

WILLIAM PATERSON UNIVERSITY
COLLEGE OF EDUCATION
DEPARTMENT OF SPECIAL EDUCATION & COUNSELING

Undergraduate Handbook

Elementary Education K-5 with TSD Endorsement

Elementary Education K-5 with TSD Endorsement and 5-8
Subject Specialization Endorsement

K-12 Subject Area with TSD Endorsement

Early Childhood P-3 with TSD Endorsement

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WILLIAM PATERSON UNIVERSITY
COLLEGE OF EDUCATION
DEPARTMENT OF SPECIAL EDUCATION AND COUNSELING

Welcome to the Department of Special Education and Counseling! It gives me great pleasure to welcome you to the teaching profession. You are embarking on an exciting journey that will lead to a lifetime of fulfillment as an educator.

Being a teacher is the best profession in the world! Think of all the people you know; every one of them got where they are because of a teacher! Becoming a teacher is hard work but is definitely worth the effort. You will need to balance the demands of course work with teaching responsibilities in the field. You also must maintain an impressive Grade Point Average and meet the demands of the cooperating teachers, as well as the children in your classrooms.

It will be hard, but the hard work will pay off. You will develop skills that will make you a consummate professional and you will experience rewards beyond compare which will sustain you throughout your career.

This pre-professional phase is the most important component of your education. Be sure to take advantage of everything that is offered to you. By the time you have completed your field experiences and final student teaching, you will have come into contact with new people, ideas, approaches, techniques, and experiences. In other words, you will be prepared to step into any classroom as a professional educator.

This handbook is designed to assist you during this pre-professional phase. It is the result of the collaboration of college faculty, administrators, and the College of Education's Office of Field Experiences. Read through it carefully. It should answer any question you may have about your course work, field experiences, student teaching and certification.

I wish you great success at this time in your career.

Manina Urgolo Huckvale, Ed.D.
Chair, Department of Special Education and Counseling

February 1, 2013

Dear Candidates,

Welcome to the teacher education programs that are designed to prepare you to teach special education in the state of New Jersey. Upon graduation, you will earn your Teacher of Students with Disabilities (TSD) Endorsement along with a general education certification. My colleagues and I are pleased that you have chosen to enter this challenging field. Students with disabilities are, in many ways, the most vulnerable population among K-12 students and require the intensive, individualized, and adaptive instruction that is the hallmark of special education. These students will benefit from the specialized, evidenced-based methods and strategies that you will master in our dual licensure programs. In turn, you will learn much from your interactions with the Pre-K-12 students whom you encounter in the multiple field experiences in our program. Placements in public school classrooms will provide practical experience in teaching and classroom management, beginning with observations in the introductory classes and culminating with student teaching in your final semester at William Paterson.

To support your preparation, our full-time and adjunct faculty has wide experience as teachers and administrators in public schools as well advanced degrees in education. Thus, they are able to offer the theoretical perspective on education principles and issues, and guidance on the practical application of instructional skills in today's public school classrooms.

Whether you are a transfer student or an incoming freshman, you are strongly encouraged to contact your advisor early in your college career at William Paterson. The preparation of a Path to Graduation with your advisor will facilitate a timely completion of the degree requirements. If you are not certain who your advisor is, you can find his/her name by going to Banner Self-Service through the WP Connect portal. You may also contact the secretary in the Department of Special Education Services for the advisor's name. Some of you may have advisors outside of our Department, but please feel free to contact us with questions about our programs.

Requirements for admission and graduation for the special education programs may be accessed through links on the website of the Department of Special Education and Counseling: <http://www.wpunj.edu/coe/index.dot>. Valuable information on admission and program completion is available on the webpage of the Office of Education Enrollment and Certification: <http://www.wpunj.edu/coe/departments/cert/>.

Please be aware of these important steps in the education majors:

- Applications for practicums and student teaching: submit one year in advance (substitute teacher's license is also needed, but may be submitted later)
- Full acceptance into the College of Education: earn passing scores on the speech/hearing and writing assessments
- Before beginning Student Teaching: earn a passing score on the appropriate PRAXIS exam(s)
- Graduation and Certification: submit applications to the Registrar and Office of Certification, respectively

My best wishes as you pursue your career goals.

Peter Griswold, Ed. D.

Associate Professor Special Education

College of Education Mission Statement

The College of Education of William Paterson University of New Jersey serves as a major resource for educational practitioners and institutions by preparing students for entry into teaching and educationally-related professions; providing educators with additional and advanced professional preparation and continuing development in selected disciplines; and preparing students to participate effectively in a diverse society. The College promotes teaching and learning by contributing to the collaborative participation of students and faculty in society. In pursuit of this mission, the College of Education is dedicated to promoting student success and academic excellence in the advancement of teaching and lifelong learning through scholarly work, constant reflection, and ongoing assessment.

Department of Special Education and Counseling Mission Statement on Education

To create a dynamic partnership of faculty, teacher candidates, administrators and their staffs and local communities working collaboratively to prepare exceptional educators to work with a diverse population of students who may differ racially, ethnically, socially, culturally, economically, religiously, in gender identification, and/or in ability levels. Our goal is for all within this partnership to uphold the highest ethical standards, and to demonstrate current theoretical knowledge and the application of best practices, structured within the guidelines of the New Jersey State Administrative Code.

Important Guidelines for a Timely Graduation

1. Teacher candidates are strongly encouraged to meet with their advisor to develop a Path to Graduation as soon as possible after declaring elementary education, K-12 subject area or P-3 as their major.
2. After declaring one of the education majors as their major, candidates must pass the Writing Assessment, and the Speech and Hearing Assessment in order to be fully accepted to the College of Education.
3. Candidates must have a 2.75 GPA in order to be fully accepted to the College of Education. If the GPA of an education major falls below 2.75, he/she will not be permitted to take education courses until the GPA is at or above 2.75 again.
4. Candidates must maintain a GPA of 3.00 in their education courses.
5. Candidates must have 60 credits before beginning SPC 2550 Foundations of Education.
6. Candidates must have a substitute teaching license in order to take CIEE 3120 Literacy and Learning, CIRL 3350 Literacy & Technology, SPC 3550 Practicum, CIEE 3010 Practicum, and CISE 3520 Practicum.
7. Applications for practica and student teaching must be submitted one year in advance of the semester in which the practicum or student teaching will be taken.
8. The two practica and the student teaching are taken in the last three semesters of the teacher candidate's undergraduate career at William Paterson.
9. The following courses must be taken together as a package:
 - a. Elementary Education K-5 with TSD Endorsement & K-12 Subject Area with TSD Endorsement
 - SPC 3530 Standards-Based Instructional Management
 - SPC 3540 Managing Challenging Behavior
 - SPC 3550 Practicum A
 - b. Elementary Education K-5 with TSD Endorsement
 - CIEE 3010 Practicum B
 - CIEE 3220 Language Arts & Social Studies Methods and Assessment
 - CIEE 3260 Science Methods and Assessment
 - CIEE 3290 Methods for Teaching and Assessing Math
 - SPC 4290 Individualizing Instructional Content and Strategies
 - c. K-12 Subject Area with TSD Endorsement
 - CISE 3250 Teaching as Learning
 - CISE 3350 Working within the Schools
 - CISE 3520 Practicum
 - ONE of the following courses:
 - CISE 4110 Social Studies Methods OR
 - CISE 4120 English/LA Methods OR
 - CISE 4130 Math Methods OR
 - CISE 4170 Science Methods OR
 - CISE 4190 Teaching a Second Language
10. P-3/TSD students should consult the curriculum guide and advisor for the practicum package courses
11. Teacher candidates must pass the appropriate PRAXIS II exam(s) prior to the start of student teaching.
12. Elementary Education/TSD majors who have not passed the PRAXIS Exam II as of Sept. 1, 2012 must take the correct version: PRAXIS II Elementary Education Multiple Subjects Test (5031).
13. Only one course can be taken while student teaching (EDUC 4190/CISE 4500 count as one course).

Advisement

Advisement is a critical aspect of your course selection and scheduling at William Paterson. Close contact with your advisor may open up new opportunities for professional help. It can also help you resolve issues related to your academic progress and avoid errors in course selection and registration that can delay graduation.

Candidates are occasionally assigned new advisors, especially at the beginning of the semester, so it is best to check on Banner Self-Service before contacting an advisor. If you are not sure who your advisor is, or do not have one because you have not declared education as a major yet, you can contact the Department Chair, Dr. Manina Urgolo Huckvale (urgolohuckvalem@wpunj.edu) or the undergraduate advisor, Dr. Peter Griswold (griswoldp@wpunj.edu) or go to the Banner Self-Service page through WPCONNECT.

