Sam Houston State University
College of Education

New Teacher Orientation

Presented by Educator Preparation Services

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM
Through excellent collaborative instruction, research, and field experiences, the Educator Preparation Programs of Sam Houston State University provide candidates with opportunities to develop dispositions, skills, and knowledge that enable them to create an environment in which they plan, implement, assess, and modify learning processes, while serving effectively in diverse educational roles, reflecting meaningfully on their growth, and responding proactively to societal needs.
# New Teacher Orientation Manual

## Table of Contents

- **Introduction** .......................................................................................... 5
- **Mission and Values Statement** ................................................................. 6
- **Certification Programs** ............................................................................. 7
  - I. Elementary and Middle level Certification Programs ......................... 8
  - II. Secondary Education Programs .......................................................... 9
- **Educator Preparation Program** ............................................................... 11
  - I. Program Admission Criteria ............................................................... 12
  - II. Tk20 .................................................................................................. 13
  - III. Field Experience .............................................................................. 15
  - IV. Educator Preparation Information ..................................................... 17
  - V. Field Experience Documentation log ................................................... 18
  - VI. Professional Expectations ................................................................. 19
- **TExES/Certification** ................................................................................. 20
- **Academic Advising** .................................................................................. 22
- **Career Services** ....................................................................................... 24
Introduction
Welcome to the New Teacher Orientation! You are about to embark on a journey that will literally change your life. Educator Preparation Services provides information and support to students who are interested in becoming a teacher. The Educator Preparation Services staff looks forward to leading and assisting you in your new venture.

This manual is assembled to keep teaching candidates informed of critical information pertaining to the admission requirements and criteria for all teacher certification programs, field experience, advising, and testing and certification. In coordination with the faculty and staff in the College of Education, the above services provide essential assistance in the preparation of future educators, and students are encouraged to take advantage of all resources available.

Throughout the program, candidates are encouraged to frequently check their student email account, the website, and be advised to ensure they are current with the program requirements. We are delighted that you believe SHSU is the right place for you. Your future awaits!

“A good teacher is like a candle, it consumes itself to light the way for others” ~Mustafa Kemal Atatürk
Our Mission

"Through excellent instruction, research and public service, the College of Education provides all students with opportunities to develop knowledge, skills, strategies, and experiences which allow them to serve in diverse roles and function productively in society."

Values

The values of the College of Education are based on the acronym, R.E.S.P.E.C.T., represented as follows:

Responding to needs of students, faculty, staff and partners.
Expecting the best for students, faculty, staff and programs.
Serving others above self.
Planning and promoting quality.
Engaging in academic inquiry.
Caring for students, faculty and staff.
Teaching and leading as a mission that changes lives.
Certification Programs
Elementary and Middle Level Certification Programs

All students seeking teacher certification at the Elementary and Middle Level will major in Interdisciplinary Studies and minor in their content area.

Sam Houston State University is authorized to prepare and recommend individuals for the following Elementary and Middle Level education certificates:

<table>
<thead>
<tr>
<th>Certificate Type</th>
<th>Subject(s)</th>
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</thead>
<tbody>
<tr>
<td>EC-6 Generalist</td>
<td>4-8 Mathematics</td>
</tr>
<tr>
<td>EC-6 Generalist and EC-12 Special Education</td>
<td>4-8 Mathematics and Science</td>
</tr>
<tr>
<td>EC-6 Bilingual Generalist</td>
<td>4-8 English Language Arts, and Reading/Social Studies composite</td>
</tr>
</tbody>
</table>

To be recommended for one of these Elementary or Middle level Certificates, the undergraduate student should proceed through the following steps.

*All elementary and middle school programs include preparation for the English as a Second Language supplemental certificate*

Step 1: File for an Official Degree Plan

Step 2: Formally Apply and Gain Admission to the Educator Preparation Program

Step 3: Apply and gain admission into the Literacy Methods Block

Step 4: Apply and Gain Admission to the Content Methods Block

Step 5: Apply and Gain Admission to the Student Teaching Block

Step 6: Pass all appropriate examinations
Secondary Education
Secondary Education Certification Programs

All students seeking teacher certification at the Secondary Level will major in their content area and minor in Secondary Education.

