SHIPPENSBURG UNIVERSITY

Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257

Office of Field Services Handbook

Website
http://www.ship.edu/~coleduc/field_services/index.html
(All forms for Professional Standing are available at this site)

For more information contact:

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Associate Dean/Director of Field Services
pehock@ship.edu
717-477-1487

Donna Ackelsberg
Secretary
Shippen Hall 356

dlacke@ship.edu
717-477-1487

NOTE: Because of the nature of teacher certification, changes in program requirements may result from new regulations/mandates from the state's legislative and/or executive branches, from the Pennsylvania State Board of Education, or from changes in the University's degree requirements.

Academic Year 2006/07

SHIPPENSBURG UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN SERVICES OFFICE OF FIELD SERVICES
Since 1871 Shippensburg University has been dedicated to the preparation of teachers for the Commonwealth of Pennsylvania

FIELD SERVICES AT A GLANCE

Mission: Our mission is to prepare knowledgeable, skilled professional educators who are able to analyze and apply research, best practices and ongoing assessment to make informed decisions and to instill a habit of collaborative and lifelong learning in themselves and all students.

Goal: To assist in the development of future teachers as they become Collaborative Decision-Makers. To achieve that goal, we collaborate with university and school district faculty and administrators to provide sites for field work, coordinate a wide variety of outreach projects, maintain student records regarding Professional Standing of education majors, and seek grant funding that will strengthen teacher preparation programs.

Objectives: Introduce pre-service teachers to Best Practices.

Empower pre-service teachers to be prepared to provide successful learning experiences for diverse needs of students in classrooms.

Increase level of professionalism for teaching profession.

Expand teaching/learning perspectives by including opportunities for education majors to student teach in urban, rural, and suburban locations.

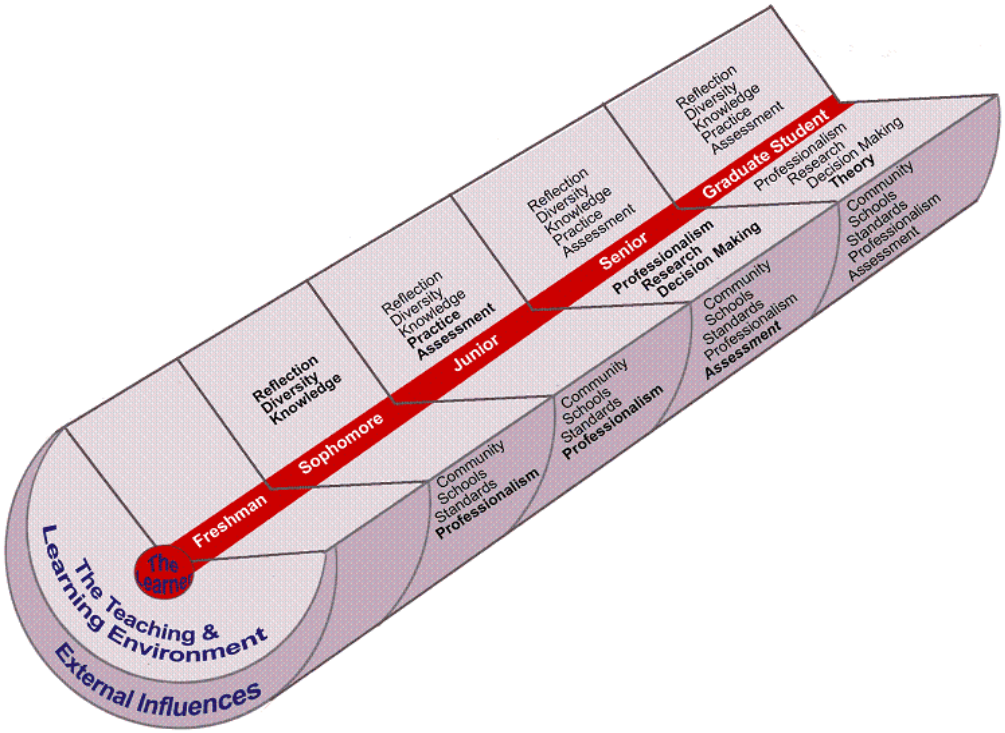
Methods: **Level One Field Experiences**: During freshman and sophomore years, education majors must document 60 or more hours of work in a wide variety of settings. These experiences include tutoring, observing, team teaching, shadowing, interviewing and assessing students. These hours are part of course requirements and independent hours and occur in rural, urban and suburban settings.