Candidates have one faculty advisor, designated as follows:

- Early Childhood P-3/TSD – a faculty member in the Department of Elementary and Early Childhood Education
- Elementary education/TSD - a faculty member in the Department of Special Education and Counseling
- K-12 Subject Area/TSD – a faculty member in the academic major

Advisement is a partnership in which both the advisor and the candidate have a role in the candidates' successful and timely graduation. One of their tasks is the preparation of a Path to Graduation. This document lays out the courses up to graduation and includes dates for applying for field experiences and taking the appropriate PRAXIS II. Tips for successful navigation of the procedures for registering, paying tuition, applying for field experiences, and other activities include the following:

- Transfer students should contact the Dr. Peter Griswold (griswoldp@wpunj.edu) for an appointment as soon as you are accepted.
- Keep copies of all documents that you submit to William Paterson University
- When contacting staff for information in-person or by telephone, keep a written record of the person you spoke with and the name of their department.
- Use your William Paterson e-mail address: along with increasing the security of your e-mails, you will not miss important messages and announcements.
- Avail yourself of the extensive on-line information about academic policies, campus life, financial aid, and academic support. Click on “Students” on the William Paterson homepage to access a wide spectrum of services. Examples include the following:
 - Academic Support Services: <http://www.wpunj.edu/academicssupport/>
 - Advisement Center: <http://www.wpunj.edu/career-advisement/>
 - Campus Life: <http://www.wpunj.edu/enrolled/campus-life.dot>
 - Counseling Health and Wellness Center: <http://www.wpunj.edu/health-wellness/>
 - Disability Services: <http://www.wpunj.edu/disabilityservices/index.dot?>
 - Financial Aid: <http://www.wpunj.edu/financial-aid/>
- Check your transcript on Banner Self- Service; you can run a degree evaluation on both majors by clicking on “Generate a New Evaluation.”
- Read the on-line undergraduate catalog for helpful information on policies and procedures. In the “General Information” link, the sections on Academic and Institutional Support Services and Academic and Related Regulations are informative. If you run into academic or personal difficulty, the section

entitled Policy and Procedures will illuminate what your rights are and how William Paterson University may respond in sensitive situations. Candidates are referred to the sections entitled “Procedures of Investigating Complaints about Grades or Student Academic Performance.” There are on-line versions of the undergraduate catalog: <https://webapps.wpunj.edu/catalog/?level=UG> and the student handbook: <http://www.wpunj.edu/enrolled/pdf/2012-2013WilliamPatersonUniversityStudentHandbook.pdf>.

- Keep your contact information up-to-date by filing for name and address changes: <http://www.wpunj.edu/centerss/name-and-address-changes/>
- If you would like a family member or friend to accompany you when you meet with an advisor, other faculty member, or professional staff member, you will need to complete FERPA: <http://www.wpunj.edu/centerss/ferpa/>
- If you need to take one or two semesters off for personal reasons, filing a leave of absence form will smooth your return: <http://www.wpunj.edu/registrar/academic-regulations/leave.dot>
- Candidates may take courses at other colleges or universities provided they obtain written permission from the appropriate Department chair(s) and Dean of the College of Education. Candidates can transfer up to 70 credits from a community college and 90 credits from a four-year institution. No more than one-half the credits required for the academic major can be transferred. Transfer credits cannot be accepted when the candidate has 30 or fewer credits left to graduate. Policies regarding transferring credits from other colleges or universities are included in the Undergraduate Handbook: <https://webapps.wpunj.edu/catalog/?level=UG>.

Dispositions

Teacher candidates are expected to develop and maintain proper professional behavior in their classes and in their field experiences. Inappropriate or unethical behavior lessens the effort and concentration which a candidate and their peers need to exert in order to gain the maximum benefit from their program. In addition, inappropriate or unethical behavior in field experiences reflects on the reputation of William Paterson University, thus hurting all candidates. Candidates should familiarize themselves with the following sections from the Undergraduate Catalog: the Academic Integrity Policy, and the Student Disciplinary Code Rights and Responsibilities.

Proper professional behavior in the classroom and in field experiences enables candidates to apply their knowledge and understanding of curriculum and instruction in a manner that maximizes the learning and accomplishments of the Pre-K-12 students. Candidates with excellent dispositions are a welcome addition in schools. It is a sad fact, however, that improper dispositions are one of the leading causes for removing candidates from their field experiences.

Examples of professional dispositions include: a positive attitude and a dedication to teaching; a strong belief that all children can learn; responsiveness to feedback to improve teaching skills; a consistent fairness and caring in interacting with children; appropriate communication skills; punctuality; confidentiality; reliability; and integrity. Specific components of a professional disposition are included in several documents. The first components are the broad, life-long standards included in the Code of Ethics from our professional organization, the Council for Exceptional Children. These are as follows:

- A. Special education professionals are committed to developing the highest educational and quality of life potential of individuals with exceptionalities.
- B. Special education professionals promote and maintain a high level of competence and integrity in practicing their profession.
- C. Special education professionals engage in professional activities which benefit individuals with exceptionalities, their families, their colleagues, and/or research subjects.
- D. Special education professionals exercise objective professional judgment in the practice of their profession.
- E. Special educational professionals strive to advance their knowledge and skills regarding the education of individuals with exceptionalities.
- F. Special education professionals work within the standards and policies of their profession.
- G. Special education professionals seek to uphold and improve where necessary the laws, regulations and policies governing the delivery of special education and related services, and practice of their profession.
- H. Special education professionals do not condone or participate in unethical illegal acts, nor violate professional standards adopted by the Delegate Assembly of CEC.

The second document is the list of 20 Teaching Competencies used to rate teacher candidates in field experience. Competencies 7-11 & 16 relate to dispositions:

- 7. Communicates high expectations for all students;
- 8. Demonstrates respect for diversity and cultural differences;
- 9. Demonstrates an openness to learning new ideas and becoming a life-long learner;
- 10. Reflects upon teaching: “What do I do? Why do I do it? How can I do it better?”;
- 11. Exemplifies high professional and ethical standards;
- 16. Works collaboratively with colleagues and families.

Requirements for Teacher Licensure in New Jersey

Teacher candidates who complete a Teacher of Students with Disabilities Endorsement (TSD) program will graduate with a double major and at least two and possibly three teacher licenses. This is because state law and administrative code shapes teacher education at William Paterson. New Jersey has two requirements that have a significant impact on the requirements teacher candidates in a TSD Endorsement program meet.

The first requirement is that candidates must be double majors with an academic major as well as an education major. Academic majors in the humanities, social sciences, laboratory sciences, math, communications, and visual arts are acceptable. A list of approved majors is on the Office of Education Enrollment and Certification webpage and can be accessed through the following link: <http://www.wpunj.edu/coe/academic-majors.dot>.

The second requirement pertains to instructional certificates and endorsements. Instructional certificates can stand alone; a candidate does not need to earn anything besides an instructional certificate. Elementary Education K-5 and K-12 English are examples of teacher certifications. Endorsements are add-ons to the instructional certificate. The TSD and 5-8 Subject Specialization Endorsements are licenses that are added on to the instructional certificates the candidate has earned. Candidates who earn a TSD Endorsement must also earn an instructional certificate, such as P-3 (Preschool-3rd grade), elementary education K-5 (kindergarten-5th grade),

or in a subject area such as English, math, social sciences, biology, earth science, or a foreign language. This is why our TSD programs are dual licensure programs. Candidates who complete a dual licensure program will be certified to teach regular education and special education in the grade levels or in the subject area in which they majored. The TSD Endorsement is an ungraded endorsement that can be added on to as many certifications as a candidate has earned.

At William Paterson, there are four teacher preparation programs in the College of Education that lead to the Teacher of Students with Disabilities (TSD) Endorsement. Next to each program is a description of what graduates will be licensed to teach:

- Elementary education K-5 with TSD Endorsement: graduates can teach general education and special education classes at the K-5 level.
- Elementary education K-5 with TSD Endorsement and 5-8 Subject Specialization Endorsement: graduates can teach general education and special education classes at the K-5 level, and general education and special education classes at the middle school level in a specific subject area (e.g., English, Social Studies)
- K-12 subject area with TSD Endorsement: graduates can teach general education and special education classes in middle school and high school in a specific subject area (e.g., English, Social Studies). Please note that while the certification is K-12, holders of this certificate cannot, for all practical purposes, be employed to teach grades K-4, since primary level teachers teach more than one subject.
- Early Childhood P-3 with TSD Endorsement: graduates can teach general and special education classes at the P-3 level.

There is one exception to the above rule about TSD Endorsements: Graduates with TSD Endorsements can teach any subject at any grade level as long as they are not the primary teachers of content. This means that special education teachers can co-teach with a regular education teacher or can provide pull-out supplementary instruction.

