

**POST-BACCALAUREATE
TEACHER EDUCATION PROGRAM
INFORMATION BOOKLET**

**COLLEGE OF EDUCATION
TENNESSEE STATE UNIVERSITY**

Clay Building

**3500 JOHN A. MERRITT BLVD.
NASHVILLE, TN 37209**

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PREFACE

The faculty of the College of Education at Tennessee State University believes that prospective teacher education students should have accurate information relating to facts about the Post-Baccalaureate Teacher Education Program. This information booklet is prepared for students, advisors and department heads so that advisement may be a smoother process.

The booklet contains information essential for admission to Teacher Education; admission and certification information. A checklist has been provided.

I express my appreciation to Dr. Charles Dickens, Dr. Fannie Cathey, Former Director of Teacher Education and Certification and her staff for making this booklet possible.

Franklin Jones, Dean
College of Education

POST-BACCALAUREATE TEACHER EDUCATION PROGRAM

The program for post-baccalaureate licensure at Tennessee State University (TSU) provides an avenue by which individuals who have received undergraduate degrees can complete their preparation for becoming certified teachers in Tennessee. The teacher education programs are designed to prepare competent and caring professionals who are facilitators of learning with a multicultural perspective. Candidates must demonstrate knowledge and skills in general education, an area of specialization appropriate to the licensure area, and professional education. A variety of data sources are used by a committee composed of university faculty, graduate student (s), and public school personnel to screen each applicant for admission to the program.

Two broad areas of knowledge and skills have been established for prospective teachers in Tennessee: (1) Academic Major of Specialty Area and (2) Professional Education. For post-baccalaureate teacher education, the same standards are required, but the procedures are somewhat different.

The following standards are used to demonstrate the candidates' knowledge and skills:

1. an earned baccalaureate degree from an accredited institution;
2. a cumulative graduate point average of 2.75 on a 4.0 point scale of all previous college/university work;
3. acceptable performance on the appropriate graduate examination (GRE, MAT, etc.) as required by the university for graduate admission (currently, these are GRE Composite: 870 with GPA of 2.25-4.0, 1,000 with GPA of 2.00-2.24 or MAT 25 with GPA 2.50- 4.00, 32 with GPA 2.25-2.49, and 39 with GPA 2.00-2.24).

STEPS FOR ADMISSION TO THE TEACHER EDUCATION POST-BACCALAUREATE PROGRAM

1. Have a preliminary transcript analysis completed by the transcript analyst (Dr. Dianne Bryant) in the College of Education, Rm. 105 Clay Education Building (963-5484 or 5459).
2. Take the preliminary analysis and transcripts to the teacher education advisor in your area of specialization or endorsement area for additional review (any additions and/or deletions must be reported to transcript analyst, Dr. Bryant). Modifications will be made and a final advisement sheet will be generated.
3. Apply for admission to the University Graduate School (whether degree or non-degree student). If one is applying for initial certification only, complete the application as a non-degree special student and indicate teacher certification only. If one wants to pursue a master's degree while completing teacher certification, one should work with the Graduate School staff to complete admission to a degree program.
4. Register to take the required tests.
 - a. Graduate Admission Test
 - Graduate Record Examination (GRE) OR
 - Millers Analogies Test (MAT)
 - b. Speech Screening Test
 - Schedule an appointment with the Speech, Hearing and Language Clinic (963-7010). The clinic is located on the Williams Campus (Downtown).
5. Obtain and submit to the Teacher Education and Certification office an application for admission to the Teacher Education Program/Post-Baccalaureate form with accompanying documents.
6. Students with requisite grade point average (GPA) 2.75 may begin taking courses before they are fully admitted to the Teacher Education Program. Full admission to the Teacher Education Program must be completed by the first semester of enrollment. **Twelve hours are the maximum number of credits that may be completed before full admission to the Graduate School and Teacher Education Program.** Any three of the following courses may be taken:
 - PSY 242 OR PSY 543
 - PSY 312 OR EDCI 511
 - EDCI 201 OR EDCI 526
 - EDCI 301 OR EDAD 502

7. Appeal Process for Post-baccalaureate Potential Teacher Education candidates with a GPA between 2.5 and 2.75.

Student will be instructed by the Chair of Teaching and Learning or the Office of Teacher Education to prepare the portfolio.

The Appeal Portfolio should include the following:

Letter of Appeal addressed to the Assistant Dean of Teacher Education and Student Services. This letter should state reasons why you think you should be admitted to the program.

Resume, with focus on relevant teaching experiences and/or experience working with children in school, church or recreational settings.

Letters of recommendation, (at least 2) from previous employers. If you have worked in a school setting, a letter from the principal and/or teacher you have worked with is acceptable.

Unofficial copies of transcript(s).

Copy of Graduate Record Exam (GRE) or Miller's Analogy Test (MAT) scores.

Minimum score required for entrance into the Graduate School is also needed for entrance into the Teacher Education Program.

The portfolio should be delivered to the Teacher Education Office, Clay Building Room 105. The Assistant Dean of the Teacher Education Program will submit the portfolio to the Chair of the Portfolio Committee. The committee will review the portfolio and report to the Assistant Dean of Teacher Education and Chair, Department of Teaching and Learning the recommendation of the committee. The Assistant Dean of Teacher Education will notify the potential candidate of the committee's decision in writing. The potential candidate will be informed of one of the following:

- a. student granted permission to apply and be interviewed for admission or
- b. denied the request to apply for the Teacher Education Program.

8. Request and complete interview and be admitted to the program by the Teacher Education Screening Committee. The interview takes up to thirty minutes. The committee consists of College of Education faculty, public school teachers and an administrator, graduate student, and certification staff.

