitted when you entered the program as a transfer student has been reviewed to determine which of these dispositions were included.

The faculty believes that excellent teachers value teaching, research and service which is characterized by positive dispositions related to the areas listed below. Those noted in you paper are checked.

Dispositions of a Professional Educator

- _____ accountability to learners, parents and the community
- _____ advocacy for the achievement of all learners
- _____ appreciation and respect for diversity and equity
- _____ collaboration with parents, professional and community members
- _____ commitment to life-long learning
- _____ concern for effective communication with all constituents
- _____ empathy with and caring for others.
- _____ leadership in the classroom and in the profession
- _____ professional and ethical behavior
- _____ reflective practice
- _____ valuing scholarship and research about learning and learners

Name _____

Reviewed by _____

This list is intended to guide your development as you reflect upon your understanding of the importance of each disposition to being a professional educator. While your understanding of each disposition should grow as you move through your educational program, you should give some extra attention to enhancing your conceptualization of those areas that you did not include in your philosophy of teaching paper.

**** KEEP THIS DOCUMENT ***
YOU WILL NEED IT WHEN YOU APPLY FOR ADVANCEMENT TO CANDIDACY**

Effect of Dispositions (Attitudes) on My Teaching Personal Reflections at Advancement to Candidacy

This assignment is a part of the Department of Teacher Education's continuing effort to guide your consideration of the part dispositions play in teaching and to assess the effectiveness of our programs in helping you do so.

Either when you took an introductory course to develop your knowledge of the foundations of education (ETE 115 at Bradley University) or when you transferred here, you wrote a paper that captured your philosophy of education at that time. This personal statement was reviewed to see which of the eleven dispositions (listed below) you had included in your narrative.

- ∞ accountability to learners, parents and the community
- ∞ advocacy for the achievement of all learners
- ∞ appreciation and respect for diversity and equity
- ∞ collaboration with parents, professional and community members
- ∞ commitment to life-long learning
- ∞ concern for effective communication with all constituents
- ∞ empathy with and caring for others.
- ∞ leadership in the classroom and in the profession
- ∞ professional and ethical behavior
- ∞ reflective practice
- ∞ valuing scholarship and research about learning and learners

In Preparation

Taking into consideration both what you wrote in your educational philosophy and which dispositions were not noted by the reviewer, choose three dispositions (and mark them off above). Your choices are in response to the following question:

Since writing my philosophy paper, my knowledge and understanding of these dispositions has evolved. Which three have developed and/or have been modified the most?

(Note: Dispositions that were not in your philosophy paper should be given high priority when making your choices.)

The Assignment

For each disposition you choose, you are to reflect upon these questions:

- ✍ How has my understanding of this disposition changed since I wrote my philosophy of education paper?
- ✍ What influenced this change?
- ✍ How might the change(s) influence my decisions/actions as a teacher in the future?

Each of the three reflections must be limited to no more than one double-spaced page each. You are writing three separate one-page papers.

Name _____ ID# _____ Date _____

Attach this sheet to your responses.

**Dispositions Rubric
Advancement to Candidacy**

	ACCEPTABLE	NOT ACCEPTABLE
UNDERSTANDING OF THE DISPOSITION	The candidate demonstrates a comprehensive understanding of two or more dispositions.	The candidate demonstrates very limited or no comprehension of two or more of the dispositions chosen. (Identify the unacceptable dispositions below): 1. _____ 2. _____ 3. _____
RELATING DISPOSITION TO TEACHING	The candidate made clear connections between two or more dispositions and the actions a teacher might take.	The candidate failed to make a clear connection between two or more dispositions and the actions a teacher might take. (Identify the unacceptable dispositions below): 1. _____ 2. _____ 3. _____

Student Name _____

ID# _____

Rater _____

Date _____

A Developing Understanding of Dispositions (Attitudes) Personal Reflections on Novice Teaching

This assignment is one component of the Department of Teacher Education's continuing effort to guide your consideration of the part dispositions play in teaching. Your responses also help the faculty assess the effectiveness of the opportunities to learn designed for you in our programs.