Programs

In the College of Education, teacher candidates can enroll in one of four teacher preparation programs that lead to the Teacher of Students with Disabilities (TSD) Endorsement. These four programs are:

- Elementary education K-5 with TSD Endorsement (47 credits)
- Elementary education K-5 with TSD Endorsement and 5-8 Subject Specialization Endorsement (51 credits)
- K-12 subject area with TSD Endorsement (44 credits)
- Early Childhood P-3 with TSD Endorsement (40 credits)

In selecting a program, candidates need to decide on the grade level of students they would like to teach. If a candidate wishes to teach middle school, either the elementary education K-5 with 5-8 Subject Specialization Endorsement or the K-12 subject area will allow him/her to do so.

A discussion of the course requirements for these programs is somewhat complex, owing to three factors. Before beginning the discussion, we will try to simplify things by:

- 1) Combining the Elementary Education K-5/TSD and the Elementary Education/TSD/5-8 Subject Specialization together, because the two programs differ very little in terms of coursework;
- 2) Referring candidates interested in the P-3/TSD program to Dr. Sue Mankiw (mankiws@wpunj.edu, 973-720-3931 and Office: Valley Road - 4094).

The first factor is that William Paterson University introduced a significantly revised general education program in the fall 2011. The prior program was called General Education or GE. The new program is called the University Core Curriculum (UCC). It is important to note the following:

- Candidates who enrolled in William Paterson before the 2011 fall semester must meet the requirements of the prior GE program.
- Candidates who enrolled for the first time in the 2011 fall semester or afterwards must meet the requirements of the new UCC program.

The second factor is that candidates who enter William Paterson with an Associate's degree in the arts or sciences from a New Jersey public community college are considered to have met the GE or the UCC requirements with some exceptions. These exceptions are directed courses outside of the College of Education that an education major will need to take at William Paterson if he/she did not take the course at his/her community college. An example is General Psychology.

The third factor is that there are differences between the elementary education K-5 and the K-12 subject area programs in terms of required GE, UCC and education courses.

The following pages contain a description of course requirements for each of the programs, based upon time of enrollment and presence or absence of the Associate's degree. Candidates are encouraged to consider carefully into which category they fit. Please note that William Paterson changed from a three digit numeric code to a four-digit numeric code. Most courses simply added a zero to the end. Courses taken with the three digit code meet the requirements for the same course with a four digit code (e.g., PSY 110 is the equivalent of PSY 1100). These requirements are subject to change based on changes in New Jersey Administrative Code 6A:9.

Elementary Education/TSD majors entering prior to fall 2011, without an Associate’s degree:

- All GE requirements in the areas of Arts and Communication, Humanities (including two semesters of a foreign language), Social Sciences, Math, Laboratory Sciences, Health and Fitness, Racism and Sexism, and GE electives . A list of GE course requirements in the above categories is available on the Registrar’s webpage: <http://www.wpunj.edu/career-advisement/academic-advising/ge-requirements.dot>. A list of GE electives is available on the Registrar’s webpage: <http://www.wpunj.edu/registrar>
- Directed courses within the GE program, or in addition to it, include the following:
 - COMM 1100 Communication in Action
 - BIO 1140 Applied Anatomy & Physiology **OR** BIO 1200 Human Biology
 - SOC 1010 Introductory Sociology
 - PSY 1100 General Psychology
 - PSY 2100 Developmental Psychology
 - ANTH 2020 Diversity & Equity
 - One additional math course at the 1100 level or higher
 - Non-Western course (list of courses on the registrar’s webpage: <http://www.wpunj.edu/registrar>)
- ✓ Equivalent courses taken at a community college or other university do not need to be re-taken.
- Required courses within the Elementary Education/TSD major

<p>First Semester</p> <p>SPC 2550 Foundations of Education (3) SPD 3130 Assistive and Adaptive Technology (3) CIEE 2130 Teaching in a Global Technological World (2)</p>	<p>Second Semester</p> <p>CIEE 3120 Literacy & Learning (3) SPC 3520 School-Based Assessment(3) SPC 3530 Instructional Management (3) SPC 3540 Managing Challenging Behaviors (3) SPC 3550 Practicum (1) CODS 3710 Lang. Disorders in the Classroom (3)</p> <p><i>(SPC 3530, 3540 & 3550 must be taken together in the same semester)</i> <i>(CIEE 3120 is off-site; please allow up to 45 minutes of travel time before and after the class)</i></p>
<p>Third Semester</p> <p>CIEE 3010 Practicum (1) CIEE 3220 LA/SS Methods and Assessment (3) CIEE 3260 Science Methods and Assessment (2) CIEE 3290 Math Methods and Assessment (2) SPC 4290 Individualizing Instructional Content (3)</p> <p><i>(All these courses must be taken in the same semester)</i></p>	<p>Fourth Semester</p> <p>SPC 4560 Lifespan Transitions (2) EDUC 4140 Senior Teaching Internship (10)</p> <p><i>(Only one course can be taken in addition to EDUC 4140)</i></p>

Elementary Education/TSD majors entering prior to fall 2011, without an Associate's degree (con't):

Candidates seeking to add the 5-8 Subject Specialization Endorsement take:

- CIMS 3290 Reading and Writing Across the Curriculum:
- One course from the following:
 - CIMS 3320 Language Arts Methods/Assessments OR
 - CIMS 3330 Social Studies Methods/Assessments OR
 - CIMS 3340 Methods/Assessments for Teaching Math OR
 - CIMS 3350 Science Methods/Assessment OR
 - CIMS 3360 World Languages Methods/Assessment

Elementary Education/TSD majors entering prior to fall 2011 with an Associate’s degree:

- Directed courses within the GE program or in addition to it include the following:
 - BIO 1140 Applied Anatomy & Physiology **OR** BIO 1200 Human Biology
 - PSY 1100 General Psychology
 - PSY 2100 Developmental Psychology
 - ANTH 2020 Diversity and Equity
 - One additional math course at the 1100 level or higher
 - Non-Western course (list of courses on the registrar’s webpage: <http://www.wpunj.edu/registrar>)
 - World Language – 2 semesters
- ✓ Equivalent courses taken at a community college or other university do not need to be re-taken.
- Required courses within the Elementary Education/TSD major

<p>First Semester</p> <p>SPC 2550 Foundations of Education (3) SPD 3130 Assistive and Adaptive Technology (3) CIEE 2130 Teaching in a Global Technological World (2)</p>	<p>Second Semester</p> <p>CIEE 3120 Literacy & Learning (3) SPC 3520 School-Based Assessment(3) SPC 3530 Instructional Management (3) SPC 3540 Managing Challenging Behaviors (3) SPC 3550 Practicum (1) CODS 3710 Lang. Disorders in the Classroom (3)</p> <p><i>(SPC 3530, 3540 & 3550 must be taken together in the same semester)</i> <i>(CIEE 3120 is off-site; please allow up to 45 minutes of travel time before and after the class)</i></p>
<p>Third Semester</p> <p>CIEE 3010 Practicum (1) CIEE 3220 LA/SS Methods and Assessment (3) CIEE 3260 Science Methods and Assessment (2) CIEE 3290 Math Methods and Assessment (2) SPC 4290 Individualizing Instructional Content (3)</p> <p><i>(All these courses must be taken in the same semester)</i></p>	<p>Fourth Semester</p> <p>SPC 4560 Lifespan Transitions (2) EDUC 4140 Senior Teaching Internship (10)</p> <p><i>(Only one course can be taken in addition to EDUC 4140)</i></p>

Candidates seeking to add the 5-8 Subject Specialization Endorsement take:

- CIMS 3290 Reading and Writing Across the Curriculum:
- One course from the following:
 - CIMS 3320 Language Arts Methods/Assessments **OR**
 - CIMS 3330 Social Studies Methods/Assessments **OR**
 - CIMS 3340 Methods/Assessments for Teaching Math **OR**
 - CIMS 3350 Science Methods/Assessment **OR**

- CIMS 3360 World Languages Methods/Assessment

Elementary Education/TSD majors entering in fall 2011 or afterwards, without an Associate’s degree:

- Requirements in the UCC: <http://www.wpunj.edu/ucc/index.dot>
 - ✓ Area 4 Diversity and Justice is met with ANTH 2020 Diversity & Equity.
 - ✓ Area 5 Civic and Community Engagement is met with EDUC 4140 Student Teaching.
 - ✓ The requirement for two of the four writing intensive courses is met with SPC 2550 Foundations of Education and CIEE 3120 Literacy & Learning.
 - ✓ The requirement for two technology intensive courses is met with CIEE 2130 Teaching in a Global Technological World and SPC 3130 Adaptive and Assistive Technology.
- Directed courses within the UCC program, or in addition to it, include the following:
 - PSY 1100 General Psychology
 - PBHL 1100 Healthy U
 - BIO 1140 Applied A & P OR BIO 1200 Human Biology
 - ANTH 2020 Diversity & Equity in Education
 - PSY 2100 Developmental Psychology
 - One additional math course at the 1100 level or higher
 - One additional history course (candidates must have one course in American history)
 - One additional science (does not need to be a lab course)
 - World Language – 2 semesters
- ✓ Equivalent courses taken at a community college or other university do not need to be re-taken
- Required courses within the elementary education/TSD major

