

# LAKELELAND

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C O L L E G E

## DIVISION OF EDUCATION

### STUDENT HANDBOOK

2009-10

#### **WELCOME**

Welcome to the Lakeland College Education Division. We look forward to working with students who want to develop intellectually and professionally so that they can meet challenges of a career in education. After completing the programs described in this handbook, students will be prepared to meet the challenges of this exciting career.

#### **OUR GOALS**

Several goals underlie Lakeland College's education program. These are:

1. To ensure that our graduates have an advanced knowledge and mastery of educational theories, instructional strategies, and classroom management techniques;
2. To equip our graduates with current educational research methodology and assessment techniques necessary for continuous improvement in instruction and learning opportunities;
3. To help our graduates strengthen their pedagogical abilities and acquire skills for effective professional leadership as teachers;
4. To prepare our graduates with a broad perspective of diversity and individual differences and their implications in an educational environment;
5. To enable our graduates to use information technology competently for the enhancement of instruction and learning;
6. To prepare our graduates with an advanced understanding of curriculum planning and its implementation in an educational setting;

7. To equip our graduates with the skills to become reflective practitioners and effective communicators; and

8. To ensure that our graduates understand the process of character education and stimulate the examination and understanding of personal, social, and civic values.

## **OUR MISSION**

Our mission is to prepare teachers to serve the needs of all children and young adults by teaching the knowledge and skills needed to become caring, competent and professional educators. We, in the Education Division, are committed to working with students to help them become

- reflective practitioners,
- effective communicators, and
- competent integrators of curriculum and technology.

The Education Division has created this mission within the context of the broader mission of Lakeland College to educate men and women of diverse backgrounds, enabling them to earn a living, to make ethical decisions, and to lead purposeful and fulfilling lives.

## **REQUIRED PROFICIENCIES**

Throughout our country, there has been a desire to ensure that teacher education programs meet strenuous guidelines to provide the best possible teacher education programs. The state of Wisconsin Department of Public Instruction (DPI) has adopted a set of ten Teaching Licensure Standards. These are the standards that guide the development of Lakeland College courses and the assessments of Lakeland students. These standards ensure that:

*1. Teachers know the subjects they are teaching.*

The teacher understands the central concepts, tools of inquiry, and structures of the disciplines he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for pupils.

*2. Teachers know how children grow.*

The teacher understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.

*3. Teachers understand that children learn differently.*

The teacher understands how pupils differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of pupils, including those with disabilities and exceptionalities.

*4. Teachers know how to teach.*

The teacher understands and uses a variety of instructional strategies, including the use of technology, to encourage children's development of critical thinking, problem solving, and performance skills.

*5. Teachers know how to manage a classroom.*

The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

*6. Teachers communicate well.*

The teacher uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the classroom.

*7. Teachers are able to plan different kinds of lessons.*

The teacher organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.

*8. Teachers know how to test for student progress.*

The teacher understands and uses formal and informal

assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the pupil.

*9. Teachers are able to evaluate themselves.*

The teacher is a reflective practitioner who continually evaluates the effect of his or her choices and actions on pupils, parents, professionals in the learning community and others and who actively seeks out opportunities to grow professionally.

*10. Teachers are connected with other teachers and the community.*

The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support pupil learning and well being and acts with integrity, fairness and in an ethical manner.

The faculty of the Education Division at Lakeland College have added two more standards to the above Teaching Licensure Standards. They are:

*11. Teachers understand the process of character education based on pro-social values and stimulate the examination and understanding of personal, social, and civic values.*

*12. Teachers understand the central ingredients of critical thinking and use rational, evidence-based argument in the presentation of classroom materials.*

## **PROGRAMS**

The Education Division has both a graduate and undergraduate program. This handbook will explain the undergraduate program. Our undergraduate program leads to initial certification in either early childhood through middle childhood (PK-6), middle childhood through early adolescence (1-8), early adolescence

through adolescence (6-12), or early childhood through adolescence (K-12). Upon completion of Lakeland's program, students will be issued an initial educator license by the State of Wisconsin Department of Public Instruction. This license will certify teachers to teach in an elementary school, a middle school, and/or in a high school.