Level Two Field Experiences. During junior and senior years, education majors are assigned to school districts in different demographic settings. Elementary majors spend 60 hours and secondary majors spend 40 hours doing work required by their strategies courses. Prior to completing these experiences, students must achieve Professional Standing.

Level Three Field Experiences. The capstone experience is student teaching, a 16-week, semester-long clinical practice in which education majors demonstrate teaching and assessment skills in school district classroom settings. Students are assigned to and mentored by appropriately certified school district teachers. Students are supervised and evaluated by university faculty. Evaluation instruments include the Pennsylvania Statewide Evaluation Form for Student Professional Knowledge and Practice.

TEACHER EDUCATION'S CONCEPTUAL FRAMEWORK
"COLLABORATIVE DECISION-MAKERS: PLANNING, ASSESSING, REFLECTING"

The Teacher Education Program at Shippensburg University operates within a Conceptual Framework depicted visually by a three-ringed cylinder that represents a time continuum, beginning with the learning that occurs prior to entrance into a certification program and extending throughout life as continual professional growth.



The **core** represents what certification candidates bring to the teaching-learning process: varying physical, intellectual, and socio-emotional abilities; diverse family, cultural, educational and community influences; and differing levels of economic and emotional support.

The **internal ring** represents foci of the teaching-learning environment in which professional preparation transpires—cycles of planning, assessing, reflecting, and collaborative decision-making.

The **external ring** represents outside influences that impact the professional educator's preparation and practice—accountability measures, professional standards, school partnerships, and community and cultural expectations.

TEACHER EDUCATION STANDARDS

Emerging from the three-ringed Conceptual Framework is a set of standards which define the objectives and outcomes of Teacher Education at Shippensburg University. Course objectives and assessments are based upon these standards. Thus, these standards function as **competencies** that our teacher candidates and graduates are expected to develop and exhibit in their professional practice.

1. Promote supportive educational environments that are respectful of and responsive to individual differences.
   - 1.1. Demonstrate understanding of the differences in how students learn and know how to accommodate such diversity, including students with exceptionalities and of different ethnic, racial, gender, language, religions, socioeconomic and regional/geographic origins.
   - 1.2. Accommodate diverse learning needs through informed decision-making that supports academic success for all students, including students with exceptionalities and of different ethnic, racial, gender, language, religions, socioeconomic and regional/geographic origins.
   - 1.3. Show respect for the diverse needs and talents of all learners and demonstrate commitment to helping them develop self-efficacy and achieve academic success, including students with exceptionalities and of different ethnic, racial, gender, language, religions, socioeconomic and regional/geographic origins.
2. Reflect continuously upon one's own performance and demonstrate progress in the development of the knowledge, skills and dispositions required for effective professional performance.
   - 2.1. Affirm the University's educational and ethical responsibility to produce highly qualified education professionals.
   - 2.2. Demonstrate academic integrity and uphold the trust of those with whom one works.
   - 2.3. Respond productively and respectfully to the responsibility of meeting professional standards, including state and national standards.
   - 2.4. Demonstrate commitment to ethical practices as described in relevant institutional and professional codes of conduct.
   - 2.5. Demonstrate professional and ethical responsibility through active engagement in the development of the knowledge, skills, and dispositions required to be an effective educator.
   - 2.6. Demonstrate initiative in fulfilling program requirements and in seeking advice and feedback that support achievement of professional goals.
   - 2.7. Respond positively to learning experiences and constructive feedback intended to improve professional knowledge, skills and dispositions.
   - 2.8. Demonstrate qualities that characterize professional conduct both in university and clinical settings.
3. Demonstrate the use of best practices and technologies in order to positively impact the achievement of all learners.
4. Demonstrate the use of appropriate authentic assessments and analytical data to make informed decisions that impact learner achievement.

