

# SHIPPENSBURG UNIVERSITY

Shippensburg University  
1871 Old Main Drive  
Shippensburg, PA 17257

## *Office of Field Services Handbook*

Website

<http://www.ship.edu/coehs>

(All forms for Professional Standing are available at this site)

**For more information contact:**

**Peggy E. Hockersmith, Ed.D**  
Associate Dean/Director of Field Services  
[pehock@ship.edu](mailto:pehock@ship.edu)  
717-477-1487

**Donna Ackelsberg**  
Secretary  
Shippen Hall 356  
[dlacke@ship.edu](mailto: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.

**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 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. Check with the LiveText Coordinator, Dr. Janice Minetola at 477-1345, regarding dates for training.
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.
  - 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 community service
  - America Reads Tutors
  - Chambersburg – Benjamin Chambers School – after school enrichment project
  - 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, 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 and Fundamental Subject: Content Knowledge tests must 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 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 advisor for specific guidelines for field hours for your discipline.

Department	Advisors	E-Mail	Phone
Grace B. Luhrs School	William Cobb, Director	<a href="mailto:WDCobb@ship.edu">WDCobb@ship.edu</a>	477-1612
Teacher Ed Dept	Dr. Christine Royce	<a href="mailto:caroyce@aol.com">caroyce@aol.com</a>	477-1688
Livertext Coordinator	Dr. Janice Minetola	<a href="mailto:jrminetola@ship.edu">jrminetola@ship.edu</a>	477-1345
Art	Dr. Mark Moilanen	<a href="mailto:mbmoil@ship.edu">mbmoil@ship.edu</a>	477-1287
Business	Dr. Tara Horst	<a href="mailto:tlhorst@ship.edu">tlhorst@ship.edu</a>	477-1147
English	Dr. Thomas Crochunis	<a href="mailto:tcroc@ship.edu">tcroc@ship.edu</a>	477-1031
English	Dr. Erica Galioto	<a href="mailto:edgalioto@ship.edu">edgalioto@ship.edu</a>	477-1017
English	Dr. Shannon Mortimore	<a href="mailto:SRMortimore@ship.edu">SRMortimore@ship.edu</a>	477-1495
English	Dr. Daniel Shiffman	<a href="mailto:DSShiffman@ship.edu">DSShiffman@ship.edu</a>	477-1518
Mathematics	Dr. Thomas Evitts	<a href="mailto:taevit@ship.edu">taevit@ship.edu</a>	477-1406
Mathematics	Dr. David Kennedy	<a href="mailto:dikenn@ship.edu">dikenn@ship.edu</a>	477-1366
Mathematics	Dr. Mike Long	<a href="mailto:malong@ship.edu">malong@ship.edu</a>	477-1537
Modern Language	Dr. José Ricardo	<a href="mailto:jgrica@ship.edu">jgrica@ship.edu</a>	477-1120
Science	Dr. Joseph Shane	<a href="mailto:jwshan@ship.edu">jwshan@ship.edu</a>	477-1572
Science	Dr. Richard Stewart	<a href="mailto:rlstew@ship.edu">rlstew@ship.edu</a>	477-1095
SS/Economics	Dr. Brendan Finucane	<a href="mailto:bpfinu@ship.edu">bpfinu@ship.edu</a>	477-1437
SS/History	Dr. Betty Dessants	<a href="mailto:badess@ship.edu">badess@ship.edu</a>	477-1263
SS/History	Dr. Susan Rimby	<a href="mailto:srrimb@ship.edu">srrimb@ship.edu</a>	477-1265
SS/History	Dr. Robert Shaffer	<a href="mailto:roshaf@ship.edu">roshaf@ship.edu</a>	477-1180
SS/Pol Science	Dr. Sara Grove	<a href="mailto:sagrov@ship.edu">sagrov@ship.edu</a>	477-1718
SS/Science/Geog	*Dr. Jan Smith	<a href="mailto:jssmit@ship.edu">jssmit@ship.edu</a>	477-1757
SS/Science/Geog	Dr. William Blewett	<a href="mailto:wblew@ship.edu">wblew@ship.edu</a>	477-1685

\*On Sabbatical Fall of 2009 and Spring of 2010

**8. 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.

**9. 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.

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

- An Act 34 Criminal record clearance is required. This application may be obtained online at <https://epatch.state.pa.us>. 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. This application may be obtained online at <http://www.dpw.state.pa.us>. 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.
- 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. All information regarding process, policy, and fingerprinting locations may be found at [www.pa.cogentid.com](http://www.pa.cogentid.com).

**11. 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. Gwen Durham, faculty advisor to SUEA, at 477-1101. On-line application at [www.psea.org](http://www.psea.org).

- You may also contact Keystone Teachers Association at [www.keyta.org](http://www.keyta.org) or 717-763-1168 for liability coverage.