In addition, Lakeland College has a collaborative relationship with Lakeshore Technical College (LTC) as well as the entire Wisconsin Technical College System (WTCS) to offer an early childhood program, which can lead to an early childhood license from Lakeland College. This license allows students to teach in such preschool programs as Head Start, a pre-kindergarten public or private school program, and/or kindergarten. It is strongly recommended that students attend a WTCS institution during their sophomore year.

Lakeland College offers a major in elementary/middle education, which will lead to certification in middle childhood through early adolescence (traditionally known as the 1-8 license). Students desiring this license must complete an education major focused on early childhood through early adolescence teaching skills and one of the following minors:

- Biology
- Chemistry
- English
- English as a Second Language
- German
- History
- Life and Environmental Science
- Mathematics
- Political Science
- Spanish

A license to teach early adolescence through adolescence (traditionally known as the 6-12 license) is earned by completing a subject area major in conjunction with the professional

education sequence courses designed specifically for teaching adolescents. The following majors are available:

- Biology
- Broad Field Science
- Broad Field Social Studies History
- Broad Field Social Studies Sociology
- Chemistry
- English
- History
- Mathematics

A license to teach early childhood through middle childhood (traditionally known as the PK-6 license) is earned by completing an education major focused on early childhood through early adolescence teaching skills and the Early Childhood program through the Wisconsin Technical College System (WTCS).

A license to teach early childhood through adolescence (traditionally known as the K-12 license) is earned by completing one of the following majors in conjunction with the professional education sequence courses:

- Business Education
- German
- Music
- Spanish

In addition to an early adolescence through adolescence major, a supplementary minor in another subject area may be earned. Completion of one of the following supplementary subject area minors would lead to certification to teach in this minor area at the early adolescence through adolescence level:

- Biology
- Chemistry
- English
- English as a Second Language
- German
- History

- Mathematics
- Political Science
- Spanish

Please note: Certifiable areas are determined in accord with those subjects approved by the State of Wisconsin Department of Public Instruction and may occasionally change.

### **COURSES IN THE PROFESSIONAL EDUCATION SEQUENCE**

All students must complete a Professional Education sequence of courses. Transfer students must have their transcripts evaluated. The Lakeland College Registrar, with advice from the faculty members of the Education Division, has the final authority in the determination of transfer credits. The following four (4) divisions of course offerings will give students an idea of the requirements for receiving their degree and/or completing certification requirements from the Education Division.

**I - Open Courses:** The courses at the beginning of the professional education sequence are open to any student who has been admitted to Lakeland College. Students not seeking certification may wish to take these courses in order to complete elective requirements for a major or minor or because they have a special interest in learning about the American schooling process. Some of these courses may be required for other college majors. These courses include:

EDU	100	Introduction to Education
EDU	140	Introduction to Educational Technology
EDUP	230	Educational Psychology
EDU	302	Physical Education and Health Teaching Techniques for Middle Childhood through Early Adolescence
EDU	312	Art Teaching Techniques for Middle Childhood through Early Adolescence
EDU	317	Music Teaching Techniques for Middle Childhood

		through Early Adolescence
EDUP	330	Human Growth and Development
EDUP	432	Survey of the Exceptional Person
GEN	111	Fundamentals of Public Speaking
MAT	210	Mathematics for Middle Childhood through Early Adolescence Teachers
SOC	210	Majority-Minority Relations

**II - General Courses (Admission Required):** The second set of courses in the professional education sequence is open only to students who have been formally admitted to the Education Division and are enrolled in a certifiable program of study. (The formal admission process is described in the next section.) These courses are designed for both Early Childhood through Early Adolescence and Early Adolescence through Adolescence certification programs, and they require a commitment to teaching/observational time in a school setting.

