School of Education

STUDENT HANDBOOK

Early and Middle Childhood Education

Educational Administration

Montessori Education

Reading & TESOL

Secondary & Multi-Age Education

Special Education
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Welcome to the School of Education!

We are excited that you have selected education; it is a wonderful time to be in the field. At Xavier, the education programs are among the largest and most popular. Specifically, students in our programs have the opportunity to learning by doing, engaging in field experiences or internships throughout your program. The curriculum introduces you to the Jesuit emphasis on ethics, service and caring for others. In addition, you will be taught by outstanding faculty who are dedicated and experienced teachers, and care about you and your goals. It is our mission to help you become part of the next generation of highly qualified educators.

We hope that you will find this official handbook helpful. We have included information about our various programs, admission requirements, opportunities within your major or minor, and expectations for degree and licensure. The education programs are designed to meet the standards set by the Ohio Department of Education and Ohio Department of Higher Education as well as Xavier University’s program outcomes. You should also consult the Xavier University Master Catalog for more information on policies and procedures. Additionally, updates on events and requirements may be found on your program’s website.

Please feel free to contact me if you have any questions or concerns as you enter and progress through your educational program. Best wishes for a productive and enriching experience in the School of Education.

Sincerely,

Dr. Kathy Winterman
Director, School of Education
Xavier University

www.xavier.edu/education
School of Education
Mission Statement

In keeping with the Jesuit tradition, our mission is to educate men and women to be articulate in work, critical in thought, and competent in the knowledge, skills, and dispositions of their academic disciplines and professional endeavors. As such, they excel in teaching, leading, and serving their respective communities. This educational mission is furthered by an effective staff and administration, and by a faculty of excellent teachers, scholars, and leaders who serve the needs of the university and its diverse stakeholders. Accordingly, we provide curricula, instruction, and assessment procedures designed to meet the expectations of the specialized professional associations and the respective appropriate related state and national accrediting bodies.
Opportunities for Education Majors

**Education Club**
The Xavier University Education Club provides continuing professional development for all education majors and minors and helps students achieve knowledge concerning resources necessary for effective professional practice. Students engage in service projects that reflect the mission and purpose of the organization.

**The Exceptional Student Assembly** (formerly SCEC) The purpose of this club is to support people with disabilities. Xavier members of this club are from all fields, e.g. nursing, OT, business, education. Currently most of the activities are focused around supporting the students with disabilities who are participating in Project Search right here on our Xavier campus. This club provides a great opportunity for special education students to get experience working with people with disabilities.

**Community Engaged/ Service Learning**
Xavier University offers service learning semesters in locations as close as Over the Rhine and as far reaching as Nepal. Students who wish to incorporate a service learning semester into their program should speak with their advisor early on in the planning stage to insure a feasible sequence of education courses. See the [Community Partners Database](#) for a listing of opportunities.

**Study Abroad**
Study abroad may be undertaken for a semester or during a summer term. Semester long programs may provide opportunities for completion of core courses. Advance planning is required. In some programs it is possible to meet one of the education requirements.

**Scholarships and Awards**
The sophomore early or middle childhood education major is eligible to apply for the Mary Dahlstrom scholarship for the junior year. It is “granted for the junior year to an outstanding education major demonstrating active involvement in student activities.” The Scholarship varies in amount but is approximately $1,750 disbursed over two semesters.

**The Raymond McCoy Award** is a non-monetary recognition given during the Honors Day assembly during the spring semester. It is presented to a “student teacher deemed outstanding in academic achievement, character and teaching potential.” Nominations are made by faculty and supervisors to the Program Director.

**Fifth Third Bank/Jacob G. Schmidlapp Scholarship** was given to the Xavier University Montessori Teacher Education Program through the combined efforts of a grant from the Jacob G. Schmidlapp Fund and Fifth Third Bank. These two organizations share the common goal of supporting the education of young children. By supporting the education and development of future Montessori teachers, they further their resolve to give young children the opportunity to have a Montessori teacher whose education has been based on high standards and an ethical commitment to the advocacy of children.

**Career Placement**
The Career Development Office conducts mock interviews and provides information sessions for graduating seniors. Information is made available to students during the student teaching seminar and online.
Steps for Admission

Xavier University candidates for initial licensure must meet specific standards for entrance into the University, the major, student teaching, and the provisional license for the teaching profession. Steps must be successfully completed sequentially for licensure recommendation by the School of Education.

Admission to Xavier University
- Student is accepted into the University: Grade point average and ACT or SAT scores considered.
- Student declares major/minor

See Individual Program Handbook for additional admission requirements and continuation in the program

Early Childhood Education

Middle Childhood Education

Montessori Education

Secondary & Multi-Age Education

Special Education

Educational Administration

Reading Endorsement

TESOL

Generalist Endorsement 4-5

Special Education Endorsements
School of Education, Graduate Transfer Credit

Guidelines for graduate transfer credit:

- The School of Education will follow the University’s policy regarding transfer credit (Office of the Registrar, under transfer work, Graduate Transfer Policies.
- Six credit hours of graduate credit completed at another accredited graduate school may be transferred with the permission of program directors. If additional hours are accepted, the reasons for these additional hours must be documented and a transfer credit form completed.
- When reviewing transfer credit, the advisors in the School of Education will follow a ten-year timeframe for accepting credits. However, if exceptions are made, a valid rationale for accepting courses that are ten years or older will be provided.
- For students seeking initial licensure, such as the early childhood cohort or middle childhood program, the School of Education will accept undergraduate credit for general education requirements that extends past the ten year date. Standard guidelines of a grade of C or better and a B in English (specific program requirements) will be followed.
- If a student is upgrading or adding an additional licensure area to a valid, Ohio teaching license and the student is currently teaching, the methods course is not required. However, if the student is changing his/her area of concentration or grade band, the methods course will be required. A student will not be required to repeat student teaching. New Ohio Department of Higher Education field hour requirements will be followed for adding another licensure area or endorsement.
- See specific guidelines for Educational Administration

Transferring Graduate Credit is different than waiving requirements. For accreditation purposes, the rationale for waiving a course must be included in the student’s file.
Xavier students are expected to register for and take the electronic Ohio Assessments for Educators (OAE) exams. Visit OAE for information, test names, links for registration and requirements. Also, verify this information with your program advisor. Be sure you request that your test scores be sent to Xavier University. The student teacher is responsible for taking the appropriate state examinations in a timely manner. Placement as a student teacher and recommendation for licensure cannot be made without receipt of official passing scores.

**Foundations of Reading**

In accordance with Ohio’s new educator licensure requirements, beginning July 1, 2017, new educator licenses issued in several licensing areas shall require the applicant to attain a passing score on an examination of the principles of scientifically research-based reading instruction that is aligned with the reading competencies adopted by the State Board of Education of Ohio. Educator candidates in Ohio will successfully complete the Foundations of Reading test to satisfy this new requirement. Candidates in the below licensure areas whose license are issued prior to July 1, 2017, are not subject to this new requirement. The State Board of Education of Ohio has approved the Foundations of Reading test as a requirement for the following licensing areas, effective July 1, 2017:

- Early childhood
- Middle childhood
- Gifted
- Mild/moderate educational needs
- Moderate/intensive educational needs
- Visually impaired
- Hearing impaired
- Early childhood intervention specialist

**Licensure**

Immediately after completing all program requirements for licensure, it is strongly suggested the candidate apply for the license. State requirements for licensure can change at any time. Changes could include: state testing requirements, required hours for clinical experiences, additional coursework and/or other changes/requirements. Candidates will be required to meet any new mandated licensure requirements based on date of application and issue date.

A four-year Resident Educator, non-renewable teaching license will be issued by the state of Ohio to the holder of a bachelor’s degree upon the recommendation of Xavier University provided the university requirements and the requirements of the State Department of Education for licensure have been met. Successful completion of the state prescribed assessment period is required for the five-year professional teaching license.

If you wish to teach in another state upon graduation from Xavier University, it would be wise to investigate requirements early in your educational career. You can contact a state department of education by phone or in most cases, by websites. Ohio’s website maintains a listing of certification requirements for states other than Ohio. Even if you plan to teach in another state, you must first complete all coursework specified in the Xavier University program. It is wise to learn of required educator assessment exams required by the state of your choice, especially if you plan to apply immediately after graduation. Before you can apply for another state, you must receive your Ohio license first.

Please see the Licensure website for more information:
Field-Based Experiences and Internship Principles

It is the belief of Xavier University that the preparation of teachers is a mutual responsibility of the institutions of higher education and local elementary and secondary schools. In this cooperative enterprise, the university should provide the basic preparation and instruction in the general education phases of the candidate’s program and in the areas of specialization and professional theory. It should provide also for supervisory and coordinating services related to field-based experiences, including internship.

It is the responsibility of the local schools to provide the laboratory facilities for observations, participation, and internship together with the services of the cooperating teachers. Mutual understanding and respect are key factors in a cooperative program of this nature. To secure such, it is important that there be a clear understanding of roles and responsibilities for all participants: the university student, the cooperating teacher, and the university supervisor.

School systems that are utilized for field-based experiences should offer their facilities with full knowledge and approval of the chief administrative officer and the board of education. Xavier University is responsible for the communication of all expectations it holds for field-based candidates and their cooperating teachers.
Policies Regarding Field Experiences/Internships

Students completing field-based experiences and/or internship are expected to exhibit professional conduct. Xavier University has established policies, which are to be followed for all field experiences and internships.

**Policies on dress and grooming.** A Xavier student’s dress and grooming must be consistent with the standard established for the professional staff in the host school. Students must comply with all host school regulations.

**Policy on absences.** A Xavier student is to be present in the classroom for the assigned dates of the field experience or for the internship, except in cases of illness or extreme emergency. The student teacher is to be present in the school each day for the length of a full school day and follow the time schedule of the school and the cooperating teacher, including arrival and departure times. If the host school’s calendar differs from the University’s, the student teacher adheres to the host school’s calendar. The student must notify the cooperating teacher, the school principal, and the University supervisor as soon as possible concerning absence and tardiness. Any planned deviation from the host school’s calendar should be reported to the University supervisor by the student teacher. An outside activity or personal business is NOT considered a valid excuse. Response to this obligation is considered an index of professional attitude and responsibility. Unexplained absences should be reported immediately to the University supervisor and the Program Director.

**Policy on corporal punishment.** A Xavier student is NEVER to administer corporal punishment as a means of discipline; nor, should a Xavier student be asked to witness such an act.

**Policy on teacher absence and substitute teaching.** Since a Xavier student is not yet licensed, it is against state law and University policy to use a student as a substitute. A certified teacher MUST be present with or within calling distance of an intern. A certified teacher MUST be present in the classroom with a field experience student at ALL times.

**Policy on student evaluation.** A cooperating teacher is expected to complete an evaluation of a student for a field experience. This evaluation should be reviewed with the student before it is sent to the university for placement in the student’s file. In addition, the University supervisor conferences with the cooperating teacher and the student. The evaluation form completed during this conference is also placed in the student’s file.

During the field experience/internship, an on-going evaluation will be made by the cooperating teacher and the Xavier supervisor. The Xavier student must also evaluate her/himself constantly and seek help in areas that need improvement. Formal conferences will be held between the participants during the semester—see program for specific guidelines.

If a Xavier student’s performance becomes unsatisfactory, a conference should be immediately arranged with the supervisor. If at any time a student menaces the program by unprofessional attitudes and/or conduct, by lack of skill in performing required activities, or in personal immaturity to work professionally with children and prompt removal from the field or internship experience seems advisable, the Xavier student will be apprised of that decision. See disposition policy-pages 14-15.