The Dispositions

This program emphasizes the development of dispositions that form the foundation of teaching excellence. The faculty believes that excellent teachers value teaching, research and service which is characterized by:

- ∞ accountability to learners, parents and the community
- ∞ advocacy for the achievement of all learners
- ∞ appreciation and respect for diversity and equity
- ∞ collaboration with parents, professional and community members
- ∞ commitment to life-long learning
- ∞ concern for effective communication with all constituents
- ∞ empathy with and caring for others.
- ∞ leadership in the classroom and in the profession
- ∞ professional and ethical behavior
- ∞ reflective practice
- ∞ valuing scholarship and research about learning and learners

The Assignment

During your novice teaching, you have integrated the content knowledge, pedagogical knowledge, and teaching skills that you have been constructing these past years. All of what you have been doing in the classroom has been influenced by your professional dispositions.

Choose three dispositions (and mark them off above). For each disposition:

- a. reflect upon how that disposition has influenced your decisions and actions during your novice teaching experience; and
- b. discuss how these decisions and actions influenced by that disposition affected your students' learning.

Please limit each of your three reflections to a maximum of one double-spaced page per disposition chosen. You are writing three separate papers.

Name _____

ID# _____

Date _____

Course # _____

Attach this sheet to your responses.

**Dispositions Rubric
Novice Teaching**

	ACCEPTABLE	UNACCEPTABLE
UNDERSTANDING OF THE DISPOSITION	<p>The candidate demonstrates a comprehensive understanding of all three dispositions.</p> <p>Comprehensive understanding includes a clearly communicated, broad-based awareness of the multiple facets that are a part of each disposition.</p>	<p>The candidate demonstrates very limited or no comprehension of the multiple facets that are a part of the disposition(s). (Identify the unacceptable disposition below):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
CONNECTIONS TO INSTRUCTIONAL PRACTICE	<p>The candidate made clear connections between all three dispositions and the decisions made and/or actions taken to instructional practice.</p>	<p>The candidate failed to make a clear connection between a disposition(s) and the decisions made and/or actions taken to instructional practice. (Identify the unacceptable disposition below):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
CONNECTIONS TO STUDENT LEARNING	<p>The candidate made clear connections between all three dispositions and the decisions/actions made to student learning.</p>	<p>The candidate failed to make a clear connection between a disposition(s) and the decisions/actions made to student learning. Identify the unacceptable disposition below):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>

Student Name _____

ID# _____

Rater _____

Date _____

**Effect of Dispositions (Attitudes) on My Teaching
Personal Reflections on Student Teaching**

This assignment is one component of the Department of Teacher Education's continuing effort to guide your consideration of the part dispositions play in teaching. Your responses also help the faculty assess the effectiveness of the opportunities to learn designed for you in our programs.

The Dispositions

This program emphasizes the development of dispositions that form the foundation of teaching excellence. The faculty believes that excellent teachers value teaching, research and service which is characterized by:

- ∞ accountability to learners, parents and the community
- ∞ advocacy for the achievement of all learners
- ∞ appreciation and respect for diversity and equity
- ∞ collaboration with parents, professional and community members
- ∞ commitment to life-long learning
- ∞ concern for effective communication with all constituents
- ∞ empathy with and caring for others.
- ∞ leadership in the classroom and in the profession
- ∞ professional and ethical behavior
- ∞ reflective practice
- ∞ valuing scholarship and research about learning and learners

The Assignment

During your student teaching, you have integrated the content knowledge, pedagogical knowledge, and teaching skills that you have been constructing these past years. All of what you have been doing in the classroom has been influenced by your professional dispositions.

Choose three dispositions (and mark them off above). Choose dispositions that are different from those you selected when you completed this reflective activity at the end of your Novice Teaching experience.