EDU	373	Field Experience in Education
EDUP	375	Field Experience in Psychology for Education Majors
EDU	449	Education Capstone
EDU	480	Special Topics in Education

**III - Special Techniques Courses (Admission Required):** The third set of courses in the professional education sequence is also open only to those students who have been formally admitted to the Education Division. The special techniques courses are divided into three groups: 1) courses for students desiring certification in early childhood through early adolescence, 2) courses for students desiring certification in early adolescence through adolescence, and 3) courses for students seeking certification in special subject areas that may be licensed early childhood through adolescence.

<b>Early Childhood through Early Adolescence (PK-8)</b>		
EDU	331	Science Teaching Techniques for Middle Childhood through Early Adolescence
EDU	332	Mathematics Teaching Techniques for

		Middle Childhood through Early Adolescence
EDU	341	Children's and Early Adolescent Literature
EDU	369	Early Childhood Teaching Techniques
EDU	342	Language Arts and Social Studies Teaching Techniques for Middle Childhood through Early Adolescence
EDU	382	Reading Teaching Techniques for Early Childhood through Early Adolescence

**Early Adolescence through Adolescence (6-12)**

EDU	361	Reading in the Content Area (Early Adolescence through Adolescence)
EDU	371	Teaching Techniques in Early Adolescence through Adolescence

**Early Childhood through Adolescence (K-12)**

EDU	324	Teaching Methods in English as a Second Language
MUSE	431	General Music Teaching Methods and Materials I
MUSE	432	General Music Teaching Methods and Materials II
MUSE	435	Secondary School Choral Teaching Methods
MUSE	436	Instrumental Teaching Methods

Please note: 1) Students who seek PK-6 certification must complete the same required Lakeland courses that students who seek a 1-8 certification complete. 2) Students who register for any of the courses that require admission to the Education Division prior to being admitted to the Division, will be asked to withdraw from the course.

**IV - Student Teaching:** The fourth and final set of courses, student teaching, is open only to students who have successfully

completed the entire professional education sequence of courses, all major/minor coursework required for their degree program, all non-course proficiency requirements, as well as passing scores on required, standardized subject-area exams (Praxis II). There are no exceptions or appeals for these pre-requisite requirements. Students will register for either:

- MUSE 445 Observation and Student Teaching in Music Education
  - EDU 450 Early Childhood through Middle Childhood OR  
Middle Childhood through Early Adolescence Student Teaching
  - EDU 460 Early Adolescence through Adolescence Student Teaching
- Students registered in MUSE 445, EDU 450, or EDU 460 must also register for
- EDU 470 Student Teaching Seminar

These courses are the capstone experiences in the professional education sequence. Pre-service student teachers are immersed in classroom instruction for a full semester of eighteen school weeks. Lakeland College follows the school district calendar for the duration of placement – not the College calendar. Pre-service student teachers will receive information about placements and responsibilities during the semester prior to student teaching. (Please note application deadline dates in a following section).

We are also part of the Wisconsin Improvement Program internship program. In this program, selected students may intern for the semester of student teaching. Information regarding the internship program are available from the Chair of the Education Division. All requests must be processed through the Chair and must meet the timelines set for pre-service student teachers.

The Lakeland College Division of Education arranges the student teaching placements for all students within a 25-mile radius of

Lakeland College’s main campus and Lakeland College’s Milwaukee Center through the administrative offices of local school systems. Opportunities for student teaching occur during the fall and spring semesters. There is no summer program.

### **APPLICATION AND ADMISSION TO THE EDUCATION DIVISION**

All students who are seeking admission to a certifiable degree program must apply and be admitted to the Education Division. Application to the Education Division and Admission to the Education Division are two separate events.

The application process requires the submission of considerable documentation along with a completed application form, three personal recommendations, and a reflection paper. Students are encouraged to apply as soon as they are ready to meet all of the admission requirements detailed below. To ensure the completion of all major and minor program requirements prior to student teaching, students must be eligible for and complete the application process to the Education Division at least two years before registering for student teaching and one year before applying for admission to student teaching.