A Xavier student is advised to withdraw from the program or from the internship only after a careful review of all factors and personnel at the university and school levels have been consulted and have concurred in the findings and decision. The Xavier student does, in such cases, have the right to appeal.
Policy on strikes, study days, boycotts, work stoppages, and sanctions. Since Xavier students do not have the legal status of certified personnel, Xavier University believes the best interest of the total profession will be served when they are not exploited, when their neutrality is maintained and when their field experiences aid them in resisting premature and hasty action. Therefore, in the case of any of these events, the Xavier student should not report for duty or be in or near the building of assignment. If the problem appears to be one of long duration, another assignment will be arranged.

When a school system is formally placed under SANCTION, an in-progress field or internship will be completed. Assignments to schools within systems under sanction will be made only if the student wishes assignment after having been informed of the facts of the situation.
Official Notice to School of Education Students

Early, Middle, Montessori, Elementary, Reading, TESOL, Secondary, Special Education AND Educational Administration Programs

As a student in the School of Education, several documents are required for your participation in field experiences and observations. Those documents include a TB test, FBI/BCI background checks, and the AOR 105 form. The moral character statement should have been signed upon entry into the University. If you have not signed this form, please use the following link to sign. Statement of Moral Character Link If you have any questions, please contact the administrative assistant of your program. The School of Education is responding to University requirements and school districts’ mandates with regard to these items.

Acquiring this documentation is your responsibility. You must be able to provide documentation to the school to which you are assigned and as part of the field requirement for the course. It may take several weeks to receive the results, so please be proactive in obtaining them before your field placement begins. Information regarding obtaining these documents is provided below.

*Please note that you must inform the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences if your moral character statement or FBI/BCI status changes.

Required Documents:

1. **Tuberculosis Skin Test (PPD Skin Test)**
   
   TB TESTS ARE NO LONGER REQUIRED by the School of Education. If a student needs the TB test for a specific placement, then that one student will be asked to complete the test or be given the choice to change placements. If needed, TB tests are administered at Xavier University’s McGrath Health Center or at your own physician’s office. **You will need to ask for documentation** that indicates the date of the tests, the results, your signature, and the signature of the facility/person administering the test.

2. **BCI/Bureau of Criminal Identification and Investigation/ FBI Fingerprinting** (completed on a yearly basis)
   
   Electronic fingerprinting can be completed at Xavier University Police Department. You may visit Xavier University’s Campus Police website at [https://www.xavier.edu/police/webcheck-fingerprinting-services/index](https://www.xavier.edu/police/webcheck-fingerprinting-services/index) for more information.

   The cost is $62.50 (subject to change), billed to your Bursar’s account. You will need to supply your State ID and your Xavier University All Card.

   You should have the results of your BCI/FBI fingerprinting sent to your program (if you have a question, please ask for assistance at the police station).

   If you have fingerprinting completed at a location other than Xavier University, please verify that they will complete a BCI and FBI check. Both checks are necessary. Visit the Ohio Attorney General’s website to find fingerprinting locations, visit: [http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing](http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing) or contact the BCI in London, Ohio at (740) 845-2375 for information regarding fingerprinting. NOORC & NCPAIVA are the codes required.

   If you cannot use Xavier Police or a local facility, you may contact Castlebranch, a web-based software service, as an option to secure background check locations outside of Ohio and will serve as a repository for your required documents. Students will open an account and place your order with this service. Go to [http://mycb.castlebranch.com](http://mycb.castlebranch.com). To set up your account in the top right corner click place order and type in the following code: **XA07outofstatefp**

   If obtaining background checks from locations other than the XU police department, please send results to:

   **ATTN: Renee Gosney**  
   Xavier University  
   3800 Victory Parkway  
   Cincinnati, OH 45207-3224
The Ohio Department of Education will only accept electronic submissions of the results from the reporting agency.

3. **AOR Form 105 - Student Internship** (AOR 105): Students must sign this form for all off-campus internships, field experiences and observations. This form needs to be completed **each semester** and for **all** field placements and school locations. You can list multiple locations on one form. To obtain the form click here - [https://www.xavier.edu/insurance/docs/waivers/AOR105.pdf](https://www.xavier.edu/insurance/docs/waivers/AOR105.pdf)

**Due to the confidentiality of these documents, the results can picked up in person, with a state or XU ID with your program director’s administrative assistant in Hailstones Hall.**

**School of Education: Moral Character and BCI/FBI Policy**

**ADDITIONAL INFORMATION REGARDING THE SCHOOL OF EDUCATION AND THE REQUIREMENTS FOR THE BCI/FBI AND MORAL CHARACTER STATEMENT**

- The candidate is required to undergo **annual** fingerprinting (FBI and BCI background checks) prior to all field observations and experiences, to continue in the program, and as part of the state licensing application process. In the event the candidate receives a report that indicates “may not be eligible or ineligible” on the background checks, the candidate must provide immediate written notification of this information to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences. In addition, the candidate should note that failure to disclose an act or event, failure to provide truthful and complete answers or failure to inform the program of any changes may result in revocation of admission to the program, disciplinary action by the program or refusal to grant a license by the State of Ohio. It is the candidate’s responsibility to provide immediate written notification to the university addressed to the program director, the Director of the School of Education, the Associate Dean of the College of Professional sciences, and the state of Ohio regarding his/her report and/or any changes in the status.

- In addition, upon entrance into the university and program, candidates in the School of Education are required to sign a “Statement of Moral Character” and submit the form to their programs. The “Statement of Moral Character” will be placed in the student’s file in the program’s office. The official form is required for admission into the program, all field observations and experiences, and state licensure. Candidates should note that failure to disclose an act or event, failure to provide truthful and complete answers or failure to inform the program of any changes may result in revocation of admission to the program, disciplinary action by the program or refusal to grant a license by the State of Ohio. It is the candidate’s responsibility to provide immediate written notification to the university addressed to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences and the state of Ohio regarding his/her report and/or any changes in the status.
State of Ohio requirements for admission to Teacher Education Preparation program, initial Certification by the State of Ohio, and completion of courses in the School of Education

Standards for licensure require that an individual must possess “good moral character” to be admitted to a teacher preparation program, remain in the program, and to be recommended for initial licensure. Candidates taking courses in the School of Education must also adhere to this requirement and possess good moral character as outlined in State of Ohio. "Good moral character" means a person that has not pled guilty to, been found guilty of, or been convicted of any offense listed in division (B)(2) or (C) of section 3319.31 of the Revised Code or any substantively comparable ordinance of a municipal corporation or another state. An individual who has pled guilty to, been found guilty of, or has been convicted of any such offense may have an application for licensure considered by the state board of education provided said individual meets the conditions specified in Chapters 3301-20 and 3301-73 of the Administrative Code. (please review the Ohio Department of Education website for more information, http://education.ohio.gov/)

Step One: Upon entrance into the university and program, candidates in the School of Education are required to sign this “Statement of Moral Character” and submit the form to their programs. The “Statement of Moral Character” will be placed in the student’s file in the program’s office. The official form is required for admissions into the program, all field observations and experiences, and state licensure. Candidates should note that failure to disclose an act or event, failure to provide truthful and complete answers or failure to inform the program of any changes may result in revocation of admission to the program, disciplinary action by the program or refusal to grant a license by the State of Ohio. It is the candidate’s responsibility to provide immediate written notification to the university addressed to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences and the state of Ohio regarding his/her report and/or any changes in the status.

Step Two: The candidate is also required to undergo annual fingerprinting (FBI and BCI background checks) prior to all field observations and experiences, to continue in the program, and as part of the state licensing application process. In the event the candidate receives a report that indicates “may not be eligible or ineligible” on the background checks, the candidate must provide immediate written notification of this information to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences. In addition, the candidate should note that failure to disclose an act or event, failure to provide truthful and complete answers or failure to inform the program of any changes may result in revocation of admission to the program, disciplinary action by the program or refusal to grant a license by the State of Ohio. It is the candidate’s responsibility to provide immediate written notification to the university addressed to the program director, the Director of the School of Education, the Associate Dean of the College of Professional sciences, and the state of Ohio regarding his/her report and/or any changes in the status.

I ______________________________ (print name) have reviewed the above provisions (state code), and certify that I possess good moral character, and agree to annual FBI/BCI background checks. I will provide immediate written notification to the Associate Dean in the College of Professional Sciences, the Director of the School of Education, and the program director if any changes occur in my status of eligibility for licensure or completing coursework in the School of Education.

________________________________________________________
Signature and date
FBI/BCI Procedure

Candidates in the School of Education are required to undergo annual fingerprinting (FBI and BCI/state level assessment background checks) prior to all field observations and experiences, to continue in the program, and as part of the state licensing application process. In the event the candidate receives a report that indicates “may not be eligible or ineligible” on the background checks, the candidate must provide immediate written notification of this information to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences. In addition, reports received in the School of Education will be forwarded to the program director who will notify the student and complete the following steps:

1. Email and contact the student by telephone informing him/her of the report and next steps. You may use the following statement:
   “We received your FBI/BCI report yesterday and the FBI section indicated that you “may not meet” qualifications. Please make an appointment to see (program director) and Kathy Winterman, SOE director regarding this matter. It is imperative that you not complete any field work of any sort, such as observation, at this time. To schedule an appointment ...... I look forward to speaking with you
   
   2. The Xavier student obtains the report from the program’s office
   3. The Xavier student contacts Abbie Miller, Director, The Office for Professional Conduct at (614) 387-2206 or Mary.Miller@education.ohio.gov
   4. The student faxes (not scans) the required documents to the Office for Professional Conduct as per Abbie Miller’s directions. Additionally, the student, program director, director of the School of Education, and the associate dean’s email information should be included with the documents.
   5. Abbie Miller will respond to all parties regarding the outcome. This information will be placed in the student’s file.

These directions will be copied and put in the FBI/BCI binders.

For additional information:

Educator Conduct

The Office for Professional Conduct administrates the ethical standards for educators. The office investigates allegations involving criminal or ethical violations to ensure that all Ohio students receive instruction from educators committed to a safe, supportive and healthy school community. The office is open Monday through Friday from 8 a.m. to 5 p.m. EST.

Abbie Miller, Director – contact information (614) 387-2206 or Mary.Miller@education.ohio.gov

Contact information on the website:
(P) 614-466-5638
(P) 877-644-6338 (Toll-free)
http://education.ohio.gov/Topics/Teaching/Educator-Conduct

Please note that the student cannot continue with field observations or in their field placement until the situation is adequately explained and documentation verified. This policy is for all of our programs at both the undergraduate and graduate levels.

*If you live in a state other than Ohio, please follow the appeal process for your state. Contact the state department of education, Office for Professional Conduct.
A candidate may receive a professional disposition report with a remediation conference for any one of the following reasons:

<table>
<thead>
<tr>
<th>Professionalism in Courses and Field Experiences</th>
<th>Documentation with details – provide interventions implemented to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of Attendance</td>
<td></td>
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<tr>
<td>Candidate does not take responsibility for requirements of the course.</td>
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<tr>
<td>Candidate lacks engagement and participation in classroom setting.</td>
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<tr>
<td>Candidate displays behavior not recognized as socially appropriate and acceptable in educational and professional settings</td>
<td></td>
</tr>
<tr>
<td>Candidate fails to demonstrate professionalism in actions, appearance, and demeanor.</td>
<td></td>
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<tr>
<td>Candidate does not work effectively with all students’ academic needs.</td>
<td></td>
</tr>
<tr>
<td>Candidate does not work effectively with all students’ behavioral needs.</td>
<td></td>
</tr>
<tr>
<td>Candidate does not collaborate with school professionals during field experience including student teaching and interns.</td>
<td></td>
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<tr>
<td>Candidate does not react positively to constructive criticism.</td>
<td></td>
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<tr>
<td>Candidate is not professional in remarks to mentor teacher.</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>
Documentation:

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Field Experience Responsibilities
At All Levels: From Observation through Internship

**Students**
Xavier students eligible to participate in field-based experiences, observations and internship must assume certain responsibilities to derive full benefit from the experiences. Their role is two-fold in nature: they are studying the teaching/learning process, and they are co-teachers whose instructional duties increase as they gain competence and experience in the classroom setting. The students are to exhibit the high quality and standards expected of all who are associated with Xavier University.