<p>First Semester</p> <p>SPC 2550 Foundations of Education (3) SPD 3130 Assistive and Adaptive Technology (3) CIEE 2130 Teaching in a Global Technological World (2)</p>	<p>Second Semester</p> <p>CIEE 3120 Literacy & Learning (3) SPC 3520 School-Based Assessment(3) SPC 3530 Instructional Management (3) SPC 3540 Managing Challenging Behaviors (3) SPC 3550 Practicum (1) CODS 3710 Lang. Disorders in the Classroom (3)</p> <p><i>(SPC 3530, 3540 & 3550 must be taken together in the same semester)</i> <i>(CIEE 3120 is off-site; please allow up to 45 minutes of travel time before and after the class)</i></p>
<p>Third Semester</p> <p>CIEE 3010 Practicum (1) CIEE 3220 LA/SS Methods and Assessment (3) CIEE 3260 Science Methods and Assessment (2) CIEE 3290 Math Methods and Assessment (2) SPC 4290 Individualizing Instructional Content(3)</p>	<p>Fourth Semester</p> <p>SPC 4560 Lifespan Transitions (2) EDUC 4140 Senior Teaching Internship (10)</p> <p><i>(Only one course can be taken in addition to EDUC 4140)</i></p>

<i>(All these courses must be taken in the same semester)</i>	
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Elementary Education/TSD majors entering in fall 2011 or afterwards, without an Associate's degree (con't)

Candidates seeking to add the 5-8 Subject Specialization Endorsement take:

- CIMS 3290 Reading and Writing Across the Curriculum:
- One course from the following:
 - CIMS 3320 Language Arts Methods/Assessments OR
 - CIMS 3330 Social Studies Methods/Assessments OR
 - CIMS 3340 Methods/Assessments for Teaching Math OR
 - CIMS 3350 Science Methods/Assessment OR
 - CIMS 3360 World Languages Methods/Assessment

Elementary Education/TSD majors entering in fall 2011 or afterwards, with an Associate’s degree:

- Requirements for writing intensive & technology intensive courses: <http://www.wpunj.edu/ucc/index.dot>
 - ✓ The requirement for two of the four writing intensive courses is met with SPC 2550 Foundations of Education and CIEE 3120 Literacy & Learning.
 - ✓ The requirement for two technology intensive courses is met with CIEE 2130 Teaching in a Global Technological World and SPC 3130 Adaptive and Assistive Technology.

- Directed courses within the UCC program, or in addition to it, include the following:
 - PBHL 1100 Healthy U
 - PSY 1100 General Psychology
 - PSY 2100 Developmental Psychology
 - BIO 1140 Applied Anatomy & Physiology OR BIO 1200 Human Biology
 - ANTH 2020 Diversity & Equity in Education
 - One additional math course at the 1100 level or higher
 - One additional history course (candidates must have one course in American history)
 - One additional science (does not need to be a lab course)
 - Foreign Language – 2 semesters
- ✓ Equivalent courses taken at a community college or other university do not need to be re-taken.

- Required courses within the elementary education/TSD major:

<p>First Semester</p> <p>SPC 2550 Foundations of Education (3) SPD 3130 Assistive and Adaptive Technology (3) CIEE 2130 Teaching in a Global Technological World (2)</p>	<p>Second Semester</p> <p>CIEE 3120 Literacy & Learning (3) SPC 3520 School-Based Assessment(3) SPC 3530 Instructional Management (3) SPC 3540 Managing Challenging Behaviors (3) SPC 3550 Practicum (1) CODS 3710 Lang. Disorders in the Classroom (3)</p> <p><i>(SPC 3530, 3540 & 3550 must be taken together in the same semester)</i> <i>(CIEE 3120 is off-site; please allow up to 45 minutes of travel time before and after the class)</i></p>
<p>Third Semester</p> <p>CIEE 3010 Practicum (1) CIEE 3220 LA/SS Methods and Assessment (3) CIEE 3260 Science Methods and Assessment (2) CIEE 3290 Math Methods and Assessment (2) SPC 4290 Individualizing Instructional Content (3)</p> <p><i>(All these courses must be taken in the same semester)</i></p>	<p>Fourth Semester</p> <p>SPC 4560 Lifespan Transitions (2) EDUC 4140 Senior Teaching Internship (10)</p> <p><i>(Only one course can be taken in addition to EDUC 4140)</i></p>

Elementary Education/TSD majors entering in fall 2011 or afterwards with an Associate's degree (con't):

Candidates seeking to add the 5-8 Subject Specialization Endorsement take:

- CIMS 3290 Reading and Writing Across the Curriculum:
- One course from the following:
 - CIMS 3320 Language Arts Methods/Assessments OR
 - CIMS 3330 Social Studies Methods/Assessments OR
 - CIMS 3340 Methods/Assessments for Teaching Math OR
 - CIMS 3350 Science Methods/Assessment OR
 - CIMS 3360 World Languages Methods/Assessment

K-12 Subject Area/TSD majors entering prior to fall 2011, without an Associate’s degree:

- All GE requirements in the areas of Arts and Communication, Humanities (including two semesters of a foreign language), Social Sciences, Math, Laboratory Sciences, Health and Fitness, Racism and Sexism, and GE electives . A list of GE courses in the above categories is available on the Registrar’s webpage: <http://www.wpunj.edu/career-advisement/academic-advising/ge-requirements.dot>. A list of GE electives is available on the Registrar’s webpage: <http://www.wpunj.edu/registrar>
- Directed courses within the GE program, or in addition to it, include the following:
 - BIO 1140 Applied Anatomy & Physiology **OR** BIO 1200 Human Biology
 - PSY 1100 General Psychology
 - PSY 2100 Developmental Psychology
 - ANTH 2020 Diversity & Equity
 - Non-Western course (list of courses on the registrar’s webpage: <http://www.wpunj.edu/registrar>)
- ✓ Equivalent courses taken at a community college or other university do not need to be re-taken.
- Required courses within the k-12 subject area/TSD major

<p>First Semester</p> <p>SPC 2550 Foundations of Education (3) SPD 3130 Assistive and Adaptive Technology (3)</p>	<p>Second Semester</p> <p>CISE 2950 Educational Psychology (3) CIRL 3350 Literacy & Technology (3) SPC 3520 School-Based Assessment (3) SPC 3530 Instructional Management (3) SPC 3540 Managing Challenging Behaviors (3) SPC 3550 Practicum (1)</p> <p><i>(SPC 3530, 3540 & 3550 must be taken together in the same semester)</i> <i>(CIRL 3350 is off-site; please allow up to 45 minutes of travel time before and after the class)</i></p>
<p>Third Semester</p> <p>CISE 3250 Teaching as Learning (2) CISE 3350 Working within the Schools (2) CISE 3520 Practicum (2) ONE of the following courses CISE 4110 Social Studies Methods (3) OR CISE 4120 English/LA Methods (3) OR CISE 4130 Math Methods (3) OR CISE 4170 Science Methods (3) OR CISE 4190 Teaching a 2nd language (3)</p> <p><i>(All these courses must be taken in the same semester)</i></p>	<p>Fourth Semester</p> <p>SPC 4560 Lifespan Transitions (2) EDUC 4190 Senior Teaching Internship (10) CISE 4500 Reckoning with the Past (2)</p> <p><i>(Only one course can be taken in addition to EDUC 4190/CISE 4500)</i></p>

K-12 Subject Area/TSD majors entering prior to fall 2011, with an Associate’s degree:

- Directed courses within the GE program, or in addition to it, include the following:
 - BIO 1140 Applied Anatomy & Physiology **OR** BIO 1200 Human Biology
 - PSY 1100 General Psychology
 - PSY 2100 Developmental Psychology
 - ANTH 2020 Diversity and Equity
- ✓ Equivalent courses taken at a community college or other university do not need to be re-taken.
- Required courses within the K-12 Subject Area/TSD major

<p>First Semester</p> <p>SPC 2550 Foundations of Education (3) SPD 3130 Assistive and Adaptive Technology (3)</p>	<p>Second Semester</p> <p>CISE 2950 Educational Psychology (3) CIRL 3350 Literacy & Technology (3) SPC 3520 School-Based Assessment (3) SPC 3530 Instructional Management (3) SPC 3540 Managing Challenging Behaviors (3) SPC 3550 Practicum (1)</p> <p><i>(SPC 3530, 3540 & 3550 must be taken together in the same semester)</i> <i>(CIRL 3350 is off-site; please allow up to 45 minutes of travel time before and after the class)</i></p>
<p>Third Semester</p> <p>CISE 3250 Teaching as Learning (2) CISE 3350 Working within the Schools (2) CISE 3520 Practicum (2) ONE of the following courses CISE 4110 Social Studies Methods (3) OR CISE 4120 English/LA Methods (3) OR CISE 4130 Math Methods (3) OR CISE 4170 Science Methods (3) OR CISE 4190 Teaching a 2nd language (3)</p> <p><i>(All these courses must be taken in the same semester)</i></p>	<p>Fourth Semester</p> <p>SPC 4560 Lifespan Transitions (2) EDUC 4190 Senior Teaching Internship (10) CISE 4500 Reckoning with the Past (2)</p> <p><i>(Only one course can be taken in addition to EDUC 4190/CISE 4500)</i></p>