Decisions on admission to the Education Division are made by formal vote of the full-time faculty members of the Division. Completed applications for admission are brought to one of the regularly scheduled meetings of the Division and are reviewed before an admission vote is taken. The decision of the Division is communicated, in writing, to the student after the meeting at which the vote is taken and the decision is made.

#### **Requirements for Admission to the Education Division**

Successful application to the Lakeland College Education Division is contingent upon the following requirements:

1. Completion and documentation of at least 40 semester hours of college coursework with an overall Grade Point Average (GPA) of at least 3.00 on a four (4) point scale.

2. Documentation of passing scores on all three sections of the state-approved Praxis I - Pre-Professional Skills Test (PPST), a set of standardized exams assessing basic reading, writing, and mathematical skills proficiency.

The required minimum scores on these exams are:

<u>PPST Section</u>	<u>Score</u>
Reading	175
Writing	174
Mathematics	173

3. Submission of three written recommendations from college faculty members who know prospective education students and their work well. Recommendation forms are provided by the Education Division. One recommendation must come from a faculty member of the Education Division. The other two recommendations must come from faculty members from other divisions.

4. Completion of EDU 100 Introduction to Education or its equivalent with a grade of C or higher.

5. Completion of the Education Division application process which involves a) submission of documentation for all of the above (1-4), b) submission of a completed application for admission to the Division, c) submission of an essay of reflection. The essay should describe thoughts, feelings, and experiences in regard to becoming a professional educator. The essay should also include a thoughtful discussion of personal strengths which will enable teaching success and a discussion on personal weaknesses that must also be addressed to enable success, and d) transmission of a full set of academic credentials from the Office of the Registrar to the Education Division. These credentials must include:

a. transcripts of any prior college work including course work transferred to Lakeland College from other colleges,

b. a final high school transcript with indication of high school GPA and class rank (where provided),  
c. any official evaluation of transfer credit or academic progress made by the Lakeland College Registrar's office.

6. Completion and submission of the results of a criminal background check (see the Chair of the Education Division for further information).

Please note: Students are responsible for the submission of this set of academic credentials as part of the Education Division application process.

If questions arise during the application review process, students may be asked to attend an interview. The goal of the interview is to give students an opportunity to resolve any issues or questions that developed during the application review process. During the interview, faculty members from the Division will request additional pieces of information. They will ask for a personal long-range plan describing how the educational program will be completed. Further, the faculty members will ask the student to show how his/her goals from the long-range plan relate to DPI standards of PI 34 which are listed earlier in this handbook.

Completed application documents will be formally presented to the Education Division. The full-time faculty of the Division will officially accept or deny each application. Reasons for denying an application might include, but are not limited to, misconduct at Lakeland College, lack of demonstrated competence in EDU 100 Introduction to Education, or other pre-professional courses, a poorly written essay, or inadequate performance in the interview.

Students who are accepted into the Division will be asked to complete the appropriate Change of Advisor form in the Registrar's office so that a permanent education advisor or co-advisor can be assigned. The Division advisors will assist

students along with their major/minor area of study advisors as the remaining course work requirements are completed.

### **Appealing a Denial of Admission**

In accord with Wisconsin Department of Public Instruction chapter PI 34.14,3(b), Lakeland College provides an appeal process for students who have been denied admission to the Education Division. The steps in that process are outlined below.

1. An appeal of a denial of admission begins with a letter to the Chairperson of the Education Division. The letter will describe the student's reasons for making an appeal. The letter may be transmitted by e-mail.
2. When making an appeal, students may submit documents that were not included in the original application. Such documents may include demonstrations of writing proficiency, letters of reference from other educators, or demonstration of grade point improvement.
3. If students are denied admission to the Education Division on the basis of PPST scores, they may request a waiver of the PPST requirement if the following conditions are met. First, students requesting waivers must have passed two of the three required tests. Second, they must submit proof that they have taken the failed test at least four (4) times. Grade point averages and performances in pre-professional coursework will be very important factors in the Education Division's decision of whether or not a waiver should be granted.
4. If students are denied admission because of their grade point average, appeals of that denial begin with a letter to the Education Division Chairperson requesting a waiver of the grade point average requirement. Along with the request of a waiver, the letter must include a workable plan for raising the grade point average. There are two

conditions which must be met before this waiver request will be processed. First, the student requesting the waiver must have met all of the other application criteria. Second, the student's grade point average must be at least a 2.75 on a four (4) point scale.