Xavier students should maintain a courteous, cooperative, and professional attitude and manner, approach the learning/teaching experience with a positive attitude, and demonstrate interest through active participation in classroom/school activities. Examples of professional manner include: appropriate dress and conduct, attendance and holding in confidence any observations that pertain to the children, their families, and the teachers of the school.

The Xavier students must comply and cooperate with the school district’s rules, regulations, and procedures, and building policies specific to the usage of equipment and facilities.

The students must complete all field assignments and expectations satisfactorily to the standards required by the Xavier University Programs.

Students are to report all absent days to the University supervisor and reschedule time to fulfill required hours. Students are responsible for contacting their cooperating teacher regarding an absence and providing him/her with any lesson plans or materials.

Students must comply with all requirements mandated by ODE and the Ohio Department of Higher Education in regards to licensure.

**Cooperating Teachers**

**Cooperating Teachers** are regularly employed teachers or a cooperating school faculty who have at least three years of teaching experience, and possess a current license. They have full responsibility for a group of learners and willingly accept the additional responsibility for daily guidance of the university student, although they recognize their first responsibility is to the welfare and growth of the children entrusted to their care. They occupy the key role in making the field-based and internship experiences productive ones for the university students.

Cooperating teachers provide an atmosphere of acceptance of the students as co-workers on the teaching staff, and assist them in completing all activities. The cooperating teacher should assist the student by introducing the student teacher to the proper administrative personnel, fellow teacher, building personnel, parents, etc.

Cooperating teachers must plan with the university student and guide and supervise their field experience. Observations and evaluations must be completed by the cooperating teachers. Record keeping and documentation are required. Forms are provided.

Regularly occurring, open and honest communication needs to be utilized to facilitate a successful experience. Become familiar with the student teacher’s personal and educational background.
Cooperating teachers commit to a regularly scheduled planning period and can, in turn, expect the student teacher to show written preparation of lessons prior to instruction. Make certain that good preparation has been made for class instruction and reviewing the lesson plans before presentation of material.

Provide the student teacher with information concerning the school, its policies, regulations, available teaching materials, sources of school supplies, etc.;

Cooperating teachers guide the student into teaching responsibilities gradually and recognize the fact that they should relinquish their classes to capable student teachers so that they may develop the art of teaching. Supply the student with essential data concerning the student groups with which he or she will be working. Assign some activities to the student teacher as soon as possible: e.g. checking attendance, assisting in the preparation and setting up of teaching materials, helping individual students, etc.;

Cooperating teachers allow the student teacher to develop individualized teaching abilities while recognizing at all times their legal responsibility as the certified teacher.

Cooperating teachers must comply with the standards and requirements of Xavier University Programs and with all state mandated requirements for student teachers such as the edTPA.

**University Supervisors**

University Supervisors are members of the teacher education faculty who assume responsibility for the supervision of the activities of students in the field. They work as a liaison between the university and public and private schools through visitation to the schools. The visitation of students is only one aspect of the role of supervisors. They also have the obligation of working directly with the cooperating teacher personnel to provide realistic, relevant experiences for university students.

University supervisors must assist and counsel the student through site visits, scheduled conferences, and telephone conversations. Documentation is required. The supervisor is supportive of all state mandated requirements for student teachers, such as edTPA.

University supervisors make at least one conference visit for field-based students and based on your program typically four observations for student teachers. Two of these visits include three-way conferences with the cooperating teacher, student teacher, and supervisor. See program for specific observation and conference requests.

Written observation reports and evaluations are to be completed by the university supervisor either cooperatively with the student teacher and cooperating teacher, or separately as the situation requires. Record keeping and the documentation are required.

The supervisor acts as a public relations emissary between the university and cooperating schools; as an intermediary between the student teacher and cooperating teacher; as an individual counselor and teacher for the student teacher; as an assessor and evaluator of student competency; and as a participant in planning. The supervisor must be a resource person for all participants during the field experience.
Student Handbook Acknowledgement Form

The student handbook acknowledgement form can be found in your individual program handbooks.

For specific program handbooks, please follow the links below:

- Early Childhood Education
- Middle Childhood Education
- Montessori Education
- Secondary & Multi-Age Education
- Special Education
- Educational Administration
- Reading Endorsement
- TESOL
- Generalist Endorsement 4-5
- Special Education Endorsements
EARLY CHILDHOOD EDUCATION
MIDDLE CHILDHOOD EDUCATION

STUDENT HANDBOOK

Xavier University
College of Professional Sciences
School of Education
Mail Location #3231
307 Hailstones Hall
3800 Victory Parkway
Cincinnati, OH 45207-3231
(513)745-3701
(513)745-3504 FAX
STUDENT HANDBOOK

Early Childhood Education

Middle Childhood Education

- Section one includes an introduction and general information on the majors, including suggested yearly course schedules.

- Section two includes information regarding field placement and internship expectations with a sample of our Ohio Education Standards based observation form for field experience performance evaluation.
Dear Early and Middle Childhood Students,

Welcome! This booklet will serve as your official handbook of information regarding course sequence and program expectations for early and middle childhood licensure. You should also consult the Xavier University Master Catalog for additional information on policies and procedures. Updates on events and requirements may also be found on the Xavier Childhood Education Program websites, https://www.xavier.edu/early-childhood-education/ for Early Childhood Education or https://www.xavier.edu/middle-childhood-education/ for Middle Childhood Education.

Ohio colleges and universities are required to meet standards determined by the Ohio Department of Education for the issuance of the four-year resident license. Successful completion of the residency program will be required to qualify for a five-year professional educator license. According to Ohio standards, teachers will be granted a professional teaching license only after completion of the four-year residency program. Xavier faculty in the School of Education are trained in the Ohio Standards for the Teaching Profession, the Teacher Performance Assessment (TPA), and educated in Ohio Assessments for Educators (OAE) on which the residency assessment is based. The faculty-designed student assessments closely match what you will experience as a new teacher. As you move through our teacher education program you will gain familiarity with the criteria for TPA and OAE electronic and performance-based assessments.

The early and middle childhood education programs are designed to meet the standards set by the Ohio Department of Education and Xavier University’s student learning outcomes. If at any time, you are unsure of coursework, OAE exams, or have other issues, feel free to contact your academic advisor. You should also use this handbook to prepare for advising visits during priority registration. Your advisor will assist you in registration decisions, but it is ultimately your responsibility to meet all requirements for graduation.

Please feel free to contact me or my administrative assistant, Tracy Jackson, if you have any questions or concerns as you enter and progress through your major in early or middle childhood education. Our programs represent the mission of Xavier and our Ignatian heritage as we seek to develop teachers of competence, compassion and justice. We are also committed to creating trusting relationships with all of our students and believe that there is “no significant learning without significant relationships.” We are happy that you have chosen early or middle childhood for your educational journey and future profession and look forward to working with you in the next several years as together we will change the world!

Sincerely,

Thomas Knestriect
Professor of Education
School of Education
Early/Middle Childhood Education Program Director
knestriict@xavier.edu
513-745-3703

Tracy Jackson
Administrative Assistant II
Early & Middle Childhood & TESOL/Reading
College of Professional Sciences
Ph. 513.745.3797
Jacksont24@xavier.edu

Revised 7-2020
School of Education
Mission Statement

In keeping with the Jesuit tradition, our mission is to educate men and women to be articulate in work, critical in thought, and competent in the knowledge, skills, and dispositions of their academic disciplines and professional endeavors. As such, they excel in teaching, leading, and serving their respective communities. This educational mission is furthered by an effective staff and administration, and by a faculty of excellent teachers, scholars, and leaders who serve the needs of the university and its diverse stakeholders. Accordingly, we provide curricula, instruction, and assessment procedures designed to meet the expectations of the specialized professional associations and the respective appropriate related state and national accrediting bodies.
Early and Middle Childhood Education
Teacher Licensure

The following is directly quoted from the State of Ohio Teacher Certification standards concerning admission, retention and assessment of students seeking teacher certification.

3301-21-02: Requirements of a college or university to be approved to prepare teachers

A. Organization
   1. Admission and retention of an individual desiring certification shall be conducted pursuant to criteria and procedures adopted by the governing body of the college or university. The criteria and procedures shall be free of cultural bias, shall include provisions for determining whether the individual is of good moral character pursuant to rule 3301-21-01 of the administrative code, shall relate to the acquisition of the body of knowledge, skills, attitudes, and values determined essential for effective performance in the area of certification, and shall include the following provisions:
      a. The college or university shall assess each individual as a condition for admission to a teacher education program.

The plan shall include provision for cognitive and affective assessment to assure the potential for attaining the knowledge, skills, attitudes, and values, determined essential for effective performance in the area of certification. Assessment shall include, but not be limited to:
   1. Measures of oral and written communication and mathematics skills; see “Steps for Admission and Continual Progress”
   2. Measures of academic aptitude and achievement; See “Steps for Admission and Continual Progress”
   3. Determination of appropriate interpersonal relations and motivation; See “Candidate Disposition Progress Report”

The information provided in this handbook specifies how the Early and Middle Childhood Education Programs meet the stated criteria.

Standards for licensure require that an individual must possess “good moral character.” State standard 3301-21-01 (M) states that “A person shall be deemed to be of good moral character provided that said individual has not pleaded guilty to or been convicted of any felony, any violation of Section 2907.04 (corruption of a minor) or Section 2907.06 (sexual imposition), or Division (a) or (c) of Section 2907.07 (importuning) of the Revised Code, and offense of violence, theft offense, or drug abuse offense that is a minor misdemeanor, or any substantively comparable ordinance of a municipal corporation or of another state.” To implement this standard, the School of Education requires a “Statement of Moral Character” form signed by the student. The “Statement of Moral Character” forms are in the students’ files in the Early and Middle Childhood Education Programs Office. The student is also required to undergo annual fingerprinting (FBI and BCI background checks) prior to field experiences, and as part of the state licensing application process. It is the student’s responsibility to notify the school and the state of Ohio regarding their report. Students must have a satisfactory BCI/FBI check to complete their field placements and continue in the program.
Xavier University candidates for initial licensure in early childhood and middle childhood education must meet specific standards for entrance into the University, the major, student teaching, and the provisional license for the teaching profession. Steps must be successfully completed sequentially for licensure recommendation by the School of Education.

**Step One: Admission to Xavier University**
- Student is accepted into the University: Grade point average and ACT or SAT scores considered.
- Student declares major as early childhood education or middle childhood education.
- When field experience placements begin and annually thereafter, a BCI/FBI background check is required.

**Step Two: Admission to Program**
- Completion of Step One.
- Student completes EDEL 100, Introduction to Education, with grade of B or higher.
- ENGL 101, English Composition, completed with grade of B or higher.
- Overall grade point average of 2.5.
- Statement of Moral Character on file in School of Education
- Completed “Application for Admission” form on file in program office. (Both forms noted are received and returned during semester of EDEL 100.) Student receives acceptance letter from the program director confirming acceptance or rejection for chosen major.
- One of two required mathematics courses completed with grade of C or higher.
- Annual BCI/FBI background check on file in Department of Childhood Education and Literacy.