K-12 Subject Area/TSD majors entering in fall 2011, or afterwards, without an Associate’s degree:

- Requirements in the UCC: <http://www.wpunj.edu/ucc/index.dot>
 - ✓ Area 4 Diversity and Justice is met with ANTH 2020 Diversity & Equity.
 - ✓ Area 5 Civic and Community Engagement is met with EDUC 4190 Student Teaching.
 - ✓ The requirement for two of the four writing intensive courses is met with SPC 2550 Foundations of Education and EDUC 4190 Senior Teaching Internship.
 - ✓ The requirement for the two technology intensive courses is met with SPC 3130 Adaptive and Assistive Technology and CIRL 3350 Literacy and Learning.

- Directed courses within the UCC program, or in addition to it, include the following:
 - PSY 1100 General Psychology
 - BIO 1140 Applied A & P OR BIO 1200 Human Biology
 - ANTH 2020 Diversity & Equity in Education
 - PSY 2100 Developmental Psychology
 - Foreign Language – 2 semesters
- ✓ Equivalent courses taken at a community college or other university do not need to be re-taken

- Required courses within the K-12/TSD major

<p>First Semester</p> <p>SPC 2550 Foundations of Education (3) SPD 3130 Assistive and Adaptive Technology (3)</p>	<p>Second Semester</p> <p>CISE 2950 Educational Psychology (3) CIRL 3350 Literacy & Technology (3) SPC 3520 School-Based Assessment (3) SPC 3530 Instructional Management (3) SPC 3540 Managing Challenging Behaviors (3) SPC 3550 Practicum (1)</p> <p><i>(SPC 3530, 3540 & 3550 must be taken together in the same semester)</i> <i>(CIRL 3350 is off-site; please allow up to 45 minutes of travel time before and after the class)</i></p>
<p>Third Semester</p> <p>CISE 3250 Teaching as Learning (2) CISE 3350 Working within the Schools (2) CISE 3520 Practicum (2) ONE of the following courses CISE 4110 Social Studies Methods (3) OR CISE 4120 English/LA Methods (3) OR CISE 4130 Math Methods (3) OR CISE 4170 Science Methods (3) OR CISE 4190 Teaching a 2nd language (3)</p> <p><i>(All these courses must be taken in the same</i></p>	<p>Fourth Semester</p> <p>SPC 4560 Lifespan Transitions (2) EDUC 4190 Senior Teaching Internship (10) CISE 4500 Reckoning with the Past (2)</p> <p><i>(Only one course can be taken in addition to EDUC 4190/CISE 4500)</i></p>

<i>semester)</i>	
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K-12 Subject Area/TSD majors entering in fall 2011, or afterwards, with an Associate’s degree:

- Requirements for writing intensive & technology intensive courses:<http://www.wpunj.edu/ucc/index.dot>
 - ✓ The requirement for a 300-level writing intensive course is met with EDUC 4190 Senior Teaching Internship.
 - ✓ The requirement for two technology intensive courses is met with CIRL 3350 Literacy and Technology and SPC 3130 Adaptive and Assistive Technology.

- Directed courses within the UCC program, or in addition to it, include the following:
 - PSY 1100 General Psychology
 - PSY 2100 Developmental Psychology
 - BIO 1140 Applied Anatomy & Physiology OR BIO 1200 Human Biology
 - ANTH 2020 Diversity & Equity in Education
 - Foreign Language – 2 semesters
- ✓ Equivalent courses taken at a community college or other university do not need to be re-taken.

- Required courses within the K-12 subject area/TSD major

<p>First Semester</p> <p>SPC 2550 Foundations of Education (3) SPD 3130 Assistive and Adaptive Technology (3)</p>	<p>Second Semester</p> <p>CISE 2950 Educational Psychology (3) CIRL 3350 Literacy & Technology (3) SPC 3520 School-Based Assessment (3) SPC 3530 Instructional Management (3) SPC 3540 Managing Challenging Behaviors (3) SPC 3550 Practicum (1)</p> <p><i>(SPC 3530, 3540 & 3550 must be taken together in the same semester)</i> <i>(CIRL 3350 is off-site; please allow up to 45 minutes of travel time before and after the class)</i></p>
<p>Third Semester</p> <p>CISE 3250 Teaching as Learning (2) CISE 3350 Working within the Schools (2) CISE 3520 Practicum (2) ONE of the following courses CISE 4110 Social Studies Methods (3) OR CISE 4120 English/LA Methods (3) OR CISE 4130 Math Methods (3) OR CISE 4170 Science Methods (3) OR CISE 4190 Teaching a 2nd language (3)</p> <p><i>(All these courses must be taken in the same semester)</i></p>	<p>Fourth Semester</p> <p>SPC 4560 Lifespan Transitions (2) EDUC 4190 Senior Teaching Internship (10) CISE 4500 Reckoning with the Past (2)</p> <p><i>(Only one course can be taken in addition to EDUC 4190/CISE 4500)</i></p>

Early Childhood P-3/TSD Program Requirements:

The required education courses are listed here, but candidates must contact Professor Sue Mankiw for additional information and advisement (mankiws@wpunj.edu, 973-720-3931 and Office: Valley Road - Rm. 4094)

Semester I (7 credits)	Semester II (7 credits)
SPC 2550 Foundations of Education (3) CIEC 2130 Technology in Early Childhood Education (2) ECSP 3030 Adaptive and Assistive Technology (2)	CIEC 2000 Field Experience I (1) ECSP 3050 Positive Behavioral Supports in Inclusive Early Childhood Settings (2) CIEC 2100 The Early Childhood Learning Environment (2) CIEC 2200 Emergent Literacy (2) ECSP 3040 Assessment & Planning in Inclusive Early Childhood Classrooms (3)
Semester III (14 credits)	Semester IV (12 credits)
CIEC 3000 Practicum and Seminar (1) CIEC 3300 Language Arts & Social Studies (3) CIED 3510 Math & Science in Early Childhood Education (2) CIEC 3650 Creative Arts & Children's Literature (2) ECSP 3040 Assessment & Planning in Inclusive Early Childhood Classrooms (3) ECSP 3060 Instructional Strategies in the Inclusive Early Childhood Classroom (3)	EDUC 4140 Senior Teaching Internship (10) ECSP 3020 Family Involvement, School & Community Supports (2)

Declaring Education as Your Major

There are three education majors at William Paterson University:

- Elementary Education K-5 (http://www.wpunj.edu/coe/departments/elem/ug_k5.dot)
- K-12 Subject Area (http://www.wpunj.edu/coe/departments/smse/ug_k12.dot)
- Preschool-Third Grade (P-3) (http://www.wpunj.edu/coe/departments/elem/ug_p3.dot)

TSD is considered a strand or thread within each one of these 3 education majors. Students may declare any one of these three majors and add the TSD Endorsement to it. There is a fourth option – dual licensure P-3 and elementary education – but the TSD Endorsement may not be added to that combination or to the K-12 PE/Health and K-12 Music certifications. The Bilingual Endorsement can be added to any of the certification programs except for English and or a world language:

(<http://www.wpunj.edu/coe/departments/elem/undergraduate-bilingual-endorsement.dot>).

As lists of acceptable academic majors vary among the education programs, candidates are strongly encouraged to consult the following webpage to make certain their academic major is acceptable for the teacher certification program in which they are enrolled: <http://www.wpunj.edu/coe/academic-majors.dot>.

Courses required for specific academic majors are listed on curriculum sheets available through the Career Development and Advisement Center: <http://www.wpunj.edu/career-advisement/academic-advising/all-curriculum-control-sheets.dot>, or, in some cases, the Academic Department webpage.

Candidates who add the 5-8 Subject Specialization Endorsement to Elementary Education K-5/TSD need to select an academic major within the core high school subjects. These include English, history, geography, political science, math, biology, chemistry, world languages and earth science. Candidates may also select as an academic major from one of two additional choices, the Integrated Math and Science program or the Liberal Studies in the Humanities, Social Studies and Arts Program. For this latter major, one of the two strands need to be one of the core subjects mentioned above (<http://www.wpunj.edu/coe/academic-majors.dot>)

Candidates who select the K-12 Subject Area/TSD must major in a core high school subject. The Integrated Math and Science and the Liberal Studies in the Humanities, Social Sciences and Arts Programs are not acceptable majors for the K-12 Subject Area/TSD major <http://www.wpunj.edu/coe/academic-majors.dot>

The process of becoming an education major is a two-step process. In step one, candidates can declare their preferred education major before they begin their first term at William Paterson. As an alternative, candidates can declare their preferred education major after they have taken one or more semesters of courses and have established a GPA of 2.75 or above.