5. Where admission to the Division has been denied on more than one criterion of admission, an appeal will not be considered until all but one of the criteria for admission have been completed or met. All initial appeals are handled by the Chair of the Education Division and are referred to the full-time faculty of the Education Division for a final vote. In most cases, the decision of the divisional faculty is final. If a student claims that admission to the division or to student teaching has been denied due to the bias of a member of the divisional faculty, a written appeal stating the evidence to support that claim may be made to a committee comprised of the Vice-President for Academic Affairs, the Chair of the Education Division, and one other member of the education faculty. Where the Chair of the Division is the person accused of bias, another member of the faculty may be substituted.

### **COURSE REFLECTIONS**

As stated earlier in this document, "teachers know how to evaluate themselves." Each student of education is expected to complete an essay of reflection after completing each course of study. (Students are not required to write reflections of religion courses or core courses.) An essay of reflection describes how the course helped the student learn about one of the licensure standards listed earlier in this handbook.

### **THE PRE-STUDENT TEACHING PORTFOLIO**

A portfolio is a document which illustrates intellectual growth. This Pre-Student Teaching Portfolio will describe student progress through the coursework that led to the student teaching

experience. The goal of the Pre-Student Teaching Portfolio is for students to collect the course reflections and any important course documents that demonstrate progress in understanding the standards of licensure and progress in understanding the work of a professional educator.

In addition to course reflections, there are other items that are appropriate for inclusion in this portfolio. Descriptions of activities and reflections from the student as practitioner experiences, of the field experience (EDU 373), or of volunteer work with students could be important documents. Descriptions of activities and reflections from course work and clinical experiences that have resulted from completing a major or minor area of study are also documents which can be included in the Pre-Student Teaching Portfolio. However, a portfolio is not a scrapbook collection of interesting items; it is a document that illustrates intellectual growth in understanding the roles of professional educators.

In addition to course materials and clinical experiences, students will also include in their portfolio any documentation that shows that all of the statutory requirements set by the State of Wisconsin for a particular initial educator license have been met. These include, but are not limited to, demonstration of knowledge and understanding of cooperative marketing and consumer cooperatives for licenses in social studies; and environmental education for licenses in early childhood, middle childhood to early adolescence, science and social studies. Students must also demonstrate that they have obtained an understanding of minority group relations, including:

- a. the history, culture and tribal sovereignty of American Indian tribes located in Wisconsin;
- b. the history and cultural contributions of women;
- c. direct involvement with various racial, cultural,

language and economic groups in the United States;

- d. the philosophical and psychological bases of attitude development and change;
- e. the psychological and social implications of discrimination, especially racism and sexism in American society; and
- f. evaluating and assessing the forces of discrimination, especially racism and sexism on faculty, students, curriculum, instruction, and assessment in the school program.

Courses in history, political science and social studies teaching techniques will give students the foundation they need for understanding American Indian tribes in Wisconsin, and the Majority-Minority course (SOC 210) will give students the foundation for the remaining aspects of minority group relations stated above. In Field Experience in Education (EDU 373) students will demonstrate that they have had direct involvement with various racial, cultural, language, and economic groups different from themselves. All Lakeland College teaching techniques courses require pre-student teaching clinicals. Students will actually observe, assist, and teach in a variety of teaching situations appropriate to their licensure. Samples of students observations, evaluations by the teacher with whom they work, and samples of student work completed while they are in the classroom are examples of artifacts that students can use in their portfolio to demonstrate their continuous development. These clinicals will give students the needed experience prior to student teaching to help them move toward a positive, productive student teaching experience.