**Step Three: Pre-Student Teaching Requirements**
- Completion of Step Two.
- Student maintains grade point average of 2.5 overall, 3.0 in major.
- Student must receive “B-” or higher in courses prefixed EDEC, EDMC, EDRE, or retake in subsequent semester.
- Second mathematics course complete with C or higher.
- Early childhood candidates complete either EDEC 330 or EDEC 335 with EDEC 325.
- Middle childhood candidates complete EDMC 340, EDMC 345, and two of the following courses: EDMC 351, EDMC 352, EDMC 353, or EDMC 354.
- Annual BCI/FBI background check on file in Department of Childhood Education and Literacy.
- Evaluation forms completed by University personnel and field work cooperating teachers indicating progress in knowledge, performance, and necessary dispositions on file in the program office. To complete this phase, student registers for an advisory day at the end of the appropriate semester; meets with a faculty team to present evidence of knowledge, dispositions and performance via discussion and portfolio content. Faculty team indicates to student, and in writing, that all requirements for progression in program have been met.
Step Four: Admission to Student Teaching

- Completion of Step Three.
- Application for student teaching approved.
- All foundation, methods, content area courses, and majority of concentration courses must be complete for commencement of student teaching semester.
- One of two required Ohio Assessments for Educators (OAE) exams for Early Childhood licensure must be passed prior to student teaching: Early Childhood Education, test 012. Two additional OAE exams are required and may be taken during student teaching: Assessment of Professional Knowledge-Early Childhood, test 001, and Foundations of Reading, test 090.
- Two subject area Ohio Assessments for Educators (OAE) exams for Middle Childhood licensure, as required by chosen concentrations must be passed by middle childhood candidates prior to student teaching: selected from tests 028, 029, 030, 031. Two additional OAE exams are required and may be taken during student teaching: Assessment of Professional Knowledge-Middle Childhood, test 002, and Foundations of Reading, test 090.
- Annual BCI/FBI background check on file in Department of Childhood Education and Literacy.

Step Five: Resident License Approval

- Completion of Step Four. CPAST midterm and final evaluations (CPAST is the Candidate Preservice Assessment of Student Teachers Form is a valid and reliable formative and summative assessment during the student teaching practicum. The assessment has two subscales: Pedagogy (13 rows) and Dispositions (8 rows). And each of the 21 rows contains detailed descriptors of observable, measurable behaviors to guide scoring decision).
- Successful completion of edTPA portfolio, as indicated by a passing score of 37 as determined by the Xavier School of Education.
- All Ohio Assessments for Educators exams passed and official results on file in Xavier University Licensure Office (see step four).
- Online application process completed and all license application materials on file with Xavier University Licensure Office.

Questions about licensure please contact:

Renée Gosney
Licensure Specialist & Administrative Assistant III/School of Education
College of Professional Sciences
gosneyr@xavier.edu
Phone: 513-745-3521

See “Xavier University’s Master Catalog” for further information; available on the Xavier University Registrar website.

Revised 7-2020
Xavier University
Application for Early & Middle Childhood Education Admission

Name: ___________________________ Date: ________________

Fall Students List Current Street Address/ Spring Students List Summer Address: ____________

City, State, Zip Code: _________________________________________________________________

Home Phone #: ___________________ Cell Phone #: __________________________

E-mail Address: ________________________________________________________________

Major: __________________________________________________________________________

Please type your responses to the following on a separate sheet of paper and attach to this application:

I. **Career Objectives**  
   (Include reasons and motivation for selecting education as a profession.)

II. **Self-Assessment**  
   (Include areas of strength and areas needing growth in order to enhance your objectives; skills that relate to these long-range objectives.)

III. **Work Experiences**  
   (Include both job responsibilities and opportunities to interact with other people.)

IV. **Group Experiences**  
   (Include experiences working with people in organizations, clubs and group activities in high school and at Xavier University.)
Official Notice to School of Education Students

Early, Middle, Montessori, Elementary, Reading, TESOL, Secondary, Special Education AND Educational Administration Programs

As a student in the School of Education, several documents are required for your participation in field experiences and observations. Those documents include FBI/BCI background checks, and the AOR 105 form. The moral character statement should have been signed upon entry into the University. If you have not signed this form, please use the following link to sign. [Statement of Moral Character Link] If you have any questions, please contact the administrative assistant of your program. The School of Education is responding to University requirements and school districts’ mandates with regard to these items.

Acquiring this documentation is your responsibility. You must be able to provide documentation to the school to which you are assigned and as part of the field requirement for the course. It may take several weeks to receive the results, so please be proactive in obtaining them before your field placement begins. Information regarding obtaining these documents is provided below.

*Please note that you must inform the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences if your moral character statement or FBI/BCI status changes.

Required Documents:

1. **Tuberculosis Skin Test (PPD Skin Test)**
   
   TB TESTS ARE NO LONGER REQUIRED by the School of Education. If a student needs the TB test for a specific placement, then that one student will be asked to complete the test or be given the choice to change placements. If needed, TB tests are administered at Xavier University’s McGrath Health Center or at your own physician’s office. You will need to ask for documentation that indicates the date of the tests, the results, your signature, and the signature of the facility/person administering the test.

2. **BCI/Bureau of Criminal Identification and Investigation/ FBI Fingerprinting** (completed on a yearly basis)
   
   Electronic fingerprinting can be completed at Xavier University Police Department. You may visit Xavier University’s Campus Police website at [https://www.xavier.edu/police/webcheck-fingerprinting-services/index](https://www.xavier.edu/police/webcheck-fingerprinting-services/index) for more information.

   The cost is $62.50 (subject to change), billed to your Bursar’s account. You will need to supply your State ID and your Xavier University All Card.

   You should have the results of your BCI/FBI fingerprinting sent to your program (if you have a question, please ask for assistance at the police station).

   If you have fingerprinting completed at a location other than Xavier University, please verify that they will complete a BCI and FBI check. Both checks are necessary. Visit the Ohio Attorney General’s website to find fingerprinting locations, visit: [http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing](http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing) or contact the BCI in London, Ohio at (740) 845-2375 for information regarding fingerprinting. NOORC & NCPAIVA are the codes required.

   If you cannot use Xavier Police or a local facility, you may contact Castlebranch, a web-based software service, as an option to secure background check locations outside of Ohio and will serve as a repository for your required documents. Students will open an account and place your order with this service. Go to [http://mycb.castlebranch.com](http://mycb.castlebranch.com)

   To set up your account in the top right corner click place order and type in the following code: XA07outofstatefp

   If obtaining background checks from locations other than the XU police department, please send results to:

   **ATTN: Renee Gosney**
   Xavier University
   3800 Victory Parkway
   Cincinnati, OH 45207-3224
The Ohio Department of Education will only accept electronic submissions of the results from the reporting agency.

3. **AOR Form 105 - Student Internship** (AOR 105): Students must sign this form for all off-campus internships, field experiences and observations. This form needs to be completed each semester and for all field placements and school locations. You can list multiple locations on one form. To obtain the form click here -  
https://www.xavier.edu/insurance/docs/waivers/AOR105.pdf

**Due to the confidentiality of these documents, the results can be picked up in person, with a state or XU ID with your program director’s administrative assistant in Hailstones Hall.**

**School of Education: Moral Character and BCI/FBI Policy**

**ADDITIONAL INFORMATION REGARDING THE SCHOOL OF EDUCATION AND THE REQUIREMENTS FOR THE BCI/FBI AND MORAL CHARACTER STATEMENT**

- The candidate is required to undergo annual fingerprinting (FBI and BCI background checks) prior to all field observations and experiences, to continue in the program, and as part of the state licensing application process. In the event the candidate receives a report that indicates “may not be eligible or ineligible” on the background checks, the candidate must provide immediate written notification of this information to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences. In addition, the candidate should note that failure to disclose an act or event, failure to provide truthful and complete answers or failure to inform the program of any changes may result in revocation of admission to the program, disciplinary action by the program or refusal to grant a license by the State of Ohio. It is the candidate’s responsibility to provide immediate written notification to the university addressed to the program director, the Director of the School of Education, the Associate Dean of the College of Professional sciences, and the state of Ohio regarding his/her report and/or any changes in the status.

- In addition, upon entrance into the university and program, candidates in the School of Education are required to sign a “Statement of Moral Character” and submit the form to their programs. The “Statement of Moral Character” will be placed in the student’s file in the program’s office. The official form is required for admission into the program, all field observations and experiences, and state licensure. Candidates should note that failure to disclose an act or event, failure to provide truthful and complete answers or failure to inform the program of any changes may result in revocation of admission to the program, disciplinary action by the program or refusal to grant a license by the State of Ohio. It is the candidate’s responsibility to provide immediate written notification to the university addressed to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences and the state of Ohio regarding his/her report and/or any changes in the status.

8-3-2020
Revised FBI/BCI Procedure

Candidates in the School of Education are required to undergo annual fingerprinting (FBI and BCI/state level assessment background checks) prior to all field observations and experiences, to continue in the program, and as part of the state licensing application process. In the event the candidate receives a report that indicates “may not be eligible or ineligible” on the background checks, the candidate must provide immediate written notification of this information to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences. In addition, reports received in the School of Education will be forwarded to the program director who will notify the student and complete the following steps:

1. Email and contact the student by telephone informing him/her of the report and next steps. You may use the following statement:

“\textit{We received your FBI/BCI report yesterday and the FBI section indicated that you “may not meet” qualifications. Please make an appointment to see (program director) and SOE director regarding this matter. It is imperative that you not complete any fieldwork of any sort, such as observation, at this time. To schedule an appointment …... I look forward to speaking with you.}"

2. The Xavier student obtains the report from the program’s office

3. The Xavier student contacts Abbie Miller, Director, The Office for Professional Conduct at (614) 387-2206 or Mary.Miller@education.ohio.gov

4. The student faxes (not scans) the required documents to the Office for Professional Conduct as per Abbie Miller’s directions. Additionally, the student, program director, director of the School of Education, and the associate dean’s email information should be included with the documents.

3. Abbie Miller will respond to all parties regarding the outcome. This information will be placed in the student’s file.

These directions will be copied and put in the FBI/BCI binders.
For additional information:

**Educator Conduct**

The Office for Professional Conduct administers the ethical standards for educators. The office investigates allegations involving criminal or ethical violations to ensure that all Ohio students receive instruction from educators committed to a safe, supportive and healthy school community. The office is open Monday through Friday from 8 a.m. to 5 p.m. EST.

Abbie Miller, Director – contact information (614) 387-2206 or Mary.Miller@education.ohio.gov

Contact information on the website:

(P) 614-466-5638
(P) 877-644-6338 (Toll-free)

[http://education.ohio.gov/Topics/Teaching/Educator-Conduct](http://education.ohio.gov/Topics/Teaching/Educator-Conduct)

Please note that the student **cannot** continue with field observations or in their field placement until the situation is adequately explained and documentation verified. This policy is for all of our programs at both the undergraduate and graduate levels.

*If you live in a state other than Ohio, please follow the appeal process for your state. Contact the state department of education, Office for Professional Conduct.*
DEGREE IN EARLY CHILDHOOD EDUCATION (PRE-K - 5)

Early Childhood Education will prepare a candidate for an Ohio teaching license to work with children ages 3 through 12, or preschool through grade five. The course of study has child development at the core of pedagogical decisions. The approach is holistic, with a strong emphasis on an integrated learning approach. Practices based in child development and intense reading instruction are integral to the program. Field experience and student teaching occur at both the preschool and primary level.

Core Curriculum Requirements: 39 - 48 hours, including:
- Science requirement must be met with one natural science (PHYS or BIOL) and one scientific perspective elective course. See catalog.
- Humanities elective fulfilled in major with EDCH 324.
- Social Sciences requirement is included in the major requirements.
- E/RS Focus Elective that meets another core requirement can be chosen.
- A 2.5 cumulative overall GPA is required for admission to program and must be maintained for the Bachelor of Science degree. A 3.0 GPA must be maintained in major.

Major Requirements:
See "Steps for Admission and Continual Progress for Licensure in Early Childhood." Also see "Student Handbook for Early and Middle Childhood."
72 hours of courses: EDFD 110, EDEL 100, 251, 260, 351; EDSP 205; EDEC 210, 230, 325, 330, 335, 350, 450, 451; EDME 359; EDRE 269, 312, 471, 478; EDCH 324. A 3.0 GPA must be maintained in the major. Students must have “B” or higher in courses prefixed with EDEC, EDRE, or EDMC or retake in subsequent semesters.

