SAINT MARY-OF-THE-WOODS COLLEGE
Education Department

Gateway Process: Traditional Program

(Revised January 2012)

Saint Mary-of-the-Woods College has a program of selective admission and retention that applies to all students. Students who wish to complete the Teacher Education Program in the Education Department must meet the additional requirements of a multi-level assessment system that is based on NCATE standards and Indiana Department of Education regulations. This system is comprised of three major **gateways** that provide opportunities for faculty to formally assess the candidate's capabilities as a prospective teacher and to support the candidate in becoming a competent, caring, professional educator. The following policy and procedures apply to all students seeking an Initial Practitioner License: campus, WED, transfer, and license only students.

Education Department Placement Policy

The Saint Mary-of-the-Woods College Education Department is committed to both the students of the College and the students and teachers of our partnering schools/agencies. It is our responsibility to ensure that field placements, practica, and student teaching experiences are mutually beneficial to SMWC students and the teachers and students of the school/agencies in which they take place. For these reasons, the faculty of the SMWC Education Department reserves the right to deny a field, practicum, and/or student teaching placement; change a field, practicum, and/or student teaching placement; remove or withdraw a student from a field, practicum, and/or student teaching placement; and or cancel a field, practicum, and/or student teaching placement for the reasons of health, safety, and or professional behaviors.

GATEWAY 1 - ADMISSION TO THE TEACHER EDUCATION PROGRAM

Upon admission to SMWC, teacher candidates are eligible to take 100- and 200-level ED courses. To enroll in advanced ED course work (300-level or higher), candidates must be formally admitted to the Teacher Education Program. Criteria for admission to the Teacher Education Program are as follows:

1. Completion of a minimum of 40 hours of college credit.

2. Attainment of a cumulative grade point average of 2.75 or higher.

3. Basic Competency Requirement through one of the following:
   - Praxis I: Reading (176), Writing (172) Math (175) OR
   - Praxis I (Reading, Writing, Math) Composite Score = 527 OR
   - ACT (Math, Reading, Grammar, Science) Composite Score = 24 OR
   - SAT (Critical Reading + Math) Score = 1100 OR
   - GRE (Verbal + Quantitative) Score = 1100 if taken before June 30, 2011 OR
   - GRE (Verbal + Quantitative) Score = 310 if taken one or after July 1, 2011 OR
   - Master's Degree from an accredited institution

   It is your responsibility to verify basic competency with documentation.

4. Completion of at least one field experience with documented evidence of professional behaviors, dispositions, values, and attitudes.

5. Initial Portfolio presentation during formal interview. The Initial Portfolio is organized around the eleven Education Department Program Goals (EDPGs) which are based on the Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards (April 2011). For guidelines, see Campbell, D.M., Cignetti, P.B., Melenyzer, B.J., Nettles, D.H., & Wyman, R.M. *How to develop a professional portfolio.* Boston: Allyn and Bacon.

   The Initial Portfolio must include the following:
   a. evidence of an organizational structure (11 labeled file folders)
   b. a personal philosophy of education statement
   c. artifacts addressing at least *two* of the eleven EDPGs with rationales for each.

Gateway 1 Application Procedures:

1. Submit a typewritten letter addressed to Attn: Sherrie Cheesman, Education Department, Hulman Hall, Saint Mary-of-the-Woods College, Saint Mary-of-the-Woods, IN, 47876. Address the following:

   a. Why I have chosen teaching as a career
   b. Why I have chosen the specific developmental level(s) and content area(s)
   c. What personal qualities I will contribute to the educational field
   d. How I have or will exemplify responsible commitment to the education profession.

   The letter of application may be submitted whenever the candidate has:
   a. completed at least 40 hours of credit with a cumulative grade point average of 2.75 or higher,
   b. completed at least one field experience, and
   c. demonstrated basic competence (see #3 on page 1)

2. Upon receipt of a letter of application, candidates will be scheduled to participate in a formal interview with an Education Department evaluation team. Candidates should be prepared to discuss the following:

   a. current personal/professional strengths as a prospective teacher
   b. how portfolio artifacts reflect candidate's understanding and application of EDPGs
   c. how candidate's personal dispositions relate to the teaching profession.