5. Collaborate with critical others in making informed decisions within educational contexts.

QUESTIONS FREQUENTLY ASKED REGARDING FIELD EXPERIENCES

1. Do I need to purchase and use LiveText?

- Yes, field service hours should be documented using LiveText as well as course assignments. Portfolio parties are held each semester. Check with the LiveText Coordinator, Dr. Elizabeth Vaughan, regarding dates.

2. Where can I student teach?

- School districts in Bedford, Dauphin, Cumberland, Franklin, Fulton, Adams, York, Perry counties as well as Philadelphia City and Wash. Co., MD (for a portion). Additional sites available in emergency situations through other State System Universities.
- International placements (a portion of the experience must be in a Pennsylvania school).
- You may not student teach in a district that you graduated from or in a district where you have relatives.

3. What experiences during freshman/sophomore/junior years help prepare me for student teaching?

- Many hours of observation in classrooms
- America Reads Tutors
- GEAR UP or TQE projects in Harrisburg City Schools
- Scotland School for Veterans' Children tutor
- Working in summer camps for children and youth
- Work-study experiences in Luhrs school
- Day care centers

4. What are Level One field experiences?

- 30 hours of Self-initiated hours of working with children and young adults – guidelines for these hours are given by departments, however, it is recommended that a minimum of 15 hours be obtained through actual classroom contact. Additional acceptable hours include: work in summer campus, Learning Assistance Center, coaching, Ship Cares, GEAR UP or TQE projects, working with church and community groups, tutoring, and America Reads tutor. Early Childhood certification students do not need to complete any Self-Initiated hours as these hours are part of the concentration.
- Course specific field hours will be completed while taking the following courses: American School, Educational Psychology, Introduction to Exceptionalities, Reading Instruction, Elements of Instruction, and Child Development
- All education majors must document hours in rural, urban and suburban districts.

5. Do I make my own Level One placement in school districts?

- Not unless you have connections with a building principal and a teacher willing to have you spend time in his/her classroom.
- You may not call a school without completing paperwork through the Office of Field Services or without a university professor connecting you with a school.

6. What is Level One Professional Standing?

- Elementary majors apply through the Teacher Education Department for Level One Professional Standing after completion of 45 credits of course work. An interview with faculty is part of the process. Level one field experiences should be completed and PRAXIS PPST Reading/Writing and Math assessments should be passed.
- Secondary majors apply through Academic Departments and the Office of Field Services between 48 – 60 credits of course work. Field hours are documented through academic advisors. Level one field experiences should be completed and PRAXIS PPST Reading/Writing and Math assessments should be passed **(must provide copies of passed PPST's scores to the Office of Field Services.)**
- Students are expected to achieve a B overall grade point average prior to achieving Level One Professional Standing.

7. How do I document my field experiences?

- Each department has different processes. All education majors need to document field hours in Elementary Education Portfolio on LiveText. Call department secretary, at 477-1688 if you have questions.
- Secondary field hours are documented through academic advisors and are verified to the Office of Field Services. The following faculty members serve as both academic advisors and as education field advisors for secondary education majors. If you have an academic advisor in your department who is not one of the faculty members listed below, please contact the education field advisor for specific guidelines for field hours for your discipline.