Bring your Portfolio reflecting *INTASC'S* ten (10) standards within the following components to the interview (Reference www.tnstate.edu/educ/ncate for description of the standards).

- A cover page
- Description of the rationale
- *INTASC* Standard Dividers
- Table of Contents
- A typed autobiography (see above for inclusive topics)
- Recommendation's from three faculty members
- A first draft of your personal teaching philosophy

Full admission to teacher education must be completed prior to the second semester of enrollment in order to continue enrolling in professional education courses.

9. Schedule to take the next administration of the NTE Praxis II: Principles of Learning and Teaching and specialty area tests before you are scheduled to student teach.

Academic Major

The following guidelines are used to determine an academic major:

1. Undergraduate major in the subject area required for endorsement with the recommendation from the TSU department that no undergraduate content deficiencies exist; or
2. Specification of undergraduate deficiencies to be completed in the major.
3. Candidates seeking certification in an area other than their undergraduate degree must complete the equivalent of the requisite undergraduate major.

Areas of Endorsement available through the Post-Baccalaureate Program:

NOTE: Candidates seeking certification only will not have a major but will take courses in the area of specialization.

ENDORSEMENT	MAJOR (Post-Baccalaureate/Advanced Degree)
Art K-12	Art
Biology 7-12	Biology
Chemistry 7-12	Chemistry
Pre K-4	Early Childhood Education
Elementary K-8	Child Growth and Development
English.7-12	English
Health K-12	HPSS
French 7-12	Foreign Language
Spanish 7-12	Foreign Language
Mathematics 7-12	Mathematics
Vocal/General Music K-12	Music
Instrumental Music K-12	Music
History 7-12 and Geography	History

Government 7-12

Political Science

Physical Education K-12

Human Performance Sport Sciences

Home Economics
(Consumer Homemaking)

Family and Consumer Sciences

Speech

Speech Communication

Theatre

Theatre, Drama

The following areas of endorsements can only be completed at the Post-Baccalaureate or Advanced Degree Level.

Beginning Administration

Educational Administration

English as a 2nd Language

Curriculum and Instruction

School Counselor PreK-12

School Counseling

School Psychologist

School Psychology

Special Education
(K-12 Modified)

Special Education

Special Education/Speech-Language

Speech and Hearing

Professional Education and Enhanced Student Teaching

Post- Baccalaureate students have the option of pursuing licensure while working toward a Masters of Education degree, or licensure only at either the undergraduate or graduate level (or a combination of the two). Licensure must be completed prior to the awarding of the M.Ed. degree, according to university policy. The M. Ed. Degree options from the Department of Teaching and Learning are Curriculum and Instruction for all K-12 and 7-12 endorsements and Elementary Education K-8 endorsement. Special Education certification is available through an approved M. Ed. major In Special Education.

Admission to Student Teaching

Candidates must make application to the Assistant Dean of Teacher Education and Student Services and meet the following criteria before student teaching:

- submit passing scores on the Principles of Learning and Teaching (PLT) of Praxis II and the Specialty Area tests,
- maintain a cumulative GPA of 2.75,
- complete all coursework with the exception of student teaching,
- complete a structured interview, and
- submit a portfolio (level 2) documenting progress in meeting the knowledge and skills of specialization area and professional education requirements for certification.

Internship/Practicum

Candidates who are hired by a school system and are teaching in their area of certification, may register for internship or practicum in lieu of student teaching. A university supervisor will make visits to your classroom, assess your teaching and provide feedback. Candidates will also be required to observe one (1) week in another required setting, example- if you are teaching special education high school resource you will need to observe one week in an elementary resource classroom.

Student Teaching Waiver

Candidates who have been teaching for three (3) years in an accredited school system should verify teaching experience by submitting an official letter to the Assistant Director of Teacher Education and Student Services.

PORTFOLIO

Students completing the teacher education program are required to prepare a cumulative portfolio. This portfolio requires documentation from all courses, field experiences, and student teaching. An exit interview with a committee of faculty and teachers in the field will be conducted during the last semester and students will share their portfolio. **See Appendix A for guidelines for developing portfolio.**

CERTIFICATION RECOMMENDATION REQUIREMENTS

In order to be recommended for certification, the student must:

1. meet all teacher education requirements to date;
2. complete all graduation requirements;
3. earn a grade of "B" or better in student teaching;
4. maintain a cumulative GPA of 2.75 or better;
5. present acceptable score(s) on each test required In Tennessee-- currently includes the NTE Praxis Series II: Principles of Learning and Teaching as well as the appropriate NTE Specialty Area Exam(s).

CHECKLIST: RECOMMENDATION FOR CERTIFICATION

Use the following checklist as a guide for submitting paperwork to the Office of Teacher Education and Certification

- _____ 1. Successfully completed all test on the Praxis II (PLT and Specialty Test); make sure that all test scores are in the Office of the Director of Teacher Education and Certification.
- _____ 2. Request an official TSU transcript be sent to the Teacher Education Office upon completion of all required courses and student teaching/internship/practicum be sent to Teacher Education.
- _____ 3. Students who have attended other universities, must have official copies of transcripts sent to the Teacher Education office to be forwarded to the State Department of Education.
- _____ 4. Complete the form, “ Application for Tennessee Teaching License or Amendment to Licensure”.
- _____ 5. Students with teaching experience should submit a letter verifying teaching experience. Letter should be on official stationary.

Teacher Education and Certification Office

TSU Box 9533

3500 John A. Merritt Boulevard

Clay Hall, Room 105

Nashville, TN 37209

Phone (615) 963-5459

APPENDIX A