For each disposition:

a. reflect upon how that disposition has influenced your decisions and actions during your student teaching experience; and

b. discuss how these decisions and actions influenced by that disposition affected your students' learning

Please limit each of your three reflections to a maximum of one double-spaced page per disposition chosen. You are writing three separate papers.

Name _____

ID# _____

Date _____

Course # _____

Attach this sheet to your responses.

**Dispositions Rubric
Student Teaching**

	ACCEPTABLE	UNACCEPTABLE
UNDERSTANDING OF THE DISPOSITION	<p>The candidate demonstrates a comprehensive understanding of all three dispositions.</p> <p>Comprehensive understanding includes a clearly communicated, broad-based awareness of the multiple facets that are a part of each disposition.</p>	<p>The candidate demonstrates very limited or no comprehension of the multiple facets that are a part of the disposition(s). (Identify the unacceptable disposition below):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
CONNECTIONS TO INSTRUCTIONAL PRACTICE	<p>The candidate made clear connections between all three dispositions and the decisions made and/or actions taken to instructional practice.</p>	<p>The candidate failed to make a clear connection between a disposition(s) and the decisions made and/or actions taken to instructional practice. (Identify the unacceptable disposition below):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
CONNECTIONS TO STUDENT LEARNING	<p>The candidate made clear connections between all three dispositions and the decisions/actions made to student learning.</p>	<p>The candidate failed to make a clear connection between a disposition(s) and the decisions/actions made to student learning. (Identify the unacceptable disposition below):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>

Student Name _____

ID# _____

Rater _____

Date _____

**DEPARTMENT OF TEACHER EDUCATION
Application for Advancement to Degree Candidacy**

**ART – FOREIGN LANGUAGE NOVICE TEACHING APPLICATION
ETE 380 REQUEST FOR**

Fall Spring 20 _____

Date: _____

Advanced Date: _____ TB Test: _____ Ethnicity: _____ Gender: Male Female

I have a car: Yes No I can give a ride to (list specific names): _____

Please complete this form with your advisor one semester prior to the semester of enrollment and take it to Westlake Hall Room 212 during the pre-registration period to confirm your reserve card (due April 15 or November 15). **Attach a copy of your class schedule printed from Webster.**

NAME: _____ E-MAIL: _____ ID# _____

LOCAL ADDRESS: _____ CITY, STATE, ZIP: _____ PHONE: _____

HOME ADDRESS: _____ CITY, STATE, ZIP: _____ PHONE: _____

SS#: _____ MAJOR: _____ ADVISOR: _____

PREVIOUS FIELD EXPERIENCES

Please check the box if this was a multiculturally diverse placement or a placement with students with exceptionalities.

	School (K-12)	City/State	Teacher	Grade/Subject	MD	E
ETE 116	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
ETE 225	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Field experiences completed through transfer work or granted via waiver should be listed beside the equivalent course. Do not write "waiver". Complete the name of the K-12 school, etc. Also list city and state for field experiences done outside the Peoria area.

SITE PREFERENCES

Remember: Everyone must have K-6, a 7-12, a multiculturally diverse placement (during novice or student teaching), as well as one placement with students with exceptionalities. Indicate your preference based on your previous placements and future requests. Prioritize your preferences within each category.

Local K-12 schools where I attended, my children attend or friends work: _____

Grade Level Preferences: 1st: _____ 2nd: _____ 3rd: _____

Site Preferences: 1st: _____ 2nd: _____ 3rd: _____

Novice teaching is for 2 hours every morning. Be sure to allow at least 30 to 45 minutes bus/driving time before and after your experience.