Department	**Advisors**	**E-Mail**	**Phone**
Teacher Ed Dept	Dr. Elizabeth Vaughan	ejvaug@ship.edu	477-1379
Art	Dr. Mark Moilanen	mbmoil@ship.edu	477-1287
Business	Dr. Mary Myers	mdmyer@ship.edu	477-1436
English	Dr. Thomas Crochunis	tccroc@ship.edu	477-1031
English	Dr. Katherine McFarland	kpmcfa@ship.edu	477-1496
Mathematics	Dr. Terry Baylor	twbayl@ship.edu	477-1631
Mathematics	Dr. Thomas Evitts	taevit@ship.edu	477-1406
Mathematics	Mr. David Kennedy	dikenn@ship.edu	477-1366
Mathematics	Dr. Mike Long	malong@ship.edu	477-1537
Modern Language	Dr. José Ricardo	jgrica@ship.edu	477-1120
Science	Dr. Joseph Shane	jwshan@ship.edu	477-1572
Science	Dr. Richard Stewart	rlstew@ship.edu	477-1095
SS/Economics	Dr. Brendan Finucane	bpfinu@ship.edu	477-1437
SS/History	Dr. Betty Dessants	badess@ship.edu	477-1263
SS/History	Dr. Susan Rimby	srrimb@ship.edu	477-1265
SS/History	Dr. Robert Shaffer	roshaf@ship.edu	477-1180
SS/Pol Science	Dr. Alison Dagnes	addagn@ship.edu	477-1754
SS/Science/Geog	Dr. Jan Smith	jssmit@ship.edu	477-1757
SS/Science/Geog	Dr. Diane Stanitski	dmstan@ship.edu	477-1548

7. What is Professional Standing Level Two?

- Students apply for Professional Standing Level Two after completion of at least 75 credits of course work. Applications for Professional Semester (elementary) are completed one year prior to entering professional semester and submitted to the Department of Teacher Education (Shippen 214). Applications for Secondary Education Majors are completed one semester prior to scheduling methods courses. Secondary applications are submitted to the Office of Field Experiences (Shippen 356).
- To be approved for Professional Standing Level Two students must have a 3.0 QPA and have passed the Praxis PPST examinations (reading, writing and math) and Fundamental Subjects: Content Knowledge if receiving k-12 certification and have completed Level One field experiences.
- To be tentatively approved for Professional Standing Level Two, students meet the above requirements and have a QPA of between 2.8 and 3.0 are given a semester to improve the grade point average.
- Students are disapproved to move forward in their program if requirements for Professional Standing Level Two are not met.
- Students are notified by letter regarding their status and action plans are developed on an individual basis.

8. What is Professional Standing Level Three?

- Students apply for Professional Standing Level Three by completing an application for student teaching. Applications for student teaching are required one academic year prior to when a student expects to schedule student teaching. **(One Application Conference is held the end of September.)**
- Students are required to attend small group meetings to discuss their professional standing and requests for placements.
- Students receive letters regarding whether they qualify for student teaching. For those who are tentatively approved or disapproved action plans are developed.

9. What types of clearances do I need to complete prior to field placements?

- An Act 34 Criminal record clearance is required. These applications are located in the 2nd and 3rd floor lobbies of Shippen Hall. They may also be obtained online at www. psp. state, pa. us/psp/cwp/view.asp?A=4&O=48275. This clearance must be on file with the Office of Field Services and renewed each year as school districts will not permit a student to be placed in methods classes or in student teaching without this clearance.
- An Act 151 Child Abuse Clearance is required. Child Abuse Clearance forms are located on the 2nd and 3rd floor lobbies of Shippen Hall and can also be obtained online at http://www.dpw.state.pa.us/child/childabuseneglect/003671038.htm This clearance must be on file with the Office of Field Services prior to methods classes and student teaching.
- A TB Tine test is required prior to methods and student teaching. The Etter Health Center provides this test for any education major. This TB Tine test must be current.
- FBI Checks after April 1, 2007.

10. Do I need liability insurance while student teaching?

- Yes, you need to be covered by a personal liability insurance policy or join the Shippensburg University PSEA chapter to be covered through that organization. Contact Dr. Yvonne Taylor, faculty advisor to SUEA, at 477-1101. On-line application at www.psea.org.
- You may also contact Keystone Teachers Association at www.keyta.org or 717-763-1168 for liability coverage.

11. What are some professional organizations or educational opportunities that could enhance my teacher certification program at Shippensburg University?