Sam Houston State University is authorized to prepare and recommend individuals for the following Secondary Standard certificates:

<table>
<thead>
<tr>
<th>Agricultural Science and Technology (Grades 6-12)</th>
<th>Mathematics (Grades 7-12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art (Grades EC-12)</td>
<td>Music (Grades EC-12)</td>
</tr>
<tr>
<td>Computer Science (Grades 8-12)</td>
<td>Physical Education (Grades EC-12)</td>
</tr>
<tr>
<td>Dance (Grades 8-12)</td>
<td>Physical Science (Grades 6-12)</td>
</tr>
<tr>
<td>English Language Arts and Reading (Grades 7-12)</td>
<td>Science (Grades 7-12)</td>
</tr>
<tr>
<td>Family and Consumer Sciences (Grades 6-12)</td>
<td>Social Studies Composite (Grades 7-12)</td>
</tr>
<tr>
<td>History (Grades 7-12)</td>
<td>Speech (Grades 7-12)</td>
</tr>
<tr>
<td>Journalism (Grades 7-12)</td>
<td>Technology Applications (Grades 8-12)</td>
</tr>
<tr>
<td>Languages Other Than English - Spanish (Grades EC-12)</td>
<td>Technology Education (Grades 6-12)</td>
</tr>
<tr>
<td>Life Science (Grades 7-12)</td>
<td>Theatre (Grades EC-12)</td>
</tr>
<tr>
<td></td>
<td>Trade and Industrial Education (Grades 7-12)</td>
</tr>
</tbody>
</table>

*Secondary Standard Certificates are subject to change per request of Texas Education Agency

To be recommended for one of these Secondary Standard Certificates, the undergraduate student should proceed through the following steps.

Step 1: File for an Official Degree Plan

Step 2: Complete teaching field coursework in your major field of study

Step 2: Apply and Gain Admission to the Educator Preparation Program

Step 3: Complete Prerequisites to Secondary Methods Block

Step 4: Apply and Gain Admission to the Secondary Methods Block

Step 5: Apply and Gain Admission to the Student Teaching Block
Educator Preparation Program
What is an Educator Preparation Program?

All Educator Preparation Programs are governed by Texas Administrative Code, which is ruled and monitored for quality by Texas Education Agency Division of Educator Standards. Programs are responsible for implementing current rules, content and best practices as they prepare future teachers and administrators.

It is the responsibility of the education profession as a whole to attract candidates and to retain educators who demonstrate the knowledge and skills necessary to improve the performance of the diverse student population of this state.

Admission Criteria

For ALL Undergraduate Programs the following applies (Effective Fall 2014):

- GPA ≥ 2.75, Overall (includes transfer and SHSU courses)
- GPA ≥ 2.75 in in program area / teaching field / certification courses
- No grade below “C” in all major coursework required for teaching field and certification (SHSU or Transfer)
- Criminal history must be checked and passed

Steps to apply

All students seeking a teaching certificate will need to apply for the Educator Preparation Program through SamWeb and Tk20. Certain requirements must be met before a student can be considered regularly admitted to the program.

**Step 1:** Candidates pay ($100) for admission to the Educator Preparation Program online via SamWeb.

**Step 2:** Activate a TK20 account ($111.50, includes service activation fee, plus tax and handling).

**Step 3:** Once activated, create an application to the Educator Preparation Program in TK20.
Tk20 Account
Tk20 is an electronic toolkit used by candidates to provide evidence that they have mastered state and professional standards for the profession. Tk20 also assists students manage their program requirements as well as acting as a repository of assessed coursework, field experience and binders. It is an assessment, accountability, and management system to help colleges and universities improve their programs and meet requirements for accreditation.

All Undergraduate and post-baccalaureate students seeking initial teacher certification. This includes graduate students seeking initial teacher certification along with a M.Ed. in Curriculum and Instruction.

The Tk20 fee is a one-time-only fee and is a 7 year license. This means that you will still be able to access Tk20 after you graduate and start your career.

Part of the contract with Tk20 is an agreement that students pay a support fee. This fee goes towards the upkeep of the Tk20 system and technical support offered to the University. Tk20 is an electronic toolkit used by candidates to provide evidence that they have mastered state and professional standards for the profession. Tk20 also assists students manage their program requirements as well as acting as a repository of assessed coursework, field experience and binders.
Field Experience
Field Experience in Schools

The purpose of field experiences is to allow students to observe and interact with teachers, students, and other support personnel in diverse school settings as well as other community settings. Extensive experience in structured observations, small group instruction, and whole class instruction are need to provide a transition from theory to practical application.