Student: _____ Signature _____ Date _____ Advisor: _____ Signature _____ Date _____

COMMENTS (Please indicate here at what level and in what school you want to student teach so this can be avoided, if possible, for Novice Teaching. Comment on other considerations, too):

**MUSIC – ELEMENTARY
NOVICE TEACHING APPLICATION
ETE 381 REQUEST FOR**

Fall Spring 20 _____ Date: _____
 Advanced Date: _____ TB Test: _____ Ethnicity: _____ Gender: Male Female
 I have a car: Yes No I can give a ride to (list specific names): _____

Please complete this form with your advisor one semester prior to the semester of enrollment and take it to Westlake Hall Room 212 during the pre-registration period to confirm your reserve card (due April 15 or November 15). **Attach a copy of your class schedule printed from Webster.**

NAME: _____ E-MAIL: _____ ID# _____
 LOCAL ADDRESS: _____ CITY, STATE, ZIP: _____ PHONE: _____
 HOME ADDRESS: _____ CITY, STATE, ZIP: _____ PHONE: _____
 SS#: _____ MAJOR: _____ ADVISOR: _____

PREVIOUS FIELD EXPERIENCES

Please check the box if this was a multiculturally diverse placement or a placement with students with exceptionalities.

	School (6-12)	City/State	Teacher	Grade/Subject	MD	E
ETE 116	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
ETE 225	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
ETE 382	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Field experiences completed through transfer work or granted via waiver should be listed beside the equivalent course. Do not write “waiver”. Complete the name of the K-12 school, etc. Also list city and state for field experiences done outside the Peoria area.

SITE PREFERENCES

Remember: Everyone must have a K-6 placement, a 7-12 placement, a multiculturally diverse placement (during novice or student teaching), as well as one placement with students with exceptionalities. Indicate your preference based on your previous placements and future requests. Prioritize your preferences within each category.

Local K-12 schools where I attended, my children attend or friends work: _____

Site Preferences: 1st: _____ 2nd: _____ 3rd: _____

I have the following times available for this field experience (ETE 381, M-F, 1 semester hour). Be sure to allow at least 30 to 45 minutes of bus/driving time before and after your experience. _____

Student: _____ Date _____ Advisor: _____ Date _____
Signature Date Signature Date

COMMENTS (Please indicate here at what level and in what school you want to student teach so this can be avoided, if possible, for Novice Teaching. Comment on other considerations, too):

**MUSIC – SECONDARY
NOVICE TEACHING APPLICATION**

ETE 382 REQUEST FOR

Fall Spring 20 _____

Date: _____

Advanced Date: _____ TB Test: _____ Ethnicity: _____ Gender: Male Female

Yes

I have a car: No I can give a ride to (list specific names): _____

Please complete this form with your advisor one semester prior to the semester of enrollment and take it to Westlake Hall Room 212 during the pre-registration period to confirm your reserve card (due April 15 or November 15). **Attach a copy of your class schedule printed from Webster.**

NAME: _____ E-MAIL: _____ ID# _____

LOCAL ADDRESS: _____ CITY, STATE, ZIP: _____ PHONE: _____

HOME ADDRESS: _____ CITY, STATE, ZIP: _____ PHONE: _____

SS#: _____ MAJOR: _____ ADVISOR: _____

PREVIOUS FIELD EXPERIENCES

Please check the box if this was a multiculturally diverse placement or a placement with students with exceptionalities.

	School (6-12)	City/State	Teacher	Grade/Subject	MD	E
ETE 116	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
ETE 225	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
ETE 381	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Field experiences completed through transfer work or granted via waiver should be listed beside the equivalent course. Do not write "waiver". Complete the name of the K-12 school, etc. Also list city and state for field experiences done outside the Peoria area.

SITE PREFERENCES

Remember: Everyone must have a K-6 placement, a 7-12 placement, a multiculturally diverse placement (during novice or student teaching), as well as one placement with students with exceptionalities. Indicate your preference based on your previous placements and future requests. Prioritize your preferences within each category.