In step two, candidates become fully matriculated by passing two assessments: the writing assessment, and the speech and hearing assessment. Directions for taking the assessments are available on the Office of Education Enrollment and Certification webpage: <http://www.wpunj.edu/coe/departments/cert/assessments.dot>. Once a candidate has passed these two assessments, maintained a GPA of 2.75 or above, and completed 60 or more credits, he/she becomes a fully accepted into the College of Education.

To remain as an education major, candidates must maintain a cumulative GPA of 2.75, a GPA of 3.0 in their education courses, and earn C or better in all education courses. Candidates whose cumulative GPA falls between 2.70 and 2.75 should consult with their advisor. Candidates whose GPA falls below 2.75 for two consecutive semesters will be removed from the education major.

Candidates can change majors on-line through WPCONNECT: Go to Banner Self-Service and select the “All Education Majors” choice. Candidates can declare their major at the time of admission. After that, candidates must have completed one semester and 12 credits before adding, dropping or changing a major.

PRAXIS II Exams

The PRAXIS II exams are assessments of the knowledge and understanding of the content a graduate will be teaching. The current PRAXIS II Elementary Education Multiple Subjects Test has four parts: reading and language arts, social studies, math, and science. The Praxis II for elementary education, required for certification in New Jersey as of September 1, 2012, is #5031, *Elementary Content Knowledge, Multiple Subjects Test*. If you passed the previously approved test (PRAXIS II Elementary Education Content Knowledge Exam - 0014) before September 1, 2012, you do not need to take the new exam. However, New Jersey is not accepting scores on the prior test (PRAXIS II Elementary Education Content Knowledge Exam – 0014) for those who take Praxis II after September 1, 2012. The link below has the schedule for upcoming tests. It shows that both the prior exam and the **new exam (5031)** are available for registration at Educational Testing Services (ETS). **Be careful to register for the #5031 test:** http://www.ets.org/praxis/register/centers_dates/computer.”

Candidates earning a 5-8 Subject Specialization Endorsement or K-12 subject area certificate take the PRAXIS II Exam for their subject area. Candidates earning the Early Childhood P-3/TSD certificates take the PRAXIS II Early childhood Content Knowledge Exam (0022/5022). The PRAXIS II exams are administered by the Educational Testing Service in Princeton, NJ (www.ets.org). The Office of Education Enrollment and Certification has links to dates of the exams, registration procedures, and deadlines:

- PRAXIS II Exams: http://www.wpunj.edu/coe/departments/cert/nj_licensure_and_praxis_exam_information.dot
- PRAXIS II Deadlines: <http://www.wpunj.edu/dotAsset/367158.pdf>

Assistance with preparation for the PRAXIS II exams is available through the Office of Education Enrollment and Certification. In addition to PRAXIS II workshops (<http://www.wpunj.edu/coe/departments/cert/prc.dot>), the office maintains an extensive collection of practice manuals, which candidates may borrow through the program assistant.

A passing score on the appropriate PRAXIS II exam is required prior to beginning student teaching. The Office of Field Experiences has set strict deadlines for receiving official notice of passing scores. Passing PRAXIS scores for all certification areas must be received by the Office of Certification by August 1 for student teaching in the fall semester and January 1 for student teaching in the spring semester.

Furthermore, Elementary Education/TSD majors are advised to take the Praxis II exam as soon as the GE or UCC courses are completed and the content information is still fresh. Taking it early in the education sequence of courses gives candidates an opportunity to retake the whole test or any of the four sections that were not

passed. Candidates taking the subject area PRAXIS II exams are advised to wait until they have completed most or all of their courses in their subject area major.

When registering for the PRAXIS II, be sure to include the following:

- Your social security number (the directions on the application say this is option, but the New Jersey Department of Education requires it).
- The Code numbers for William Paterson University (R2518) and the New Jersey Department of Education (R7666)

Field Experiences

As a critical component of their teacher preparation, candidates engage in a variety of field experiences in a K-12 public school classroom, gaining valuable experience in instruction and classroom management. Field experiences occur in every group of education courses and gradually increase in the degree of time spent in the classroom, and the degree of accountability for managing instruction and student behavior. The field experiences begin with observations in the introductory special education course and conclude with the candidate assuming full responsibility for planning, implementing and assessing instruction in student teaching. Each of the following courses includes a field experience:

- SPC 2550 – 20 hours of observation in an urban school
- CIEC 2000 Practicum (P-3) – one full school day per week (candidates select the day) OR
- CIEE 3120 Literacy & Learning (elementary education)* tutoring OR
- CIRL 3350 Literacy & Technology (middle or high school) tutoring
*CIEE 3120 includes tutoring individual students one hour per week off campus. Candidates should allow at least 45 minutes for travel to and from campus.
- SPC 3550 Practicum A (special education) - one full school day per week (candidates select the day)
- CIEE 3010 Practicum (elementary) – two days per week and two full weeks at end of semester OR
- CISE 3520 Practicum (middle or high school) – two days per week OR
- CIEC 3000 Practicum (P-3) two days per week and two full weeks at end of semester OR
- Student Teaching – five days per week, one 8-week placement in general education and one 8-week placement in special education

The practica and student teaching are formal field experiences in which the candidates are observed by a faculty member and are rated on the Twenty Competencies.

A passing score on the appropriate Praxis II Exam is required before candidates can student teach. The deadline for receiving passing scores is August 1 for candidates doing student teaching in the fall and January 1 for candidates doing student teaching in the spring. Candidates who miss the deadline will not be allowed to begin their student teaching

The following is an important note for Elementary Education/TSD majors:

“The Praxis II for elementary education, required for certification in New Jersey as of September 1, 2012, is #5031, *Elementary Content Knowledge, Multiple Subjects Test*. If you passed the previously approved test (PRAXIS II Elementary Education Content Knowledge Exam - 0014) before September 1, 2012, you do not need to take the new exam. However, New Jersey is not accepting scores on the prior test (PRAXIS II Elementary Education Content Knowledge Exam – 0014) for those who take Praxis II after September 1, 2012. The link below has the schedule for upcoming tests. It shows that both the prior and the **new (5031)** exams are available for registration at Educational Testing Services (ETS). **Be careful to register for the #5031 test:** http://www.ets.org/praxis/register/centers_dates/computer.”

Candidates must have a substitute teaching license before they can participate in the field experiences beyond the 20-hour observation in SPC 2550. Candidates should apply for a substitute teaching license as soon as they have 60 credit hours. Candidates who took the equivalent of SPC 2550 at a community college will need to apply for a license as soon as they have earned 60 credits. Candidates may initiate the process for applying for a substitute teaching license in one of three ways:

- Obtain an application from a staff member in the Office of Field Experiences.
- Attend the two substitute teaching license application workshops arranged by the Office of Field Experiences. Times and dates are listed on the Office of Field Experiences webpage: <http://www.wpunj.edu/coe/departments/field/Calendar.dot>
- Contact the Business Office of your local school district to request an application for a substitute teaching license.

Candidates are urged to review the process for applying for substitute teaching licenses posted on the Office of Field Experiences website: <http://www.wpunj.edu/coe/departments/field/substitute-license.dot>

Candidates must apply for placement for all field experiences. For the twenty-hour observation in SPC 2550 Foundations of Education and tutoring in CIEE 3120 Literacy and Learning or CIRL 3350 Literacy and Technology, the instructors will provide directions for completing the application. For the practica and student teaching, candidates are responsible for initiating the application process and submitting the applications by the deadlines.

Applications are available on the Office of Field Experiences webpage. The application process is detailed and highly organized. Candidates are urged to visit the Office of Field Experiences webpage where the components are discussed: <http://www.wpunj.edu/coe/departments/field/applications.dot> . To summarize:

- Applications for practica and student teaching are due one year in advance of the semester in which the field experience is to be completed. The precise dates are Oct. 15 for practica and student teaching in the fall, and March 15 for practica and student teaching in the spring. For example, a candidate

planning to do his student teaching in spring 2014 would need to submit his application by March 15, 2013.