**This block serves as a guideline only, not a required sequence. See your academic advisor. Subject to change **

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<td>EDFD 110, Human Development (social science elective)</td>
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<td>Historical Perspectives Elective</td>
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<td>Physics 114/115 (scientific perspectives)</td>
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<td>EDSP 205, Found in Early Child Special Ed.</td>
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<td>EDEL 251, Instructional Technology</td>
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<td>EDRE 269, Phonics and Foundation of Literacy</td>
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<td>EDEL 260, Cultural Diversity in Education (or EDEL 352, Culturally Responsive Teaching)</td>
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<td>EDRE 312, Reading Methods</td>
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<td>MATH 211, Foundations of Arithmetic</td>
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<td>MATH 212, Geometry &amp; Measurement</td>
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<td>EDCH 324, Children’s Literature</td>
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<td>ARTS 222, Art in Early Childhood</td>
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<td>EDEC 335, Lang Arts/Soc Studies Block****</td>
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<tr>
<td>EDEC 325, Methods of Observation/Collaboration</td>
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<td>EDEC 230, Play in Early Childhood</td>
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<td>EDEL 330, Math/Science Block</td>
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<td>ERS Focus (see advisor)</td>
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<td>Philosophy 200/300 Level</td>
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<td>EDRE 478, Diagnosis/Correction of Reading Disabilities</td>
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<td>EDEC 450, Student Teaching</td>
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<td>EDEL 442, Science Content</td>
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<tr>
<td>EDEL 443, LA Content</td>
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<td>EDEL 444, Social Studies Content</td>
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<td>EDRE 471, Content</td>
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<tr>
<td>TOTAL</td>
<td>17</td>
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<td>12</td>
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</tbody>
</table>

Scheduling Notes:
- Course sequence shown above is realistic only for the student who declares the Early Childhood major as a freshman. It is not the only advisable sequence.
- Minimum of 120 credit hours is required for the degree. Sequence of courses in the program is subject to change.
- Addition of a minor is possible. Study abroad is possible. Consult with advisor early in program.
- Student teaching/internship may take place fall or spring semester.
- All students must elect one each of oral communications, quantitative reasoning and writing-intensive flagged courses; many of these are available within the core or major.
- Five required flags are as follows: *Writing; **Diversity (DCR); ***Oral Communication; ****Ethics/Religion & Society (E/R S); *****Quantitative Reasoning
# Bachelor of Science in Primary Education (P-5) Program Checklist (2019 First Year Students)

## Core Requirements

<table>
<thead>
<tr>
<th>Grade</th>
<th>Class</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Class</th>
<th>Credit Hours</th>
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<td></td>
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<td>GOA – CORE 102</td>
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<td>EDEC 210 Child Development*</td>
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<td>English 101 or 115</td>
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<td>Creative Perspectives Elective</td>
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<td></td>
<td>Second Language 1</td>
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<td>Second Language 2 (201 level required)</td>
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<td></td>
<td>Math 201 Foundations of Arithmetic</td>
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<td>Math 202 Geometry &amp; Measurement</td>
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<td>Natural Science Elective (BIOL 130 &amp; 131)</td>
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<td>EDEC 350 Early Years Integrated Art</td>
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<td>Scientific Perspectives (PHYS 114 &amp; 115)*****</td>
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<td>Philosophical Perspectives: PHIL 200</td>
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<td>EDRE 478 Diagnosis &amp; Correction of Reading Disabilities</td>
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<td>THEO 111 Theological Foundations</td>
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<td>EDEC 450 Primary Student Teaching</td>
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<td>EDEC 451 Primary Student Teaching Seminar</td>
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## Licensure Requirements

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>EDEL 100 Introduction to Education</td>
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<td>EDFD 110 Human Development &amp; Learning</td>
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<td>EDEC 210 Child Development*</td>
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<td>EDEL 251 Instructional Technology</td>
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<td>EDEL 260 Cultural Diversity in Education**</td>
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<td>EDCH 324 Children’s Literature</td>
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<td>EDSP 205 Foundations E.C. Special Education</td>
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<tr>
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<td>EDRE 269 Phonics &amp; Foundation of Literacy</td>
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<td>EDRE 312 Reading Methods</td>
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<td></td>
<td>EDME 359 Community &amp; Advocacy in Edu (ER/S)****</td>
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<td>EDEC 325 Methods of Observation</td>
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<td>EDEC 230 Play in Early Childhood</td>
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<td>EDEC 350 Early Years Integrated Art</td>
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<td>EDEC 330 Math/ Science Block</td>
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<td>EDEC 335 Language Arts/ Social Studies Block***</td>
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<td>EDEL 351 Instructional Strategies for ELL</td>
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<td>EDRE 478 Diagnosis &amp; Correction of Reading Disabilities</td>
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<td>EDRE 471 Content Area Literacy</td>
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<td></td>
<td>EDEC 450 Primary Student Teaching</td>
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</tr>
<tr>
<td></td>
<td>EDEC 451 Primary Student Teaching Seminar</td>
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</tbody>
</table>

### Notes:
- Required perspectives noted above
- Mathematics Perspective (201 & 202)
- Five required flags are as follows:
  - Writing; **Diversity (DCR); ***Oral Communication; ****Ethics Religion / Society (ER/S); *****Quantitative Reasoning
- Course titles may change to align with P-5 standards

Minimum of 120 hours needed for graduation.  
Student total hours: ________
Xavier University
Ohio Early Childhood Generalist Endorsement
Grades 4-5
Undergraduate Advising Sheet

A series of courses offered for the undergraduate student who is a candidate for the Ohio Early Childhood License/Grades P-3. To receive the endorsement the candidate must qualify for the Ohio Early Childhood licensure, complete the 9 credit hours outlined below, and pass the OAE Exams: OAE Elementary Education (Subtest I)/018 and OAE Elementary Education (Subtest II)/019. Undergraduate must complete the following prerequisites PRIOR to enrolling in the EDEL/Endorsement series of courses: EDEC330 and EDEC335.
Candidates for the endorsement are also required to complete 50 hours of field experience at the 4-5 grade levels. Please see your advisor to plan this field experience.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade</th>
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<tr>
<td>EDEL 440</td>
<td>Middle Childhood Transitions: Development and Management</td>
<td>1 Credit Hour</td>
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<tr>
<td>EDEL 441</td>
<td>Mathematics Content, Pedagogy, and Assessment Grades 4-5</td>
<td>2 Credit Hours</td>
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</tr>
<tr>
<td>EDEL 442</td>
<td>Science Content, Pedagogy, and Assessment Grades 4-5</td>
<td>2 Credit Hours</td>
<td></td>
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<tr>
<td>EDEL 443</td>
<td>Language Arts Content, Pedagogy, and Assessment Grades 4-5</td>
<td>2 Credit Hours</td>
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</tr>
<tr>
<td>EDEL 444</td>
<td>Social Studies Content, Pedagogy, and Assessment Grades 4-5</td>
<td>2 Credit Hours</td>
<td></td>
</tr>
</tbody>
</table>

Upon completion or near completion of endorsement requirements, candidates may obtain an application packet for licensure at: http://www.xavier.edu/education/Reading-Endorsement.cfm. It is the same application used for the reading endorsement.

Endorsement Approval:
Chair Signature: __________________________
Date: __________________________
Documents attached: (If pertinent)
Field Experience Documents: Yes/No
Transcripts: Yes/No
Course descriptions for off campus:

Subject to Revision
DEGREE IN MIDDLE CHILDHOOD EDUCATION (GRADES 4 – 9)  
Sample Math/Science Concentrations  
Middle Childhood Education will prepare a candidate for an Ohio teaching license to work with children ages 9 through 14, or grades 4 through 9, for teaching in two fields of concentration. The teacher candidate will choose two fields from the areas of Social Studies, Mathematics, Science, and Reading/Language Arts.

Students choosing Middle Childhood will be required to take 21-24 hours in each of the two content areas that they choose for licensure. All students will have at least 12 hours in reading instruction. Students will experience interdisciplinary learning, a hallmark of middle childhood education, as part of their learning experience at Xavier. The middle school teaching concept is unique, and our students will be prepared for curriculum, pedagogy, philosophy and organization of the middle school. Field experience and internship/student teaching will occur in both subject areas and at two age levels.

Core Curriculum Requirements: 39 - 48 hours, including:
- Social Sciences requirement is included in the major requirements.
- Humanities elective area fulfilled in major with EDCH 326.
- E/RS Focus Elective that meets another core requirement should be chosen.
- A 2.5 cumulative overall GPA is required for admission to program and must be maintained for the Bachelor of Science degree. A 3.0 GPA must be maintained in the major.

Major Requirements:
See "Steps for Admission and Continual Progress for Licensure in Middle Childhood." Also see "Student Handbook for Early & Middle Child." 60 hours of education courses: EDFD 110, EDEL 100, 251, 260; EDSP 200; EDMC 212, 325, 340, 345; EDRE 269, 314, 471, 478; EDC 326; two courses from EDMC 351-354, and EDMC 455, 456. A 3.0 GPA must be maintained in the major. Students must have “B” or higher in courses prefixed with EDEC, EDRE, or EDMC or retake in subsequent semesters. Students may elect two concentration areas: Math, Science, Social Studies, and/or Language Arts/Reading.

**This block serves as a guideline only, not a required sequence. Specific core and concentration courses are indicated below as a sample for math and science concentrations due to the nature of the middle childhood program. Concentration sets (i.e., Language Arts & Social Studies, etc.) will differ among students and therefore courses will vary. Students may elect their two areas of concentrations. See your academic advisor, Subject to Change.**

### Freshman Year
- **CORE 101 GOA:** 0
- **English 101 or 115, English Composition/Rhetoric:** 3
- **EDFD 110, Human Development and Learning (social science elective):** 3
- **Biology 130/131 (natural science):** 3
- **MATH 120:** 3
- **Second Language I:** 3
- **CORE 100, First Year Seminar or Theology 111:** 3

**TOTAL:** 18

### Sophomore Year
- **EDMC 212, Nature & Needs of Adolescence:** 3
- **MATH 211, Foundation of Arithmetic in MCED:** 3
- **EDEL 251, Instructional Technology:** 3
- **EDCH 326, Children’s Literature for MCED (humanities elective):** 3
- **PHIL 100, Ethics as Intro Philosophy:** 3
- **CHEM 102, 103:** 3

**TOTAL:** 18

### Junior Year
- **EDMC 340, Middle School Philosophy & Sch Org:** 3
- **Theological Perspectives Elective (THEO 200+):** 3
- **MATH 116, Elementary Statistics:** 3
- **EDRE 314, Reading Methods for Middle Grades:** 3
- **EDMC 345, Intro to EDMC Classroom Mgmt:** 3
- **MATH 213, Algebra Concepts – MCED:** 3

**TOTAL:** 18

### Senior Year
- **EDMC 455, Student Teaching Middle Childhood:** 11
- **EDMC 456, Seminar: Current Issues in EDMC:** 1
- **EDRE 471, Content Area Literacy:** 3

**TOTAL:** 15

Scheduling Notes:
- Course sequence is realistic only for the student who declares the Middle Childhood major as a freshman.
- Consult the "Undergraduate Core Curriculum" requirements of the Catalog.