Local K-12 schools where I attended, my children attend or friends work: _____

Site Preferences: 1st: _____ 2nd: _____ 3rd: _____

I have the following times available for this field experience (ETE 382, M-F, 1 semester hour). Be sure to allow at least 30 to 45 minutes of bus/driving time before and after your experience. _____

Student: _____ Signature _____ Date _____ Advisor: _____ Signature _____ Date _____

COMMENTS (Please indicate here at what level and in what school you want to student teach so this can be avoided, if possible, for Novice Teaching. Comment on other considerations, too):

SPECIAL K-12 STUDENT TEACHING APPLICATION (Due December 1 of the next academic year)

Art, Foreign Language, Music (Music must have ETE 499 and ETE 498)

ETE 499/498 REQUEST TO STUDENT TEACH IN (Semester) _____ of (Year) _____

Directions: On Blackboard>My Courses>Teacher Ed.-(Your Major)>Information>Clinical & Field Experiences

(Note: This form will not be accepted unless it is complete and has four copies of a grammatically correct personal profile attached. Any false information will result in the denial of student teaching for the semester requested. A decision to drop student teaching must be communicated to the clinical coordinator in writing. DO NOT DROP BY PHONE.) **A student teaching placement will be cancelled for any student who has not met ALL of the requirements to student teach by April 1 for a fall placement and December 1 for a spring placement.**

NAME: _____ E-MAIL: _____ ID# _____

LOCAL ADDRESS: _____ CITY, STATE, ZIP: _____ PHONE: _____

PERMANENT ADDRESS: _____ CITY, STATE, ZIP: _____ PHONE: _____

ETHNICITY: _____ GENDER: _____ U.S. CITIZEN: _____

*I have a car: Yes _____ No _____ I can take # _____ riders.

*Local K-12 schools where I attended, my children attend, or friends work: _____

*School/Teachers Preferred: _____

I have been accepted for an International or Distance student teaching placement: (circle) Yes No

Attach letter documenting acceptance and a list of schools with all contact information.

Student Teaching Area: Check your primary teaching area

Spanish K-12 _____ Art K-12 _____ Music K-12 (2-8 wk placements) 498/499 _____

German L-12 _____ French K-12 _____ Other: list field _____

**Time, school, grade, and transportation requests will be honored, if possible.*

Prepracticum Placements: or equivalent experiences (Pre-K-12 schools used for waivers or credit from other colleges must be identified)

Pre-K-12 School	City/State	Teacher	Grade/Subject
ETE 116 or equivalent _____			
ETE 225 or equivalent _____			
ETE 380/381 _____			
ETE 382 _____			

Current Academic Goal:

Expected graduation date: _____ Degree: _____

OR _____ State Certificate only: I already have a BA/BS in _____

obtained from _____

(Institution) (Year)

Overall G.P.A. _____ G.P.A. in Education Courses _____ GPA in Major _____

Comments: (Use additional space on back, if needed)

I agree to keep this information current in Westlake 212.

Student's Signature/Date

Education Advisor's Signature/Date

Major Advisor's Signature/Date

STUDENT TEACHER PLACEMENT GUIDELINES

****MANDATORY REQUIREMENTS that must be completed by either April 30 or December 1 of the semester prior to student teaching:**

1. **Passage of Basic Skills test and applicable Content Area State Certification Tests.**
2. **Current TB results on file in Westlake 212.**
3. **Fingerprint Criminal Background check completed during the semester prior to student teaching that shows a record clear of felonies.**
4. **Minimum of 2.5 GPA overall, in education, and in one's major or concentration.**

Placements for student teaching are made in the Peoria area with a qualified teacher and in a classroom appropriate for the student's area of certification. The coordinator of Clinical and Field Experiences will normally make every effort to obtain your request(s) for placement in the school(s) with the cooperating teacher(s) of your choice. A placement must have the approval of the school district, principal, cooperating teacher, and the Coordinator of Clinical and Field Experiences. However, there are certain restrictions, which may prevent your requests from being implemented:

1. At times student teaching placements may need to be changed from the initial placement. This happens only rarely and is justified only when circumstances deemed appropriate by the Clinical Coordinator exist. **However, student opinions about the desirability of a placement are never sufficient alone to justify changing a placement.**
2. The University does not guarantee transportation to the place of assignment. When possible, the University will attempt to pair students with others who are willing to provide rides to the assignment locale. Ultimately, **however, it is the responsibility of each student teacher to arrange for his/her own transportation.**
3. For those requesting placement during only one specific part of the semester, the placement may be switched to another part of the semester if it is necessary to balance supervisory loads of university personnel or for other circumstances.
4. Any specific need such as for athletic or forensic activities, or medical conditions such as pregnancy or a handicapping condition which will affect the placement should be indicated in the comments section.
5. Unforeseen circumstances may cause changes in placements. For this reason, **information about placements will not be given out in advance of the date that written notification of the placement is sent to students at their local addresses.** Fall placements are sent out around April 15, and spring placements are sent out around November 15.
6. Be sure to **notify the Clinical Coordinator on a 3 X 5 index card of your current local address by midterm during the semester just prior to the semester in which you will be doing student teaching** (by October 15 or March 15, as the case may be) so you may receive notification of your student teaching assignment. Cards are available outside Westlake 212 for this purpose.

Effective August 15, 2005

DIRECTIONS FOR PREPARING THE PERSONAL PROFILE

(to be turned in with Student Teaching Application)

1. The personal profile must be typed or completed on a computer and not be more than 3 one-sided pages.
2. Attach 4, clean, clear copies to your student teaching application. Make sure it is grammatically correct.
3. Type "PERSONAL PROFILE" in the center at the top of the page. Center your name 2 lines below that and the current date 2 lines below your name. Make sure your name appears on each sheet of your personal profile.
4. Type your local address, phone number and e-mail address on the left side and your permanent address and phone number on the right. Be sure to label them as such.
5. List the education course titles and their course numbers that you have taken or will be taking before graduation, the grade you received, when you took or plan to take each course, and the name of the university where each was completed. Label this section "Education Courses".

Example:

Course #	Course Title	Grade	Taken	University
ETE 100	Technology Applications	A	Spr 02	Bradley U.

6. Follow the directions for your major
 - a. **Special Education Majors** skip this section.
 - b. For **secondary education, art, foreign language and music majors**, list the course titles and their course numbers in your major that you have taken or will be taking before graduation, the grade you received, when you took or plan to take each course, and the name of the university where each was completed in a table. Label this section "Courses in My Major".
 - c. For **elementary education and early childhood education majors**, list the courses in your area of concentration that you have taken or will be taking before graduation, the grade you received, when you took or plan to take each course, and the name of the university where each was completed in a table." Label this section "Courses in My Concentration".

Example:

Course #	Course Title	Grade	Taken	University
Art 101	Drawing I	A	SP 02	Bradley U.

7. For each field experience list the school, the grade and/or subject observed, when it was taken and the city and state where it was completed in a table. Label this section "Field Experiences."

Example:

School	Grade/Subject	When	City/State
Whittier Primary	K-4 Art	FA 04	Peoria, IL

8. In autobiographical format tell about yourself: your family (optional), your interests; experiences working with children or youth, i.e., camp, church, baby-sitting, or other volunteer work; work experiences; travel experiences; extra curricular activities and anything else you care to share. Label this section "Autobiographical Sketch."
9. Write a paragraph telling why you are pursuing a career in the teaching field. Label this section "Why I am Pursuing a Career in Teaching."
10. Write a paragraph explaining several goals you have for yourself as a teacher. Label this section "Goals."

K-12 EDUCATION PROGRAMS – ART OR FOREIGN LANGUAGE

Clearance Sheet

Bradley University - College of Education & Health Sciences

Name _____ ID# _____

Address _____ City, State, Zip: _____

Telephone _____ Email Address _____ Background Check Date _____

Basic Skills Certification Exam: Reading _____ Writing _____ Math _____ Grammar _____ Date _____

GENERAL EDUCATION REQUIREMENTS

Communication Skills (9 s.h.)	S.H.	Date Completed
SP COM 103 *The Oral Communication Process	3	
C1 ENG 101 *Freshman Composition	3	
C2 ENG 300-306 Junior Composition	3	

* Must have a "C" or better in order to advance.