- All applications are on-line.
- Practicum and student teaching applications include:
 - A cover page that can be obtained by clicking on the course code or “student teaching.”
 - Four copies of the biographical data form that is available below the list of course codes
 - A Mantoux test that is no more than one year old (does not have to be submitted with the above applications, but must be submitted no later than three months prior to the beginning of the practicum or student teaching experience)
 - A copy of the substitute teacher’s license old (does not have to be submitted with the above applications, but must be submitted no later than three months prior to the beginning of the practicum or student teaching experience)
- The application form and the biographical data form must be submitted to your advisor or the department secretary by the due date. Documentation of the Mantoux test and the substitute teaching license can be submitted later.
- Please keep copies of all documents that you submit.
- Do not forget to register for practicum and student teaching and associated seminars.
- Candidates are encouraged to read the Field Experience Handbooks & Policies:
<http://www.wpunj.edu/coe/departments/field/handbooks-and-policies.dot>

Registration

Registration for courses is accomplished on-line through Banner Self-Service, with the exception of in-person registration for first-time transfer students. Registration begins around November 1 for the winter and spring semesters, and around April 1 for the summer and fall semesters (see the registration timetables on the Registrar’s home page: <http://www.wpunj.edu/registrar/registration/>)

Candidates research the requirements on their curriculum sheets in order to decide which courses to register for. Three resources are available to aid candidates in courses selection:

- Curriculum Sheets for academic and education majors - available on the Career and Advisement Center webpage: <http://www.wpunj.edu/career-advisement/academic-advising/all-curriculum-control-sheets.dot>, or, in some cases, from the Academic Department webpage. Printed versions of the Curriculum Sheets for the education majors are also available in the Department of Education and Counseling.
- Path to Graduation – prepared with your advisor
- Degree Evaluations – available on-line through Banner Self-Service

Listing of courses with times/days of open sections are available on Banner Self-Service through this link: https://selfservice.wpunj.edu/pls/PROD/bwckgens.p_proc_term_date

Once a candidate has prepared a tentative schedule, he/she can contact his/her advisor to review choices and obtain the 6-digit Alternate PIN needed in order to register. A Path to Graduation can greatly facilitate the process; sometimes an e-mail with the list of courses needed is sufficient. Advisors are available to meet with

candidates, either by appointment or during open advisement sessions in which candidates can come and be met with on a first-come, first-served basis. Announcements on open advisement sessions will be sent out by e-mail to candidates' WPU e-mail addresses. Candidates should bring a copy of their Path to Graduation and transcript and degree evaluation from Banner Self-Service.

After the candidate has registered for classes, arrangements need to be made to pay tuition. The Registrar's Office and the Office of Student Accounts (Bursar) set the deadlines for payment:

<http://www.wpunj.edu/studentaccounts/> & <http://www.wpunj.edu/studentaccounts/>

Candidates are urged to regularly check their personal accounts at WPU to determine the status of their tuition and fees: https://epay.wpunj.edu/C20254_tsa/web/login.jsp

Other aspects of registration to be aware of:

- Candidates receive new Alternate PINs (Personal Identification Number) twice per year: summer & fall registration and winter & spring registration.
- In order to enroll in education courses, candidates must obtain permits (sometimes called overrides) from their advisor. To obtain a permit for a required course in the TSD Endorsement programs, candidates can e-mail their advisor. Permits are section-specific, so candidates should include the code and section (e.g., SPC 2550-60) and their 855 identification number in their e-mails. Faculty cannot register candidates.
- Most other courses in the academic majors do not require permits; however, candidates may be prevented from registering because the course section is full, the course requires a pre-requisite which the candidate has not taken, or the candidate has a hold on his/her account.
 - If a course section is closed, candidates can look for an open section that fits their schedule. If there is no other section, candidates can look for another course to take or e-mail the instructor and ask for permission to register.
 - Similarly, if the course has a prerequisite, candidates can e-mail the instructor or the chair of the department in which the course resides. Permission will be at the discretion of the instructor and the chair.
 - If a candidate has a hold on his/her account, assistance may be obtained from the Office of Student Enrollment Services, Room 104 in Morrison Hall (<http://www.wpunj.edu/centerss/>).
- If a candidate decides to stop attending class, he/she must officially withdraw through Banner Self-Service to avoid receiving a grade of F. The deadlines for withdrawal are listed on the Registrar's webpage: <http://www.wpunj.edu/registrar/calendars/>
- William Paterson University does not issue paper bills for tuition. After registering, follow the directions for payment and check your student account on-line: at <http://www.wpunj.edu/ebill>. Non-payment of tuition by established deadlines will result in candidates being dropped from courses.
- All winter session courses are on-line. Candidates may take one course per winter session.

- Candidates have up to two opportunities to repeat a course they failed and one opportunity to repeat a course in which they earned a D. The new grade replaces the old grade in calculating a candidate's GPA.
- Two semesters of a foreign language, either at William Paterson or another college or university, are required. Sign language is accepted as a foreign language, but arrangements for approval need to be made through the Department of Languages and Cultures.

Graduation and Teacher Certification:

We commend you as you near the completion of your program and are ready to begin your career in the teaching profession! You will be graduating with either a BA or a BS. Candidates in the Elementary Education K-5/TSD program will receive a diploma indicating a BA in Elementary Education. Candidates in the K-12 subject area/TSD program will receive a diploma with their academic major listed (e.g., a BA in Psychology). Candidates in the Early Childhood P-3 Program will earn a BA in Early Childhood Education. Your transcript will reflect the fact that you had a double major.

Please be aware that the certification you are receiving is called a Certificate of Eligibility with Advanced Standing (CEAS) in your regular education area and in TSD. When you are hired for your first job, your CEAS will convert to a provisional teaching certificate. After one year of successful instruction, your provisional certifications will convert to standard teaching certificates. More information is available on the Office of Education Enrollment and Certification webpage:

http://www.wpunj.edu/coe/departments/cert/nj_licensure_and_praxis_exam_information.dot

These are the steps to follow to obtain your diploma and teaching licenses:

- Review the information on graduation and file an application for graduation: <http://www.wpunj.edu/registrar/graduation/application-for-graduation.dot>. Candidates may file for graduation during the semester in which they will have earned 100 credits at the completion of the semester. It is recommended that you file for graduation in the semester before your final semester. The deadlines are:
 - Sept 1 for a December graduation
 - Dec. 1 for a May graduation
 - June 1 for an August graduation
- The associate registrars will evaluate your transcript and will advise you if any courses are missing. He/she will count any courses for which you are registered in your final semester.
- File applications for your teacher certification and TSD Endorsement. The fees and application for teacher certifications are available on the Office of Education Enrollment and Certification webpage: http://www.wpunj.edu/coe/departments/cert/nj_licensure_and_praxis_exam_information.dot. Additional information, including due dates, is available on the undergraduate certification webpage: http://www.wpunj.edu/coe/departments/cert/ug_cert.dot

Information on commencement is available by following this link: <http://www.wpunj.edu/commencement/>.

Candidates who have completed student teaching, and are eligible for an August graduation date may request permission from the Associate Dean of the College of Education to walk in the May Commencement Ceremony.

Appendix

Dates to Remember:

October 15 – applications due for candidates taking a practicum or student teaching internship in the coming fall

March 15 – applications due for candidates taking a practicum or student teaching internship in the coming fall

September 1 - Apply for graduation in December

Dec. 1 – Apply for graduation in May

June 1– Apply for graduation in August

August 1 – Evidence of a passing score on the appropriate PRAXIS II Exam must be received by the Office of Field Experiences for candidates doing their student teaching in the fall

January 1 – Evidence of a passing score on the appropriate PRAXIS II Exam must be received by the Office of Field Experiences for candidates doing their student teaching in the spring

Glossary

Academic Major: Sometimes called a liberal arts major, this major is in a content area, such as the humanities, social sciences, physical or life sciences, math, communications and fine arts.

Alternate PIN: The six-digit number given to students by their advisor that permits to register for courses on-line. An Alternate PIN is provided for each fall/winter registration period and each spring/summer registration period.

Certificate of Eligibility with Advanced Standing: The instructional certificate that candidates receive after completing their BA in P-3, Elementary Education K-5 or a K-12 Subject Area (without or without the TSD Endorsement).

Endorsement: A teaching license that is an add-on to an instructional certificate (e.g., TSD)

Instructional Certificate: A teaching license that can stand alone (e.g., Elementary Education K-5)

Intergrated Math and Science: A major in which a candidate takes courses in math and one of three sciences (bioogy, earth science, chemistry)

Liberal Studies: A major in which a candidate can take coursework in two content areas (e.g., Biology and Math, or English and Psychology).

Provisional Certificate: The instructional certificate that a teacher receives after being hired for their first teaching job.

Standard Certificate: The instructional certificate that a teacher receives after one year of successful teaching.

Teacher of Students with Disabilities (TSD) Endorsement: An endorsement that permits the individual to teach special education any grade level or any subject in which they hold an instructional certificate.