New Core Fall 2015
- A minimum of 120 credit hours is required for the degree.
- The sequence of courses in the program is subject to change.
- Advanced placement credit and summer course work may be applied to core or concentration requirements.
- Off-Campus courses are approved by college dean. See advisor for procedure.
- All students must elect one each of oral communications, quantitative reasoning and writing-intensive flagged courses; many of these are available within the core or major.
- Five required flags are as follows:
  * Writing; ** Diversity (DCR); ***Oral Communication; ****Ethics/Religion & Society (E/R S); *****Quantitative Reasoning
**DEGREE IN MIDDLE CHILDHOOD EDUCATION (GRADES 4 - 9) New Core Fall 2015**

Sample Language Arts and Social Studies Concentrations

Middle Childhood Education will prepare a candidate for an Ohio teaching license to work with children ages 9 through 14, or grades 4 through 9, for teaching in two fields of concentration. The teacher candidate will choose two fields from the areas of Social Studies, Mathematics, Science, and Reading/Language Arts.

Students choosing Middle Childhood will be required to take 21-24 hours in each of the two content areas that they choose for licensure. All students will have at least 12 hours in reading instruction. Students will experience interdisciplinary learning, a hallmark of middle childhood education, as part of their learning experience at Xavier. The middle school teaching concept is unique, and our students will be prepared for curriculum, pedagogy, philosophy and organization of the middle school. Field experience and internship/student teaching will occur in both subject areas and at two age levels.

**Core Curriculum Requirements: 39 - 48 hours, including:**
- Social Sciences requirement is included in the major requirements.
- Humanities Elective fulfilled in major with EDCH 326.
- E/RS Focus Elective that meets another core requirement should be chosen.
- A 2.5 cumulative overall GPA is required for admission to program and must be maintained for the Bachelor of Science degree. A 3.0 GPA must be maintained in the major.

**Major Requirements:**
See "Steps for Admission and Continual Progress for Licensure in Middle Childhood." Also see "Student Handbook for Early & Middle Child." 60 hours of education courses: EDFD 110, EDEL 100, 251, 260; EDMC 212, 325, 340, 345; EDRE 269, 314, 471, 478; EDCH 326; two courses from EDMC 351-354, and EDMC 455, 456. A 3.0 GPA must be maintained in the major. Students must have “B” or higher in courses prefixed with EDEC, EDRE, or EDMC or retake in subsequent semesters. Students may elect two concentration areas: Math, Science, Social Studies, and/or Language Arts/Reading.

**This block serves as a guideline only, not a required sequence. Specific core and concentration courses are indicated below as a sample for language arts and social studies concentrations due to the nature of the middle childhood program. Concentration sets (i.e., math and science, etc.) will differ among students and therefore courses will vary. Students may elect their own two areas of concentration. See your academic advisor. Subject to Change.**

**Freshman Year**
- CORE 101 GOA 0
- English 101 or 115, English Composition/Rhetoric (social studies elective) 3
- EDFD 110, Human Development and Learning 3
- Biology 130/131 (natural science) 3
- PHIL 100, Ethics as Intro Philosophy (humanities elective) 3
- CORE 100, First Year Seminar or Theology 111

**TOTAL 18**

**Sophomore Year**
- EDMC 212, Nature & Needs of Adolescence* 3
- MATH I 3
- EDEL 251, Instructional Technology (humanities elective) 3
- EDCM 326, Children’s Literature for MCED (humanities elective) 3
- HIST 105, World Civilizations I 3
- EDSP 200, Special Ed: Identification & Issues 3

**TOTAL 18**

**Junior Year**
- EDMC 340, Middle School Philosophy & Sch Org Theological Perspectives Elective (THEO 200+) 3
- HIST 143, U.S. History I 3
- EDRE 314, Reading Methods for Middle Grades 3
- EDMC 345, Intro to EDMC Classroom Mgmt 3
- POLI 140 3

**TOTAL 18**

**Senior Year**
- EDMC 455, Student Teaching Middle Childhood 11
- EDMC 456, Seminar: Current Issues in EDMC 1
- EDRE 471, Content Area Literacy 3

**TOTAL 15**

**Scheduling Notes:**
- Course sequence is realistic only for the student who declares the Middle Childhood major as a freshman.
- Consult the "Undergraduate Core Curriculum" requirements of the Catalog.
- A minimum of 120 credit hours is required for the degree.
• The sequence of courses in the program is subject to change.
• Advanced placement credit and summer course work may be applied to core or concentration requirements.
• Off-Campus courses are approved by college dean. See advisor for procedure.
• ER/S Focus elective should fulfill another core requirement.
• All students must elect one each of oral communications, quantitative reasoning and writing-intensive flagged courses; many of these are available within the core or major.
• Five required flags are as follows:
*Writing; **Diversity (DCR); ***Oral Communication; ****Ethics/Religion & Society (E/R S); *****Quantitative Reasoning
DEGREE IN MIDDLE CHILDHOOD EDUCATION (GRADES 4 - 9)  

Language Arts and Social Studies Sample Concentrations

Middle Childhood Education will prepare a candidate for an Ohio teaching license to work with ages 9 through 14, or grades 4 through 9, for teaching in two fields of concentration. The teacher candidate will choose two fields from the areas of Social Studies, Mathematics, Science, and Reading/Language Arts.

Students choosing Middle Childhood will be required to take 21-24 hours in each of the two content areas that they choose for licensure. All students will have at least 12 hours in reading instruction. Students will experience interdisciplinary learning, a hallmark of middle childhood education, as part of their learning experience at Xavier. The middle school teaching concept is unique, and our students will be prepared for curriculum, pedagogy, philosophy and organization of the middle school. Field experience and internship/student teaching will occur in both subject areas and at two age levels.

Core Curriculum Requirements: 39 - 48 hours, including:

- Social Sciences requirement is included in the major requirements.
- Literature area fulfilled in major with EDCH 326.
- Students with concentration fields other than mathematics satisfy mathematics core with MATH 211 & MATH 212.
- The E/RS Focus Elective that meets another core requirement should be chosen.
- A 2.5 cumulative overall GPA is required for admission to program and must be maintained for the Bachelor of Science degree.

Major Requirements:
See "Steps for Admission and Continual Progress for Licensure in Middle Childhood." Also see "Student Handbook for Early & Middle Child." 60 hours of education courses: EDFD 110, EDEL 100, 251, 260; EDSP 200; EDMC 212, 325, 340, 345; EDRE 269, 314, 471, 478; two courses from EDMC 351-354, and EDMC 455, 456. A 3.0 GPA must be maintained in these major courses.

**This block serves as a guideline only, not a required sequence. Specific core and concentration courses are indicated below as a sample for language arts and social studies concentrations due to the nature of the middle childhood program. Concentration sets (i.e., math and science, etc.) will differ among students and therefore courses will vary. See your academic advisor. Subject to Change.**

Freshman Year

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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>EDFD 110, Human Development and Learning</td>
<td>3</td>
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<td>(social studies elective)</td>
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<tr>
<td>Biology 130/131 (natural science elective)</td>
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<tr>
<td>PHIL 100, Ethics as Intro Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Second Language I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>English 100, Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDEL 100, Cultural Diversity in Education</td>
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<tr>
<td>(diversity requirement)</td>
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<td><strong>TOTAL</strong></td>
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Sophomore Year

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<th>Course</th>
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<td>MATH 211, Foundation of Arith in MCED</td>
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<tr>
<td>EDEL 251, Instructional Technology</td>
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<tr>
<td>EDCH 326, Children’s Literature for MCED</td>
<td>3</td>
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<tr>
<td>(humanities elective)</td>
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<tr>
<td>HIST 105, World Civilizations I</td>
<td>3</td>
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<tr>
<td>EDSP 200, Special Ed.: ID &amp; Issues</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>18</strong></td>
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<tr>
<td>Writing Elective</td>
<td>3</td>
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<td>MATH 212, Geometry &amp; Measurement in MCED</td>
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<tr>
<td>HIST 106, World Civilizations II</td>
<td>3</td>
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<td>EDRE 269, Phonics &amp; Foundation of Literacy</td>
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<td>PHIL Perspective Elective: PHIL 200 or 290</td>
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<td><strong>TOTAL</strong></td>
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<td>HIST 144, US History II</td>
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<td>EDMC 325, Arts in Middle Childhood Education</td>
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<td>EDMC 351-354 Middle School Curr (1 of 2)</td>
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<tr>
<td>EDMC 351-354 Middle School Curr (2 of 2)</td>
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<tr>
<td>SOC 180</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
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Junior Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDMC 340, Middle School Philosophy &amp; Sch Org</td>
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<tr>
<td>THEO Perspective Elective or 200 or 300</td>
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</tr>
<tr>
<td>HIST 143, US History I</td>
<td>3</td>
</tr>
<tr>
<td>EDRE 314, Reading Methods for Middle Grades</td>
<td>3</td>
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<tr>
<td>EDMC 345, EDMC Classroom Mgmt &amp; Assess.</td>
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<tr>
<td>POLI 140</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td>ENGL 205</td>
<td>3</td>
</tr>
<tr>
<td>HIST 144, US History II</td>
<td>3</td>
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<tr>
<td>EDMC 325, Arts in Middle Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDMC 351-354 Middle School Curr (1 of 2)</td>
<td>3</td>
</tr>
<tr>
<td>EDMC 351-354 Middle School Curr (2 of 2)</td>
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<tr>
<td>SOC 180</td>
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<tr>
<td><strong>TOTAL</strong></td>
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Senior Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>EDMC 455, Student Teaching Middle Childhood</td>
<td>11</td>
</tr>
<tr>
<td>EDMC 456, Seminar: Current Issues in EDMC</td>
<td>1</td>
</tr>
<tr>
<td>EDRE 471, Content Area Literacy</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<tr>
<td>Fine Arts or THTR 210 (creative perspective elective)</td>
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<tr>
<td>EDRE 478, Diagnosis/Reading Disabilities</td>
<td>3</td>
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<tr>
<td>EDMC 351, Instructional Strategies for ELL</td>
<td>3</td>
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<tr>
<td>EDMS 207, World &amp; Cultural Geography</td>
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<tr>
<td>Literature Elective (ENGL 320 or 321)</td>
<td>3</td>
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<tr>
<td>E/RS Elect. (choose with other core requirement)</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>

Scheduling Notes:
- Course sequence is realistic only for the student who declares the Middle Childhood major as a freshman.
- Consult the "Undergraduate Core Curriculum" requirements of the Catalog.
- A minimum of 120 credit hours is required for the degree.
- The sequence of courses in the program is subject to change.
- Advanced placement credit and summer course work may be applied to core or concentration requirements.
- Off-Campus courses are approved by college dean. See advisor for procedure.
DEGREE IN MIDDLE CHILDHOOD EDUCATION (GRADES 4 - 9) Core Transition

Math and Science Sample Concentrations

Middle Childhood Education will prepare a candidate for an Ohio teaching license to work with ages 9 through 14, or grades 4 through 9, for teaching in two fields of concentration. The teacher candidate will choose two fields from the areas of Social Studies, Mathematics, Science, and Reading/Language Arts.

Students choosing Middle Childhood will be required to take 21-24 hours in each of the two content areas that they choose for licensure. All students will have at least 12 hours in reading instruction. Students will experience interdisciplinary learning, a hallmark of middle childhood education, as part of their learning experience at Xavier. The middle school teaching concept is unique, and our students will be prepared for curriculum, pedagogy, philosophy and organization of the middle school. Field experience and internship/student teaching will occur in both subject areas and at two age levels.

Core Curriculum Requirements: 39 - 48 hours, including:

- Social Sciences requirement is included in the major requirements.
- Literature area fulfilled in major with EDCH 326.
- Students with concentration fields other than mathematics satisfy mathematics core with MATH 211 & MATH 212.
- The E/RS Focus Elective that meets another core requirement should be chosen.
- A 2.500 cumulative overall GPA is required for admission to program and must be maintained for the Bachelor of Science degree.

Major Requirements:

See "Steps for Admission and Continual Progress for Licensure in Middle Childhood." Also see "Student Handbook for Early & Middle Child."