Mathematics (3 s.h.)	S.H.	Date Completed
MA *General Education Mathematics	3	

* Must have a "C" or better in order to advance.

Science (6 s.h.; must include at least 3 semester hours of FS.)	S.H.	Date Completed
FS Science Elective	3-4	
Science Elective	3-4	

You must meet Bachelor of Science OR Bachelor of Arts requirements.

Bachelor of Science Requirement (Additional 6 semester hours.)	S.H.	Date Completed
Elective (See catalog. Any course listed for B.S. degree.)	3	
Elective (See catalog. Any course listed for B.S. degree.)	3	

* Must have a "C" or better in order to advance.

*******OR*******

Bachelor of Arts Requirement: Two years of College Level Foreign Language or its equivalent. This requirement may be met by the completion of a 202 or 300-level course or by transfer of similar credits. _____

Humanities (12 s.h. – history, language, literature, religion, and fine arts.)	S.H.	Date Completed
*HL English (Foreign Language must have both) OR *HP Humanities group elective	3-6	
FA Fine Arts (ART, MUS, or THE)	3	
NW Nonwestern Civilization	3	

*One of these must satisfy HL or HP requirement; LAS (foreign language majors must satisfy both).

Social Science (9 s.h. – anthropology, cultural geography, economics, political science, psychology, sociology.)	S.H.	Date Completed
SF Social Forces Elective or ETE 115	3	
SF Social Forces Elective or ETE 280	3	
WC Western Civilization	3	

Other	S.H.	Date Completed
Health/Physical Development (FCS 203, NUR 163, 220, 221, 263, 376)	3	

PROFESSIONAL EDUCATION (All Education courses will count toward your education GPA)

COURSES TAKEN BEFORE ADVANCEMENT	S.H.	Date Completed
*SF – ETE 115 Schools and Schooling in American Society	3	
ETE 116 Field Experience – Schools and Schooling...	1	
ETE 205 Effective Teaching Strategies	3	
ETE 225 *Human Development	4	

COURSES TAKEN ANYTIME BEFORE STUDENT TEACHING	S.H.	Date Completed
ETE 100 Technology Applications	1	
ETE 222 Gifted Education in American Schools: Foundations (optional) – May Only	3	
ETE 223 Gifted Education in American Schools: Practicum (optional) – Summer Only	3	
ETE 227 Development of the Early Adolescent (optional) *Middle School Endorsement required	3	
ETE 228 Strategies for Middle School (optional) *Middle School Endorsement required	3	
ETE 245 American Sign Language I (Optional) – Fall, Summer Only	3	
ETE 246 American Sign Language II (Optional) – Spring Only	3	
ETE 280 *Exploring Diversity: Learners, Families & Communities	3	

* Must have a “C” or better in order to advance.

COURSES THAT REQUIRE ADVANCEMENT TO CANDIDACY:	S.H.	Date Completed
ETE 342 Guiding Learners & Developing Classroom Communities	3	
ETE 360 Teaching Reading in the Content Fields	3	
ETE 371 General Secondary Methods II	3	

Special Content Methods: Select one of the following		
ETE 386 Methods of Teaching Art K-12 – Spring Odd Years Only	3	
ETE 387 Methods of Teaching Foreign Language K-12 – Spring Odd Years Only	3	
ETE 380 Novice Teaching in K-12 Special Programs (taken with special methods course)	2	
ETE 490 Portfolio Development (Taken with ETE 499)	1	
ETE 499 Student Teaching (After all ETE courses taken except ETE 490)	10 or 13	

TOTAL 40 s.h. minimum

No ETE Course Grade less than “C”

Teacher Education Advisor _____ Major Advisor _____

I understand that I am responsible for the information in the Special Education Student Handbook that I can obtain from