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

<b>Organization</b>	<b>Advisor</b>	<b>Website and or Phone</b>
American Red Cross Cumberland Co School Project	Jackie Capriotti (Gr 4/5) Stacy Yurko (K,1,2,3)	<a href="mailto:jcapriotti@ccarcpa.org">jcapriotti@ccarcpa.org</a> <a href="mailto:syurkko@ccarcpa.org">syurkko@ccarcpa.org</a>
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
KSRA, Keystone State Reading Association	Dr. Lynn Baynum	477-1102
*SUEA, Shippensburg University Education Association	Dr. Gwen Durham	<a href="http://www.psea.org">www.psea.org</a> Apply on-line
Chambersburg After School Programs	Nina Widmann	<a href="mailto:widmanin@chambersburg.k12.pa.us">widmanin@chambersburg.k12.pa.us</a>

**13. How do I obtain a teaching certificate?**

- An application for teacher certification is available on-line at [http://webspace.ship.edu/coleduc/field\\_services/Forms.htm](http://webspace.ship.edu/coleduc/field_services/Forms.htm) . 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.

## THE PRAXIS SERIES: TEACHER LICENSURE AND CERTIFICATION TESTS

### SHIPPENSBURG UNIVERSITY GUIDELINES AND INFORMATION

#### REQUIREMENTS

- *Education Majors:* All PRAXIS tests must be taken and passed **prior to student teaching**. If you will be certified in more than one content area, the content area test of your major must be passed prior to student teaching.
- “*Certification only*”, *second degree or Masters level initial certification students:* All tests must be passed **prior to formal admission** to any teacher certification program.

#### PPST

- 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. Therefore, schedule the required six credits of college level mathematics courses, and college writing prior to taking the PPSTs.
- These tests **must be passed before taking 300** or above level education courses.
- **Exceptions:** “*Certification only*”, *second degree or Masters level initial certification students* must pass these assessments **prior to formal admission** to any teacher certification program.
- Composite scores are accepted. They currently stand as:

Math	170 minimum
Reading	169 minimum
Writing	170 minimum
<b>Composite score required</b>	<b>521</b>
- An option for individual PPST scores is allowed. They currently stand as:

Math	173
Reading	172
Writing	173
<b>Total score required</b>	<b>518</b>

#### PRAXIS 30511 Fundamental Subjects: Content Knowledge



- The following programs require their students to take the test **prior to methods or professional semester courses**: elementary, early childhood and K-12 certification programs (art, business education, environmental education, modern languages, and special education).
- The following students must pass this test **prior to formal admission** to any teacher certification program: “certification only”, second degree or Masters level initial certification students.

### ON-LINE REGISTRATION

- All PRAXIS tests **must be scheduled on-line**.
- See <http://www.ets.org/praxis> for test dates and for registration information
- 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

- **Your score report will only be available by web for limited time (45 days). Please print the report for your records.**

### FEES

Registration Fee	\$50.00 (ONE TIME PER YEAR)
Late Registration Fee	\$45.00
Emergency Registration Fee	\$75.00
1-hour PPST	\$40.00 per test
2-hour Subject Areas	\$80.00 per test
Middle Level Tests	\$90.00 per test

### 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: 1-hour test**

10710 PPST Reading  
10730 PPST Math

**Session 1: 2-hour test**

10133 Art: Content Knowledge  
10100 Business Ed (**10101 replacing 10100 September 1, 2010**) (*calculator allowed*)  
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 (**10195 replacing 10191 September 1, 2010**)

**Session 2: 1-hour test**

20720 PPST Writing  
20353 Special Education (N – 12) (*Educational of Exceptional Students: Core*)

**Session 2: 2-hour test**

20235 Biology: Content Knowledge (*calculator prohibited*)  
20245 Chemistry: Content Knowledge (*calculator prohibited*)  
20571 Earth & Space Science: Content Knowledge (*calculator prohibited*)  
20173 French: Content Knowledge (**20174 replacing 20173 September 1, 2010**)  
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)  
30511 Fundamental Subjects: Content Knowledge (*Required for K-6 and K-12 Instructional Areas*)

**PPST OPTION**

- To take PPST Reading/Math and Writing assessments via computer, call Harrisburg Sylvan Learning Center at 717-652-0143.

**SPECIAL ACCOMMODATIONS**

- Learning differences documented by a school psychologist: Student must apply for additional testing time for the PRAXIS. This must be done through the Office of Disabilities Services in Horton Hall 120. Contact Paula Madey at 477-1364. Once paperwork is completed, you send the required information to ETS.
- If English is your second language, you can apply for special testing accommodations. Shippensburg is one of the test sites for English Language Learners.

### **CURRENCY OF PRAXIS SCORES**

- Scores remain valid for **ten (10) years in Pennsylvania**. After that time limit, tests must be retaken.

### **SHIPPENSBURG UNIVERSITY'S STANDING**

- PRAXIS passage rates for SU students have averaged between 95% to 97% passage over the past three years.

### **QUESTIONS**

- Contact Dr. Peggy Hockersmith at [pehock@ship.edu](mailto:pehock@ship.edu), PRAXIS Site Coordinator.