60 hours of education courses: EDFD 110, EDEL 100, 251, 260; EDMC 212, 325, 340, 345; EDRE 269, 314, 471, 478; EDCH 326; two courses from EDMC 351-354, and EDMC 455, 456. A 3.0 GPA must be maintained in these major courses.

**This block serves as a guideline only, not a required sequence. Specific core and concentration courses are indicated below as a sample for math and science concentrations due to the nature of the middle childhood program. Concentration sets (i.e., Language Arts & Social Studies, etc.) will differ among students and therefore courses will vary. See your academic advisor. Subject to Change.**

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>English 101 or 115</td>
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<tr>
<td>EDFD 110, Human Development and Learning (social science elective)</td>
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<tr>
<td>Biology 130/131 (natural science elective)</td>
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<tr>
<td>MATH 120</td>
<td>3</td>
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<tr>
<td>Second Language I</td>
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<td><strong>TOTAL</strong></td>
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**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tr>
<td>EDMC 212, Nature &amp; Needs of Adolescence</td>
<td>3</td>
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<tr>
<td>MATH 211, Foundation of Arith in MCED (3)</td>
<td>3</td>
</tr>
<tr>
<td>EDEL 251, Instructional Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDMC 326, Children’s Literature for MCED (humanities elective)</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 100, Ethics as Intro Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 102, 103</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**Junior Year**

<table>
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<tr>
<td>EDMC 340, Middle School Philosophy &amp; Sch Org (3)</td>
<td>3</td>
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<tr>
<td>THEO Perspective Elective or THEO 200 or 300</td>
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<tr>
<td>MATH 116, Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>EDRE 314, Reading Methods for Middle Grades (3)</td>
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<tr>
<td>EDMC 345, Intro to EDMC Classroom Mgmt (3)</td>
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<tr>
<td>MATH 213, Algebra Concepts – MCED (3)</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**Senior Year**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>EDMC 455, Student Teaching Middle Childhood (11)</td>
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<tr>
<td>EDMC 456, Seminar: Current Issues in EDMC (1)</td>
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<tr>
<td>EDRE 471, Content Area Literacy (3)</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>

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<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Grade Received</th>
<th>Credit Hours</th>
<th>Class</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CORE 101 &amp; 102 GOA</td>
<td>0</td>
<td>EDEL100 Introduction to Education</td>
<td>3</td>
<td></td>
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<tr>
<td>English 101 or 115</td>
<td></td>
<td>EDFD110 Human Development &amp; Learning</td>
<td>3</td>
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<tr>
<td>Humanities Elective (EDCH326)</td>
<td>3</td>
<td>EDMC212 Nature &amp; Needs of Adolescents*</td>
<td>3</td>
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<tr>
<td>ENGL205 Literature &amp; Moral Imagination</td>
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<td>EDEL251 Instructional Technology</td>
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<tr>
<td>Creative Perspectives Elective</td>
<td>3</td>
<td>EDEL260 Cultural Diversity in Education</td>
<td>3</td>
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<tr>
<td>Second Language I</td>
<td>3</td>
<td>EDSP200 Special Ed: Identification &amp; Issues</td>
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<tr>
<td>Second Language II</td>
<td>3</td>
<td>EDMC325 The Arts in Middle Childhood</td>
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<tr>
<td>Historical Perspectives Elective</td>
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<td>EDMC340 Middle School Phil &amp; School Org.</td>
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<td>Math 211 Foundations of Arith MC</td>
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<td>EDMC345 MC Classroom Mgmt/Assessment</td>
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<td>Math 212 Geometry &amp; Measurement</td>
<td>3</td>
<td>EDEL 351 Instructional Strategies for ELL</td>
<td>3</td>
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<tr>
<td>Science I - BIOL130 &amp; 131 required (NSE)</td>
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<td>Students take two courses from EDMC 351 – 354 group found below.</td>
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<tr>
<td>Science II - PHYS 114 &amp; 115 required (SP)</td>
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<td>EDMC351 Language Arts Methods***</td>
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<tr>
<td>Social Science I (EDFD110)</td>
<td>3</td>
<td>EDMC352 Mathematics Methods***</td>
<td>3</td>
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<tr>
<td>PHIL100 Ethics as Intro to Philosophy</td>
<td>3</td>
<td>EDMC353 Science Methods***</td>
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<tr>
<td>Philosophical Perspective: PHIL200</td>
<td>3</td>
<td>EDMC354 Social Studies Methods***</td>
<td>3</td>
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<tr>
<td>THEO111 Theological Foundations</td>
<td>3</td>
<td>EDMC455 Student Teaching: Middle School</td>
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<tr>
<td>Theological Perspectives Elec. (THEO200+)</td>
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<td>EDMC456 Seminar: Current Issues EDMC</td>
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<td>EDMC351 Language Arts Methods***</td>
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<td>CORE 100, First Year Seminar</td>
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<td>EDMC352 Mathematics Methods***</td>
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<td>Free Elective(s)*</td>
<td>3/6</td>
<td>EDMC353 Science Methods***</td>
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<tr>
<td></td>
<td></td>
<td>EDMC354 Social Studies Methods***</td>
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</table>

NOTES:
- Mathematics Perspective (211 & 212)
- All students must elect one each of oral communications, quantitative reasoning and writing-intensive flagged courses; many of these are available within the core or major.
- Five required flags are as follows:
  *Writing; **Diversity (DCR); ***Oral Communication; ****Ethics/Religion & Society (E/R S); *****Quantitative Reasoning
- EDRE courses meet Ohio 12 semester hour reading requirement.

*Minimum of 120 credit hours needed for graduation.  Student total hours: __________

Please see back of form for middle childhood education concentration courses.
## Middle Childhood Concentration Areas

<table>
<thead>
<tr>
<th>Math Concentration (21)</th>
<th>Reading/LA Concentration (24)</th>
<th>Science Concentration (21)</th>
<th>Social Studies Concentration (24)</th>
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<tbody>
<tr>
<td>(6 cross count in undergrad core)</td>
<td>(9 cross count in undergrad core)</td>
<td>(6 cross count in undergrad core)</td>
<td>(6 cross count in undergrad core)</td>
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<tr>
<td>MATH 211: Foundhs Arithmetic MC (3)</td>
<td>ENGL 101: English Composition OR</td>
<td>Physics</td>
<td>HIST 105: World History I (3)</td>
</tr>
<tr>
<td>MATH 212: Geom/Measurement MC Tchr (3)</td>
<td>ENGL 115: Rhetoric (3)</td>
<td>PHYS 114: Our Universe: Physical Science (2)</td>
<td>HIST 106: World History II (3)</td>
</tr>
<tr>
<td>MATH 213: Algebra Concepts MC Tchr (3)</td>
<td>ENGL 205: Lit &amp; Moral Imagination (3)</td>
<td>PHYS 115: Physical Science Lab (1)</td>
<td>HIST 247: U.S. History I (3) (prev. HIST143)</td>
</tr>
<tr>
<td>MATH 214: Math Prob Solving MC (3)</td>
<td>COMM 207: Interpersonal Communication (3)</td>
<td>PHYS 116: Our Universe: The Earth (2)</td>
<td>POLI 140: American Government and Politics (3)</td>
</tr>
<tr>
<td>MATH 116: Elementary Statistics (3)</td>
<td>EDCH 326/526: Literature for MC OR</td>
<td>PHYS 117: The Earth Lab (1)</td>
<td>SOCI 180: Culture and Society (3)</td>
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<td>_ECON 200: Microeconomic Principles (3)</td>
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<td></td>
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<td>_EDMS 207: World and Cultural Geography (3)</td>
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<td>Chemistry</td>
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<tr>
<td>_MATH 120: Elementary Functions (3)</td>
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<td>Select One:</td>
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<tr>
<td>_MATH 150: Calculus I (3)</td>
<td>ENGL 304/504 Tching &amp; Resch in Writing (3)</td>
<td>CHEM 102: Environment, Energy &amp; Health I (2)</td>
<td>Select One:</td>
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<tr>
<td>_MATH 151: Calculus II (3)</td>
<td>EDRE376/676 Teach Writing Process (3)</td>
<td>CHEM 103: Lab (1)</td>
<td>HIST 248: U.S. History II (3) (prev. HIST144)</td>
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<td></td>
<td>Writing Elective (3)</td>
<td>CHEM 104: Environ, Energy &amp; Health II (2)</td>
<td>HIST 325 Black America since 1865 (3)</td>
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<td></td>
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<td>HIST 329: Urban America (3)</td>
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<tr>
<td>Math Notes:</td>
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<td>Social Studies Notes:</td>
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<tr>
<td>Math credits above the 151 level may be applied to concentration and notations should be made.</td>
<td>ENGL 132: Studies in Women’s Literature (3)</td>
<td>BIOL 130: Intro to Life Science (2)</td>
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<td>ENGL 126: Studies in Black Literature (3)</td>
<td>BIOL 131 Lab (1)</td>
<td>Elective physics, chemistry, or biology (3)</td>
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<td>ENGL 352/552: African Literature (3)</td>
<td>BIOL 120: Ecology and People (2)</td>
<td>Science Notes</td>
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<td></td>
<td>ENGL 331: World Literature (3)</td>
<td>BIOL 136 (prev. 125 or 127 Lab) (1)</td>
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<td></td>
<td>American or British Literature (3)</td>
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<td>_THTR 120: Acting I (3)</td>
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<td>Select One:</td>
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<td>_EDCH 305/505: Storytelling (3)</td>
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<td>_THTR 120: Acting I (3)</td>
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<td>Reading Language Arts Notes:</td>
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<td>_ENGL 320/520: Topics in Linguistics (3)</td>
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<td>_ENGL 321/521: History of English Lang (3)</td>
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Subject to Revision
Revised 10/20/15
Bachelor of Science in Middle Childhood Education Program Checklist

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Grade Received</th>
<th>Class</th>
<th>Credit Hours</th>
<th>Grade Received</th>
<th>Class</th>
<th>Credit Hours</th>
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<tr>
<td>English 101 or 115</td>
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<td>EDEL100</td>
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<td>Literature Elective (EDCH 326)</td>
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<td></td>
<td>EDFD110</td>
<td>Human Development &amp; Learning</td>
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<tr>
<td>ENGL 205 Literature &amp; Moral Imagination</td>
<td>_______</td>
<td>3</td>
<td></td>
<td>EDMC 212</td>
<td>Nature and Needs of Adolescents</td>
<td>3</td>
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<tr>
<td>Fine Art Elective or Creative Perspectives</td>
<td>_______</td>
<td>3</td>
<td></td>
<td>EDEL 251</td>
<td>Instructional Technology</td>
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<tr>
<td>Language 101 &amp; 102, 102 &amp; 201, or 201</td>
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<td>EDEL 260</td>
<td>Cultural Diversity in Education</td>
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<tr>
<td>Diversity I (EDEL 260)</td>
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<td>EDSP 200</td>
<td>Special Ed: Identification &amp; Issues</td>
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<tr>
<td>History I &amp; 2 or Historical Perspectives</td>
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<td>EDCH 326</td>
<td>Children's Literature MC.</td>
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<tr>
<td>Math 211 Foundations of Arith. MC</td>
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<td>EDMC 325</td>
<td>The Arts in Middle Childhood</td>
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<tr>
<td>Math 212 Geometry &amp; Measurement</td>
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<td>EDEL 269</td>
<td>Phonics &amp; Foundation of Literacy*</td>
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<tr>
<td>Science I (BIOL 130 &amp; 131 required)</td>
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<td>EDRE 314</td>
<td>Reading Methods MC*</td>
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<tr>
<td>Science II (PHYS 114 &amp; 115 required)</td>
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<td>EDRE 471</td>
<td>Content Area Literacy*</td>
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<td>Social Science I (EDFD 110)</td>
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<td>EDRE 478</td>
<td>Diagnosis/Correction Reading*</td>
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<td>PHIL100 Ethics as Intro to Philosophy</td>
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<td>EDEL 351</td>
<td>Instructional Strategies for ELL</td>
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<tr>
<td>PHIL 290 Theory of Knowledge or Philosophical Perspective</td>
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<td>EDMC 340</td>
<td>Middle School Phil &amp; School Org.</td>
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<tr>
<td>THEO 111 Theological Foundations</td>
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<td></td>
<td>EDMC 345 MC Classroom Mgmt/Assessment</td>
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<tr>
<td>THEO 200 or 300 level or Theological Perspectives</td>
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<td>EDMC 455</td>
<td>Student Teaching: Middle School</td>
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<tr>
<td>E/R&amp;S Elective, cross count with _______</td>
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<td>3</td>
<td></td>
<td>EDMC 456 Seminar: Current Issues</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*EDRE courses meet Ohio 12 semester hour reading requirement.