Blackboard (website <http://blackboard.bradley.edu>): _____ Date _____

K-12 MUSIC EDUCATION CLEARANCE SHEET

Clearance Sheet
Bradley University - College of Education & Health Sciences

Name _____ ID# _____

Address _____ City, State, Zip: _____

Telephone _____ Email Address _____ Background Check Date _____

Basic Skills Certification Exam: Reading _____ Writing _____ Math _____ Grammar _____ Date _____

GENERAL EDUCATION REQUIREMENTS

Communication Skills (9 s.h.)	S.H.	Date Completed
SP COM 103 *The Oral Communication Process	3	
C1 ENG 101 *Freshman Composition	3	
C2 ENG 300-306 Junior Composition	3	

* Must have a "C" or better in order to advance.

Mathematics (3s.h.)	S.H.	Date Completed
MA *General Education Mathematics	3	

* Must have a "C" or better in order to advance.

Science (6 s.h.; must include at least 3 s. hours of FS CIS 300 cannot be used)	S.H.	Date Completed
FS Science Elective	3-4	
Science Elective	3-4	

You must meet Bachelor of Music.

Bachelor of Music Requirements	S.H.	Date Completed
Core Courses	46-47	
Elective Concentration (Instrumental, Piano, Vocal)	28-31	

Humanities (9 s.h. – history, language, literature, religion, and fine arts.)	S.H.	Date Completed
HL/HP	3	
FA Fine Arts (ART, MUS, or THE)	3	
NW Nonwestern Civilization	3	

*One of these must satisfy HL or HP requirement; LAS majors must satisfy both.

Social Science (9 s.h. – anthropology, cultural geography, economics, political science, psychology, sociology.)	S.H.	Date Completed
SF Social Forces Elective or ETE 115	3	
SF Social Forces Elective	3	
WC Western Civilization	3	

Other	S.H.	Date Completed
Health/Physical Development (FCS 203, NUR 163, 220, 221, 263, 376)	3	

PROFESSIONAL EDUCATION (All Education courses will count toward your education GPA)

COURSES TAKEN BEFORE ADVANCEMENT	S.H.	Date Completed
ETE 115 Schools and Schooling in American Society	3	
ETE 116 Field Experience – Schools and Schooling...	1	
ETE 225 Human Development	4	
ETE 280 Exploring Diversity: Learners, Families & Communities	3	

COURSES TAKEN ANYTIME BEFORE STUDENT TEACHING	S.H.	Date Completed
ETE 100 Technology Applications	1	
ETE 222 Gifted Education in American Schools: Foundations (optional) – May Only	3	
ETE 223 Gifted Education in American Schools: Practicum (optional) – Summer Only	3	
ETE 227 Development of the Early Adolescent (optional) *Middle School Endorsement required	3	
ETE 228 Strategies for Middle School (optional) *Middle School Endorsement required	3	
ETE 245 American Sign Language I (Optional) – Fall, Summer Only	3	
ETE 246 American Sign Language II (Optional) – Spring Only	3	

COURSES THAT REQUIRE ADVANCEMENT TO CANDIDACY:	S.H.	Date Completed
ETE 342 Guiding Learners & Developing Classroom Communities	3	
ETE 351 Elementary School Music for Music Majors - Fall Only	3	
ETE 352 Secondary School Music - Spring Only	3	
ETE 360 Teaching Reading in the Content Field	3	
ETE 381 Field Experience in Elementary Music Teaching - Fall Only	1	
ETE 382 Field Experience in Secondary Music Teaching - Spring Only	1	
ETE 490 Portfolio Development	1	
ETE 498 Student Teaching – Elementary	7	
ETE 499 Student Teaching – Secondary	7	

TOTAL s.h. 41**No ETE Course Grade less than “C”**

Teacher Education Advisor _____ Major Advisor _____

I understand that I am responsible for the information in the Special Education Student Handbook that I can obtain from

Blackboard (website <http://blackboard.bradley.edu>): _____ Date _____