University Core Curriculum: The 40 credit “general education” program at William Paterson University; students choose a sequence of 13 courses from each of six areas of study: Area One: Personal Well-Being; Area Two: Expression (Arts and Communication, Writing, and Literature); Area Three Ways of Knowing (Philosophy, History, Social and Behavioral Sciences, Science, and Math); Area Four: Diversity and Justice; Area Five: Community and Civic Engagement; and Area Six Global Awareness. Students also need to take four courses designated as Writing Intensive and two courses designated as Technology Intensive. Some courses may also count towards academic major requirements or towards more than one category in the UCC program.

Useful Websites by Category

ACADEMIC SUPPORT & CAMPUS LIFE

- Academic Support Services: <http://www.wpunj.edu/academicsupport/>
- Advisement Center: <http://www.wpunj.edu/career-advisement/>
- Campus Life: <http://www.wpunj.edu/enrolled/campus-life.dot>
- Counseling Health and Wellness Center: <http://www.wpunj.edu/health-wellness/>
- Disability Services: <http://www.wpunj.edu/disabilityservices/index.dot?>
- Financial Aid: <http://www.wpunj.edu/financial-aid/>
- Student Enrollment Services: <http://www.wpunj.edu/centerss/index.dot>

DEPARTMENTS AND OFFICES

- College of Education: <http://www.wpunj.edu/coe/>
- Department of Special Education & Counseling: <http://www.wpunj.edu/coe/departments/sped/>
- Office of Field Experiences: <http://www.wpunj.edu/coe/departments/field.dot>
- Office of Educational Enrollment & Certification: <http://www.wpunj.edu/coe/departments/cert/>
- Office of Registration: <http://www.wpunj.edu/registrar/>
- Office of Student Accounts: <http://www.wpunj.edu/studentaccounts/>

EDUCATION MAJOR

- Acceptable Academic Majors: <http://www.wpunj.edu/coe/academic-majors.dot>
- Curriculum Sheets for majors: <http://www.wpunj.edu/career-advisement/academic-advising/all-curriculum-control-sheets.dot>
- Declaring Education as your major: <http://www.wpunj.edu/dotAsset/decfe65c-96c4-4ea0-9706-e111a8cd8a4d.pdf>
- Speech and Hearing Assessment: <http://www.wpunj.edu/coe/departments/cert/assessments.dot>
- Writing Assessment: <http://www.wpunj.edu/coe/departments/cert/assessments.dot>

FIELD EXPERIENCES

- Field Experience Handbooks & Policies: <http://www.wpunj.edu/coe/departments/field/handbooks-and-policies.dot>
- Practicum and student teaching applications: <http://www.wpunj.edu/coe/departments/field/applications.dot>
- PRAXIS Deadlines: <http://www.wpunj.edu/dotAsset/367158.pdf>
- PRAXIS Exams: http://www.wpunj.edu/coe/departments/cert/nj_licensure_and_praxis_exam_information.dot
- PRAXIS workshops: <http://www.wpunj.edu/coe/departments/cert/prc.dot>
- Substitutes' License: <http://www.wpunj.edu/coe/departments/field/substitute-license.dot>

GENERAL INFORMATION

- FERPA regulations: <http://www.wpunj.edu/centerss/ferpa/>
- Leaves of absence: <http://www.wpunj.edu/registrar/academic-regulations/leave.dot>
- Name and Address Changes: <http://www.wpunj.edu/centerss/name-and-address-changes/>
- Student Handbook: <http://www.wpunj.edu/enrolled/pdf/2012-2013WilliamPatersonUniversityStudentHandbook.pdf>
- Undergraduate Catalog: <https://webapps.wpunj.edu/catalog/?level=UG>

GRADUATION & CERTIFICATION

- Graduation information: <http://www.wpunj.edu/registrar/graduation/>
- PRAXIS Deadlines: <http://www.wpunj.edu/dotAsset/367158.pdf>
- PRAXIS Exams:
http://www.wpunj.edu/coe/departments/cert/nj_licensure_and_praxis_exam_information.dot
- PRAXIS workshops: <http://www.wpunj.edu/coe/departments/cert/prc.dot>
- Teacher Certification and Licensure:
http://www.wpunj.edu/coe/departments/cert/nj_licensure_and_praxis_exam_information.dot

REGISTRATION AND SCHEDULING:

- Billing and Payment Information: https://epay.wpunj.edu/C20254_tsa/web/login.jsp
- Course Schedules: https://selfservice.wpunj.edu/pls/PROD/bwckgens.p_proc_term_date
- Curriculum Sheets for Majors: <http://www.wpunj.edu/career-advisement/academic-advising/all-curriculum-control-sheets.dot>
- General Education Requirements: <http://www.wpunj.edu/career-advisement/academic-advising/ge-requirements.dot>
- Office of Registration: <http://www.wpunj.edu/registrar/>
- Office of Student Accounts: <http://www.wpunj.edu/studentaccounts/>
- Office of Student Enrollment Services: <http://www.wpunj.edu/centerss/index.dot>
- Registration timetables: <http://www.wpunj.edu/registrar/registration/>
- University Core Curriculum: <http://www.wpunj.edu/ucc/index.dot>

TEACHER EDUCATION PROGRAMS

- Elementary Education with TSD: http://www.wpunj.edu/coe/departments/elem/ug_sped_k5.dot
- Elementary Education with TSD & 5-8 Subject Specialization:
<http://www.wpunj.edu/coe/departments/elem/UG-KG-58-TSD.dot>
- K-12 Subject Area with TSD: <http://www.wpunj.edu/coe/departments/smse/k12-tds.dot>
- P-3 with TSD: <http://www.wpunj.edu/coe/departments/elem/p3tds.dot>

Teacher Education programs at WPU: <http://www.wpunj.edu/coe/programs/undergraduate-programs.dot>

Important Links for Education Majors

Academic Support Services: <http://www.wpunj.edu/academicsupport/>
Acceptable Academic Majors: <http://www.wpunj.edu/coe/academic-majors.dot>
Advisement Center: <http://www.wpunj.edu/career-advisement/>
Billing and Payment Information: https://epay.wpunj.edu/C20254_tsa/web/login.jsp
Campus Life: <http://www.wpunj.edu/enrolled/campus-life.dot>
College of Education: <http://www.wpunj.edu/coe/>
Counseling Health and Wellness Center: <http://www.wpunj.edu/health-wellness/>
Course Schedules: https://selfservice.wpunj.edu/pls/PROD/bwckgens.p_proc_term_date
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Department of Special Education & Counseling: <http://www.wpunj.edu/coe/departments/sped/>
Disability Services: <http://www.wpunj.edu/disabilityservices/index.dot?>
FERPA regulations: <http://www.wpunj.edu/centerss/ferpa/>
Field Experience Handbooks & Policies: <http://www.wpunj.edu/coe/departments/field/handbooks-and-policies.dot>
Financial Aid: <http://www.wpunj.edu/financial-aid/>
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Speech & Hearing Assessment: <http://www.wpunj.edu/coe/departments/cert/assessments.dot>
Student Enrollment Services: <http://www.wpunj.edu/centerss/index.dot>
Student Handbook: <http://www.wpunj.edu/enrolled/pdf/2012-2013WilliamPatersonUniversityStudentHandbook.pdf>
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Teacher Certification and Licensure: http://www.wpunj.edu/coe/departments/cert/nj_licensure_and_praxis_exam_information.dot
Teacher Education programs at WPU: <http://www.wpunj.edu/coe/programs/undergraduate-programs.dot>
Undergraduate Catalog: <https://webapps.wpunj.edu/catalog/?level=UG>

University Core Curriculum: <http://www.wpunj.edu/ucc/index.dot>

Writing Assessment: <http://www.wpunj.edu/coe/departments/cert/assessments.dot>

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Tel: 973-720-2108

Office of Educational Enrollment and Certification:

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Program Assistant: Ms. Susan Burns (burnss3@wpunj.edu)

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Tel: 973-720-2139

How to Register On-Line

- Click on “WP Connect”
- Type in username and password
 - Username is last name and first initial (and number[s] is any)
 - Password in 855 ID number
- Click on “Self Service” tab
- Scroll down to “Registration”
- Click “Add and Drop Classes”
- Select and click “Submit”
- Type in Alternate PIN
- Classes may be chosen either by typing the five-digit course number; e.g. SPC 2550-60 (**12345**) in one of the rectangular boxes OR clicking on the small box next to each course section. If the course is closed, there will be a C next to the course listing

How to Get your Degree Audit

- Click on “WP Connect”
- Type in <username> and <password>
 - Username is last name and first initial (and number[s] if any)
 - Password in 855 ID number
- Click on “Self Service” tab
- Scroll down to “Student Records”
- Click “DegreeAudit/Degree Evaluation”
- Select term and click “Submit”
- Click “Generate New Evaluation” at the bottom of the screen
- Click the circle next to Program....”
- Click “Generate Request” button
- Wait for the new evaluation to be generated and then click “Detail Requirements” and click “Submit”