3. Upon completion of the interview, the evaluation team will determine one of the following:

   a. ***Admitted*** – Candidate has successfully passed Gateway 1 and is permitted to enroll in ED courses at the 300-level or higher.

   b. ***Not Admitted*** – Candidate has not passed Gateway 1 and is not eligible to enroll in 300-level ED courses or higher. This may pertain to candidates who do not display appropriate professional behaviors, dispositions, values, and attitudes that are necessary for success in teaching.

4. The Education Department will inform candidates of their status within one month after the interview is complete.

5. Candidates may appeal Gateway 1 decisions in writing to the Teacher Education Board.

GATEWAY 2 – APPROVAL FOR CAPSTONE CLINICAL EXPERIENCE

The following criteria must be met for approval to complete the clinical capstone experience.

- ☐ Formally **Admitted** to the Education Department
- ☐ Cumulative grade point average of 2.75 or higher
- ☐ A grade of C or better in all Professional Education courses (These courses are designated by an ED prefix.)
- ☐ Completion of all program requirements, including APL, *before* the clinical capstone experience. (Academic advisors may approve certain general studies classes to be taken after the professional practicum/student teaching.)

NOTE:

- **All APL applications must be submitted for evaluation before the student has 100 hours completed towards a bachelor's degree, 45 semester hours towards an associate's degree, or two semesters prior to non-degree program completion.**

- **APL for field experiences/practica/student teaching will not be accepted after the Clinical Capstone Experience Application is submitted.**

- **As you plan your clinical experience semester, it is important that you make financial and family arrangements. This is a full-time, unpaid experience in the classroom/center.**

- **The Saint Mary-of-the-Woods College Education Department is committed to both the students of the College and the students and teachers of our partnering schools/agencies. It is our responsibility to ensure that field placements, practica and student teaching experiences are mutually beneficial to SMWC students and the teachers and students of the schools/agencies in which they take place. For these reasons, the faculty of the SMWC Education Department reserves the right to deny a field, practicum and/or student teaching placement; change a field, practicum and/or student teaching placement; remove or withdraw a student from a field, practicum and/or student teaching placement; and/or cancel a field, practicum and/or student teaching placement for the reasons of health, safety, and/or professional behaviors.**

- **An additional fee will be charged for seminar and each clinical capstone experience. Contact the Registrar for the current fees.**

- **All placements are subject to the requirements and policies of the school corporation or placement site in which the teacher candidate is placed. This includes any specific background checks or additional testing that the placement site requires. Regardless of any current background checks that you may already have, it is highly likely that you will be required to submit a new one at your own cost.**

Gateway 2 Application Procedure:

1. Meet all criteria for approval to complete the clinical capstone experience.
2. Complete the ***Placement Request Form for Clinical Capstone Experience***. This form will b used as a guide in making your placement. Keep in mind that there is no guarantee that you will be placed in the school/classroom/center that you request. The goal of the Education Department is to provide diverse experiences.

3. Complete the ***Teacher Candidate Personal Information Form***. As you type your responses, please keep in mind that this form will be sent to principals/directors and read by prospective cooperating teachers. It will showcase your academic strengths, writing skills and professional experiences. Use as much space as you need without exceeding two pages in length and please delete unnecessary space between sections when you are finished. Be sure to proofread your work carefully!
4. Submit a ***Current Resume***. Please see the Career Development Center for assistance in creating a professional education resume.
5. **Save** a copy of **all materials** so that you will have a copy on file if resubmission is necessary.
6. Send completed forms by mail to: OR send as an email attachment to:
   Jasmine See *jsee@smwc.edu*
   Education Department
   Saint Mary-of-the-Woods College
   Saint Mary-of-the-Woods, IN 47876
7. The Education Department must receive the ***Placement Request Form for Clinical Capstone Experience, Teacher Candidate Personal Information Form***, and ***Current Resume*** by the following deadlines:

Student teaching semester	Application due date
Fall	November 1
Winter	March 1

8. Academic advisors will review candidate files and determine that all criteria for the clinical capstone experience have been met. Advisors will make recommendations to the Gateway 2 committee. Candidates will be notified regarding the decision of the Gateway 2 committee.