Organization	Advisor	Website and or Phone
Big Brothers/Big Sisters of Shippensburg University	Dr. Michael Lyman	477-1267
T.O.U.C.H., Today's Organization Utilizing Concerned Humans	Dr. Deborah Jacobs	477-1276
Kappa Delta Pi	Dr. Andrea Malmont; Dr. Cheryl Slattery	477-1724 477-1296
Bridge for Kids	Dr. Kent Chrisman; Dr. Betty Dessants	477-1336 477-1263
Philadelphia Urban Seminar	Dr. Julie Bao	477-1346
KSRA, Keystone State Reading Association	Dr. Lynn Baynum	477-1102
*SUEA, Shippensburg University Education Association	Dr. Bonnie Taylor	www.psea.org Apply on-line
American Reads	Student Coordinators: Megan Albright Nicole Reed	 ma1402@ship.edu; 814-442-6174 nr6439@ship.edu; 717-377-6671
Vista Program	Nicole Zarefoss	nlzarefoss@ship.edu; 477-1279
Chambersburg After School Programs	Nina Widmann	widmanin@chambersburg.k12.pa.us
Scotland School for Veterans Children	Debbie Tewell	717-264-7187 ext. 778

12. How do I obtain a teaching certificate?

- An application for teacher certification is provided in the student teaching packet. This application cannot be sent to the PA Department of Education until after all requirements for program completion have been accomplished. Specific guidelines for completing this application are provided in the student teaching information packet. The university sends all applications to Harrisburg the week following graduation. Applications cannot be sent unless all PRAXIS scores are on file in the Office of Field Services
- A university must sponsor you for your initial teacher certification. However, to extend certification to some secondary areas or for middle level areas you need to pass the PRAXIS in the content area. Areas where you may not extend certification without being in a program include: Elementary education, Early Childhood, Special Education, Driver's education.

PRAXIS INFORMATION

Shippensburg University has a long history of preparing quality teachers and as reported in our NCATE reaccredidation report, the passage rates for our students over the past three years have averaged between 95% to 97% passage.

***Please note**: Beginning the Fall of 2005 all PRAXIS assessments must be scheduled on-line. No more bulletins will be printed. Please see http://www.ets.org/praxis for test dates and for registration information. Additional information about school sites for observations and questions frequently asked can also be found on that site.
***PRAXIS scores can remain current for five (5) years. After that time limit, tests must be taken over.**

PRAXIS: TIMELINE FOR EDUCATION MAJORS

1. As soon as the majority of general education courses are completed (48-60 credits) take the PPST one-hour assessments in Reading, Writing, and Mathematics. These are basic skills tests and students should schedule the required six credits of college level mathematics courses, and college writing prior to taking the PPSTs. These tests must be passed before education majors may take 300 or above level education courses. PLEASE NOTE: All "certification only" students, second degree or Masters level initial certification students, must pass these assessments prior to formal admission to any teacher certification program.

   Beginning Sept. 15, 2005 Composite scores will be accepted for the PPST
   Math – 171 minimum;
   Reading -171minimum;
   Writing – 170 minimum
   Total Composite score required – 521

   The option for individual PPST scores remains as:
   Math – 173
   Reading – 172
   Writing – 173
   Total required currently - 518

2. Elementary, Early Childhood and K-12 certification programs (art, business education, environmental education, modern languages, and special education) require that PRAXIS 30511 Fundamental Subjects: Content Knowledge is taken prior to methods or Professional semester courses. PLEASE NOTE: All "certification only" students, second degree or Masters level initial certification students must pass this assessment prior to formal admission to any teacher certification program.

3. ALL PRAXIS ASSESSMENTS MUST BE TAKEN and/or PASSED PRIOR TO STUDENT TEACHING.

If you will be certified in more than one content area the content area of your major must be passed prior to student teaching.

4. If you have any noted learning differences documented by a school psychologist you need to apply for additional testing time for the PRAXIS. This can only be done through the Office of Social Equity at Shippensburg University. Once paperwork is completed, you send in the information to ETS.