### **ADMISSION TO STUDENT TEACHING**

Students who are near to the completion of the coursework requirements for degree program, have maintained at least a GPA

of 3.00, and have completed the pre-student teaching portfolio, may apply for admission to student teaching. To be admitted to student teaching, education students must:

1. Be admitted to a teacher certification program and the Education Division at least two years prior to the student teaching semester;
2. Successfully complete all state content, knowledge, and dispositional requirements including successful completion of the appropriate standardized subject area exam of the Praxis II series.
  - a) Students who seek PK-6 certification must pass test number 0014 with a score of 147 or better.
  - b) Students who seek certification for grades 1-8 must pass test number 0146 and earn a score of 146 or better.
    - 1.) Students whose minor areas of study are English, mathematics, history, and science can obtain 1-8 certification in those areas by successfully completing this test.
    - 2.) Students whose minor areas of study are other than English, mathematics, history, or science and who seek certification in other areas must also complete the appropriate content area tests.
  - c) Students who have completed majors and possibly minors in a specific area of study and who seek certification for grades K-12 must complete the appropriate content test for each area of certification;
3. Submit a course plan demonstrating that all required coursework and all out-of-course requirements will be completed prior to student teaching, including the submission of official transcripts for all transfer work;

4. Earn a minimum GPA of 3.00 on a 4.00 point scale in all Lakeland coursework applied to the general studies requirements, the major, the minor and the professional sequence; and

5. Complete and submit a “Student Teaching Application” form at least one year prior to the student teaching semester.

To be eligible for a fall term placement as a student teacher, the appropriate Praxis II test(s) must be successfully completed and the Registrar’s office must receive passing scores from ETS by the second Monday of April of the spring term previous to student teaching.

To be eligible for a spring term placement as a student teacher, the appropriate Praxis II test(s) must be successfully completed and the Registrar’s office must receive passing scores from ETS by the fourth Monday of September of the same academic year.

As the required lead time for reserving a student teaching appointment is considerable (one year), the plan for completing degree requirements is an essential feature of the application for student teaching. All degree requirements other than student teaching must be completed before the beginning of the student teaching semester. Students may not enroll in any other coursework (and other employment during the student teaching semester is strongly discouraged). Therefore, students should be aware that student teaching appointments may be cancelled if student academic progress fails to conform to the plan submitted with the application for student teaching. The Education Division reserves the right to deny a student teaching experience to any student who cannot demonstrate adequate knowledge, skill and disposition mastery.

The Education Division approves all student teaching applications. Before the members of the Division act on an

application request, all course and statutory requirements must be met. The principal reasons for denying admission to student teaching are 1) failure to meet the GPA and/or subject area mastery requirements, 2) failure to successfully pass the required Praxis II test(s), and 3) failure to complete coursework, portfolio and/or statutory requirements prior to the scheduled student teaching term. Students who withdraw from student teaching commitments within two months of or after the beginning of the student teaching semester, without substantial documentation of emergency conditions, may be denied subsequent student teaching appointments. Appeals of any student teaching denials are handled in the same manner as appeals for admission to the Education Division (please see earlier section).

## **CONCLUSION**

Once again, we would like to welcome students to the Education Division. Our program is rigorous but worth the effort – when students receive the Initial Educator License from the Department of Public Instruction of the State of Wisconsin, they will understand that they have entered a profession that does have caring, competent and qualified professionals. Best wishes.

## **EDUCATION DIVISION MEMBERS**

*Mehraban Khodavandi,*  
Chair of the Education Division  
and Professor of Education and Psychology

*Eileen Hilke,* Professor of Education  
*Wayne Homstad,* Assistant Professor of Education  
*Barbara Sands,* Assistant Professor of Education  
*John Yang,* Assistant Professor of Education  
*Susan Gould,* College Registrar and Certifying Officer