Approved:

If approved, the Education Department will assign supervisors and seek appropriate clinical experience placements for candidates. Candidates will be notified of their placements via their SMWC email address when confirmations from school corporations/agencies are received.

Candidates who are approved to complete a clinical experience and then cancel a placement must resubmit the entire *Clinical Capstone Experience Application* by the application due date (see #7 above). **This will delay the experience for at least a semester**. Applications will NOT be retained or kept on file.

NOT Approved:

If NOT approved, candidates will receive a letter indicating areas of deficiency. A copy of the letter will be placed in the student file. Candidates must resubmit the entire Clinical Capstone Experience Application when all criteria have been met (note application due dates in #7 above). **This will delay the student teaching experience for at least a semester**. Applications will NOT be retained or kept on file.

Candidates may appeal Gateway 2 decisions in writing to the Teacher Education Board.

GATEWAY 3 - PROGRAM COMPLETION

Criteria for program completion are:

1. Successful submission of a Proficient Portfolio in Electronic Format to an Education Department evaluation team. Proficient Portfolios are presented at the end of the student teaching semester as a requirement for ED 450 – *Seminar in Teaching*.
2. Successful completion of all program requirements.

Gateway 3 Application Procedure*:*

1. Candidates should notify their advisor when they have completed all Gateway 3 requirements. Candidates who are seeking a degree must submit an Application to Graduate form to the Registrar's Office.
2. Education Department advisors verify that candidates have met all program requirements.

INDIANA LICENSURE

The Licensing Advisor is the approved liaison with the Office of Educator Licensing and Development, Indiana Department of Education. The Licensing advisor is responsible for processing all applications for teacher licensure which includes verification that applicants have successfully completed all Teacher Education Program requirements, including field experiences, practica, student teaching, seminar, and Praxis testing requirements.

Checklist for Indiana Online License Application

- ☐ Complete a state-approved teacher preparation program.
- ☐ Fax (812-535-5144) or email an attachment to Izzy Lindner (ilindner@smwc.edu), Licensing Advisor, the following:
  - Verification for Basic Competency Requirements for Formal Admission to SMWC Education Department (one of the following):
    - Praxis I: Reading (176), Writing (172) Math (175) OR
    - Praxis I (Reading, Writing, Math) Composite Score = 527 OR
    - ACT (Math, Reading, Grammar, Science) Composite Score = 24 OR
    - SAT (Critical Reading + Math) Score = 1100 OR
    - GRE (Verbal + Quantitative) Score = 1100 OR
    - Master's Degree
  - Verification of passing Praxis II score(s)
  - Verification that you have completed CPR/Heimlich/AED Certification:
    Applicants for their first educator license or permit (substitute permits and educational interpreter permits are exempt) must have valid certification in CPR/Heimlich and use of an AED (Automated External Defibrillator). Most approved CPR/Heimlich classes already include AED training. Information on this certification can be found at:
    www.doe.in.gov/educatorlicensing/cpr.html
- ☐ Register with Indiana Department of Education's Licensing Verification and Information System (LVIS) (http://www.doe.in.gov/educatorlicensing) and complete your online licensing application. You are requesting an "Instructional" license.
- ☐ Email Izzy Lindner (ilindner@smwc.edu) and your academic advisor once you have completed your teaching license application online. (By sending an email to both Ms. Lindner and your advisor, your advisor can verify that you have met all program requirements and Ms. Lindner can continue with the licensure process.)

***** *If you are from Illinois, mail a State of Illinois Program Verification Form to Izzy Lindner.*