   If English is your second language you can also apply for special testing accommodations. This testing site is in Philadelphia.

5. If questions regarding PRAXIS contact Dr. Peggy Hockersmith at pehock@ship.edu.

For registering on-line the following information may save you some time when completing the form:

Test Center Name: Shippensburg University

Test Center Code: 01712

Attending Institution: Shippensburg University Code A2657

Designated Score Recipient(s): Shippensburg University R2657
PA Department of Education R8033

PRAXIS FEES:

1 hour PPST	$35.00 per test
2 hour Subject Areas	$75.00 per test
Middle Level Tests	$85.00 per test
Registration Fee	$40.00 (for all tests taken)
Standby	$65.00
Late Registration Fee	$40.00

Major and Certification Fields:

102	Art	119	Reading Specialist	401	Biology
104	Business Ed	121	Social Studies	403	Chemistry
106	English	201	Early Childhood Ed	405	Earth/Space
107	Environmental Ed	202	Elementary Ed	408	Gen Science
113	Mathematics Ed	305	French	411	Physics
118	Reading Ed	314	Spanish	704	Special Ed

Test Session/Test Selections:

Session 1

2 hour test	1 hour test
10133 Art: Content Knowledge	10710 PPST Reading
10100 Business Ed (calculator allowed)	10730 PPST Math
10020 Early Childhood Education	
10011 Elementary Education: Curriculum, Instruction & Assessment	
10041 English	
10830 Environmental Education	
10435 General Science: Content Knowledge	
10061 Mathematics: Content Knowledge (graphing calculator required)	
10049 Middle School English/Language Arts	
10439 Middle School Science (calculator prohibited)	
10265 Physics: Content Knowledge (calculator prohibited)	
10081 Social Studies: Content Knowledge	
10410 Educational Leadership: Administration & Supervision	
10191 Spanish: Content Knowledge	

Session 2

2 hour test	1 hour test
20235 Biology: Content Knowledge (calculator prohibited)	20720 PPST Writing
20245 Chemistry: Content Knowledge (calculator prohibited)	20353 Special Education (N – 12) (Educational of Exceptional Students: Core)
20571 Earth & Space Science: Content Knowledge (calculator prohibited)	
20173 French: Content Knowledge	
20069 Middle School Mathematics (calculator allowed)	
20089 Middle School Social Studies	
20300 Reading Specialist	
20420 School Guidance and Counseling (Elementary)	
20420 School Guidance and Counseling (Secondary)	

Session 3

2 hour test

30511 Fundamental Subjects: Content Knowledge
(Required for K-6 and K-12 Instructional Areas)

PRAXIS DATES 2006-07

January 13, 2007; March 3, 2007; April 28, 2007; June 9, 2007 and August 4, 2007

If you want to take the PPST Reading/Math and Writing assessments via computer, call the Harrisburg Sylvan Learning Center at 717-652-0143.

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COLLEGE OF EDUCATION AND HUMAN SERVICES
Office of Field Services
Shippensburg, PA 17257

EDUCATION MAJORS

Statement of Understanding

I understand that as an education major all education programs at Shippensburg University have an educational and ethical responsibility to produce highly qualified education professionals.

I understand that all Education programs are required to meet national and state standards for teacher education.

I understand that I have a professional and ethical responsibility to my future students to develop the knowledge, skills, and dispositions required to be an effective teacher. As such, I am committed to learning experiences and constructive feedback, which will improve my abilities in these areas. I am not looking for shortcuts and exceptions in order to complete my program with minimal effort.

I understand that by the completion of 48-60 credits, I must meet the following requirements in order to take upper division teacher education courses:

- 3.0 GPA
- Passing scores on Praxis I – Reading, Writing and Math
- C or better in all courses counted towards degree

I understand that additional requirements will need to be met prior to professional semester and student teaching such as completion of all required Praxis exams.

I understand that program changes may occur as a result of state and national requirements.

I understand that it is my responsibility to monitor my program and work with my advisor to see that all requirements are met.

_____ _____
Signature Date