**Level I field experience** provides SHSU teacher candidates with an introduction to the public school environment from the standpoint of a future educator. Professional expectations, focused observations, and thoughtful reflections are emphasized in these initial experiences.

**Level II field experience** provides "hands-on" opportunities for SHSU teacher candidates to connect and apply their university coursework to public school classroom environments. Level II field experiences emphasize lesson planning, and the application of acquired pedagogical knowledge and skills in public school classrooms.

**Level III field experience** is the final step of the teacher preparation program for SHSU pre-service teachers. During the student teaching semester, Sam Houston teacher candidates are placed in a school district that is a member of the Sam Houston Innovative Partnerships with Schools (SHIPS). Classroom mentor teachers and university supervisors share the responsibility of assessing and evaluating the student teacher's instructional and classroom management skills.

As you begin your field experiences, remember to adhere to the requirements of each school when conducting field experience hours on their campus.

Example: Sign in at the front office upon arrival, dress professionally, always wear a name tag

If you are unable to fulfill your field experience reservation, you are to inform the school office and attempt to reschedule with them. The phone number of the each school office is provided on the registration screen. If necessary, contact Educator Preparation Services, ask for the Level 1 Field Experience Coordinator.

Field Experience Profile - Students will complete one field experience profile for each setting in which they observe.

1. Log onto Tk20 using your SHSU log-in.
2. Select the "Artifacts" tab.
3. Click "Create" on the left-side menu.
4. Select "Field Experience Profile" in the drop down menu.
5. Answer all the questions displayed.
6. When you are finished, click "Save".

Should you require assistance, email **Level 1 Field Experience Coordinator** or call/leave a message at (936) 294-1157. You may also contact the Educator Preparation Services at (936) 294-3384.
**Educator Preparation Services Information**

Students are responsible for ALL information on the SHSU website related to the Educator Preparation Program

1) Payment for Educator Preparation Program Application
   - Sam Web→Student Records→Educator Preparation Program Application→Pay $100 fee (one time only)

2) Tk20 Account Activation
   - Activate account on Tk20 (https://Tk20.shsu.edu) – Takes 3-5 business days for complete activation.
   - Pay account fee--$100 plus tax and processing (one time only)

3) Educator Preparation Program Application
   - Create an Educator Preparation Program Application in Tk20
     o Tk20→applications tab→create→select appropriate application from drop down menu

Registration for Field Experience
- MUST have done: 1) Paid Ed Prep fee, 2) Activated & Paid for Tk20, 3) Created Ed Prep Program Application in Tk20
- Students register on-line (SamWeb →Student Records→Field Experience Level I
- Application and Report)
- Print out schedule for your use

Substitutions for required field experiences will **not** be an option.

Field Experience Observations (10 Hours)--Guidelines for Field Experience

- BE PROFESSIONAL: Call campus 2-3 days ahead to confirm schedule and faculty dress code
- Access campus instructions and guidelines on your “Printable Observation Hours Report”
- Use campus address found on your schedule from Sam Web or another resource (i.e. Map Quest) for directions—Do not call campus.
- Arrive at your campus **early** with your Field Experience name badge, driver's license, and Sam ID card

Field Experience Profile in Tk20 (Required in all courses with Field Experience)
- See this link for full directions on how to create a Field Experience Profile:
  - SHSU homepage→fast links→Educator Preparation Services→Field Experiences Home→Level 1→Field Experience Profile

Submit original hard copy of field experience log to instructor.

Education students should **frequently** access their SHSU email account and websites for information.

Educator Preparation Services: www.shsu.edu/~edu_edprep, email: edu_edprep@shsu.edu, phone: 936-294-3384
Professional Expectations

Teachers have a responsibility for professional behavior and conduct at all times. The public schools and the Educator Preparation Program at Sam Houston State University expect high standards of professional conduct during your teacher preparation training and field-based experiences. The following categories describe, in general, the expected professionalism.

I. Attendance and Punctuality

Attendance and punctuality are required for all classes, tests, seminars, group meetings, small and large group collaboration, and for all field-based experiences.

II. Professional Attitude

Your maturity and commitment to the profession of teaching will be reflected by your positive attitude. Keeping a positive, professional attitude will be crucially important to your course work and to your field experiences.

III. Professional Communication Skills

Professionalism in your interactions with public school and university personnel and other teacher candidates implies (1) active listening, (2) thoughtful responses, and (3) active participation in class and field-based experiences. Assuming full professional responsibility also means contributing to small and large group interactions, planning sessions, and assuming an active role in your professional development when appropriate.

Your professional reputation and that of your University rest with you in your field experiences. Your professional behaviors will communicate your integrity and character. These professional behaviors include how well you articulate your ideas and beliefs in facilitating instruction, the speech you use, interactions with your peers, regard for school district dress and appearance guidelines, and the highest respect for teacher-student relationships.

It is extremely important to respect and honor the confidentiality of all interactions with school districts, administrators, teachers, and students during field experience.

IV. Honesty and Ethical Behavior Reflecting Good Character

It is imperative, of course, that you do not undermine your personal integrity in any way nor project that appearance in any situation. For any assignments and examinations, students in field experiences and student teaching will adhere to the University policy of personal responsibility for one's own work and uphold the Pedagogy and Professional Responsibilities Standard IV., "The teacher fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession."
TExES Testing/Certification
TExES Testing/ Certification

Teacher candidates are required to do the following:

- Take a practice test also called the Representative Sample
- Demonstrate mastery of their content field by passing the TExES exam
- Demonstrate mastery of Pedagogy and Professional Responsibilities by passing the TExES PPR exam.

**Certification Exam(s)** - You must pass the appropriate teacher certification exam(s) for the subject and grade level you wish to teach. Your Educator Preparation Program will help you determine the appropriate certification exam(s). You will need authorization from your program prior to test registration.

**State Application** – To obtain a standard certificate after passing the appropriate exam(s), graduate, and completing all program requirements, you must complete the application process.

The Certification Officer verifies and recommends SHSU students to the Texas Education Agency (TEA) who have completed all requirements for certification.

Contact: Jean Hubbartt
E-mail: jmh062@shsu.edu
Phone: 936-294-1045
Academic Advising
Academic Advising

All students are encouraged to be advised to assure that they are taking classes relevant to their individual degrees. There are four categories of students who are required by SHSU to seek advisement:

- Students with no SHSU GPA (all new freshmen and transfer students)
- Students who have below a 2.5 overall GPA.
- Students subject to TSI requirements.
- Students who have 90+ hours, including the current semester. This is to assure that they are on the right track towards graduation.

Advising begins each semester soon after the semester begins. Once the schedule of classes is put online by the Registrar's Office, students may be advised and cleared. All students are encouraged to be advised as early as possible in the semester to avoid having to wait once early registration approaches.

- Current students seeking advisement on the **Main Campus** should contact the SAM Center 936-294-4444 (No appointment necessary)
- Transfer students seeking advisement should contact **Educator Preparation Services** at 936-294-3384 (By appointment only)
- Students seeking advisement at the **Northwest Houston Campus at University Park** should contact the SHSU storefront at 281-290-2900.
- Students seeking advisement at the **The Woodlands Center** should contact the One Stop Center at 936-202-5000 for appointment scheduling.
Career Services
To better assist you in entry into the workforce after graduation, Educator Preparation Services has partnered with Career Services to provide guidance. A career counselor has been assigned specifically to the College of Education and is housed there 20 hours per week and is also available in the Career Services office the remainder of the work week. The following timeline will help you determine when and for what services you should consider visiting your Career Counselor.

One semester prior to entry into Content Methods-

- Create a JOBS for KATS account if you have not already done so
- Prepare a rough draft of a resume and cover letter and have this reviewed by a career counselor
- Begin practicing interview skills utilizing Interview Stream via JOBS for KATS

Prior to entry into Student Teaching, meet with career counselor to:

- Participate in a mock interview session
- Review resume and cover letter
- Discuss opportunities available during student teaching semester such as on-campus interviews
- Address any and all employment concerns you may have related to your certifications

**Career Services hours in COE:**
- Tuesdays: 8:00am-12:00
- Wednesdays: 1:00pm-5:00pm
- Thursdays: 8:00am-5:00pm
- Fridays: 1:00pm-5:00pm

Times are subject to change. For an appointment, please call 936-294-3384