**Please see the back of form for middle childhood education concentration classes.**

Transcript: Yes/No
Documents attached: (If pertinent) Field Experience Documents: Yes/No
Transcripts: Yes/No
Course descriptions for off campus: Yes/No

Endorsement Approval:
Chair Signature: __________________________ Date: __________

Subject to Revision: 03/12/2015
Middle Childhood Generalist Endorsement

The Middle Childhood Generalist Endorsement allows the teaching candidate with two licensure areas to add either one or two more content areas specifically for teaching in a self-contained 4th, 5th, or 6th grade classroom. This endorsement is not valid for holders of any license other than Ohio Middle Childhood Education.

To have the MCG endorsement added to the MCE license:
1) The candidate must have previously completed a MC Education program in two content areas and hold a valid MCE license (*initial licensure candidate will apply for the endorsement soon after application for the initial license in two areas*); and
2) In addition to successfully completing the **MCG Endorsement course work** in either one or two additional areas, the candidate must also successfully complete the required Ohio Assessments for Educators test(s).

Either the candidate must pass:

- a) OAE Education (Subtest I)/018 and OAE Elementary Education (Subtest II)/019 **or**
- b) Candidate must pass the content area test for each content area added to the MCE license, chosen from:
  - OAE MS English/Language Arts (028)
  - OAE MS Mathematics (030)
  - OAE MS Social Studies (031)
  - OAE MS Science (029)

Further test information may be found at [http://www.oh.nesinc.com](http://www.oh.nesinc.com).

(Individuals who successfully completed a Praxis Series Test required for licensure prior to September 1, 2013 may use the test results to satisfy the licensure testing requirements at the time license is sought.)

**Xavier University Middle Childhood Endorsement Courses**

**Language Arts**
- ENGL 304: Teaching and Research in Writing
- EDCH 326/526: Children’s Literature in the Middle Grades

**Mathematics**
- MATH 213: Algebra Concepts for Middle Childhood
- MATH 214: Mathematical Problem Solving for MC Teachers

**Science**
- BIOL 130/BIOL 131: Introduction to Life Science and Life Lab I
- PHYS 114/PHYS 115: Our Universe: Physical Science and Our Universe Physical Science Lab

**Social Studies**
- EDMS 207: World and Cultural Geography
- POLI 140: American Government and Politics

Note: the courses chosen for the endorsement were done so in alignment with the Ohio K-12 standards for the specific subject areas.

Subject to Revision: 04/07/17
XAVIER UNIVERSITY SCHOOL OF EDUCATION
DISPOSITION PROGRESS REPORT FORM

Candidate’s Name (please print)_____________________________________________________

Signature of Candidate__________________________________________________________Date________
(Candidate’s signature only indicates that she/he has reviewed this report; it does not imply agreement.)

Name of Person Completing the Form (please print)___________________________________

Signature of Person Completing the Form____________________________________________Date________

Check one: Faculty/Instructor University Supervisor Cooperating Teacher

COURSE NAME/NUMBER__________________________________________________________SEMESTER__________________________

Please check the appropriate rating for each category using the following scale and provide evidence in the comment column. Please provide any additional comments.

3=Exemplary (candidate performance is consistently being demonstrated (90+% of the time)
2=Proficient (candidate performance is appropriate, 75% - 89% of the time)
1=Unacceptable (candidate performance is rarely demonstrated, less than 60% of the time, needs remediation conference)
N/A = Not Applicable

<table>
<thead>
<tr>
<th>COURSE COMPONENT</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
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<tr>
<td>Punctuality</td>
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<tr>
<td>Candidate demonstrates respect for the learning community,</td>
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<tr>
<td>Candidate collaborates with all individuals</td>
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<td>Candidate is accepting of various viewpoints</td>
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<td>---------------------------------------------</td>
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<tr>
<td>Candidate demonstrates engagement in all settings through active interest, participation, and initiative</td>
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<tr>
<td>Candidate displays behavior generally recognized as socially appropriate and acceptable in all educational and professional settings.</td>
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<tr>
<td>Candidate demonstrates responsibility for requirements of the course.</td>
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</tbody>
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<table>
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<tr>
<th>FIELD COMPONENT</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate demonstrates professionalism in actions, appearance, and demeanor.</td>
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<tr>
<td>Candidate works effectively with all students’ academic needs.</td>
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<tr>
<td>Candidate works effectively with all students’ behavioral needs.</td>
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<tr>
<td>Candidate collaborates with school professionals during field experience.</td>
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<tr>
<td>Candidate demonstrates ability to reflect on practice</td>
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<td>Candidate demonstrates ability to proactively react to constructive criticism.</td>
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<td>Candidate is professional in remarks to students</td>
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<tr>
<td>Candidate is professional in remarks to mentor teacher.</td>
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</table>

Additional Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Pre-Student Teaching Interviews in Early and Middle Childhood Education – An Explanation

Prior to student teaching (see Steps for Admission and Continual Progress) students will be expected to register for an advisory day meeting with a team of faculty members. This process is required for all students who enter our programs. At that time, they will be expected to answer a series of questions pertaining to lesson planning, classroom management etc. (list of potential questions listed on next page). The candidate for student teaching will be asked specific questions that, in some cases, will best be answered through demonstration of lessons or documentation of activities archived in the candidate’s materials. The interview allows faculty to determine the readiness of the student to proceed to student teaching. If the evidence suggests and the faculty discern that the student is not prepared, an intervention plan will be developed by faculty, with the collaboration of the student to either delay student teaching or develop a plan to ready the student for this experience.

During student teaching (see Steps for Admission and Continual Progress) Currently, the portfolio experience is shaped by the edTPA Teacher Performance Assessment, expected by the Ohio Department of Education. The EdTPA process is completed in the student teaching seminar. The entire process is guided by the professor teaching the seminar and the process of assessment and minimum score requirements will be presented to the students during the student teaching seminar.

edTPA
The edTPA is a nationally scored performance-based assessment required of all candidates completing an initial licensure program at the undergraduate or graduate level (effective Spring 2019). The purpose of edTPA is to assess novice teachers’ readiness to teach their particular subject area(s) and grade levels. The assessment is designed with a focus on student learning, theory and research, and evidence-based practice. It is based on findings that successful teachers:
- develop knowledge of subject matter, content standards, and subject-specific pedagogy;
- develop and apply knowledge of varied students’ needs;
- consider research and theory about how children learn; and
- reflect on and analyze evidence of the effects of instruction on students’ learning.

This assessment takes place during the student teaching semester, and is one of a number of assessments used to evaluate the candidate’s readiness to enter the teaching field. Throughout the program, the candidate will engage in courses and field experience to help prepare for this assessment. This assessment carries a $300 fee, which is added to the candidate’s bill through the bursar’s office at the beginning of the student teaching semester. The candidate is able to pay for this fee through their financial aid package.

Submission of edTPA is a requirement during student teaching in the School of Education.

If the EDTPA scores for a student are below that of the state minimum the following intervention plan will take place:
Intervention Procedures for Low Performance on edTPA
Effective January 1, 2020

All teacher candidates must achieve a total score of 37 and demonstrate competence in each Task (overall Task average of at least a 2.0) in their edTPA performance completed during their student teaching semester (for Montessori candidates, this takes place in the spring semester).

Scores are reported back to the Xavier University School of Education (SOE) within 3-4 weeks of submission. The scores are received by the Accreditation Coordinator (AC). A meeting of the edTPA Council will take place the following day or early the next week. This is a standing meeting and is scheduled at the beginning of the semester.

The edTPA Council consists of the following faculty/staff from the SOE:
- edTPA Coordinator(s) – Chair
- Accreditation Coordinator (if not serving as the edTPA Coordinator)
- SOE Director
- Program Directors (PD) (or their designees)
- Seminar instructors (SI) (or their designees)

The purpose of the edTPA Council is to serve as leadership to the SOE regarding all things edTPA. The Council will also review score report data and make determinations regarding individual candidate interventions. If a candidate scores <37 or <2 average on a Task or any task receives a condition code (i.e., task was not scoreable for any of a number of reasons), the Council may recommend (but are not limited to) any one of the following intervention plans:

1. Candidate meets with AC and/or seminar instructor (SI) to review responses (AC will obtain edTPA materials from candidates in question) in specific low performing tasks, using these procedures:
   a. candidate reads the rubric description for scores of “3” and “4;” candidate compare his/her response to score of “3” and “4” expectations and discusses in specific terms how the response could be improved
   b. candidate resubmits the lowest scored task(s) (i.e., the revised commentary and related materials as appropriate) to the AC within the designated time period for local evaluation
      1) the AC, along with the SI and/or PD scores the materials submitted based on the local scoring rubric
      2) if revisions are judged satisfactory, the intervention is complete, i.e., the candidate meets this program requirement
      3) if the responses seem ambiguous or the AC concludes that expectations are not met, the AC may ask the PD or SOE Director to also score the submission based on the local scoring rubric
      4) if satisfactory performance is not achieved by the end of finals week, then the candidate will receive a grade of “in progress” for the seminar course and additional time (based on university policy) will be provided to satisfactorily complete this program requirement
      5) the candidate will be notified of the outcome and next steps

******With the current COVID situation this process remains in flux. Exactly what the process will look like this year remains to be seen and faculty are meeting to determine this year’s process prior to the start of the Fall 2020 semester.
Readiness for Student Teaching Semester Interviews

The questions suggested and shared with candidates were not final but meant to be suggestive of questions that may be asked to indicate their understanding of the elements of the Ohio Standards for the teaching profession. **Verify that the student completed the correct OAE’s and submitted results to Sally Barnhart. Students were requested to come prepared with either an online or notebook portfolio to indicate their preparedness for the interview.**

Types of questions were as follows:

- Please share an assessment of a lesson plan for teaching a mathematics concept.
- What does differentiation mean to you in terms of lesson planning and assessment?
- Reflect on a particularly challenging lesson you taught in a field placement and tell why it was challenging and what you would do differently in the future.
- Discuss your beliefs about effective classroom management strategies.
- Share an example of your understanding of behavior management plans.
- From your portfolio share a lesson plan that shows your understanding of integrated curriculum.
- Please give an example of a formative assessment you created, and the information it provided you in terms of student progress.

See next page for a form that you will fill out at the end of the session.

Revised 7-2020
Data Collection Sheet for Pre-Student Teaching Interview

Candidate Name: ____________________________ Date: ______________

Faculty Name(s): ____________________________________________

1. Candidate demonstrates an understanding of “Focus on Teaching and Learning.”

<table>
<thead>
<tr>
<th>Standard/Topic</th>
<th>Does Not Meet Expectations - 0</th>
<th>Meets Expectations – 1</th>
<th>Exceeds Expectations – 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Students</td>
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<td>#2 Content</td>
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<tr>
<td>#3 Assessment</td>
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<td></td>
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<tr>
<td>#4 Instruction</td>
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<td>tional Comments:</td>
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</table>

2. Candidate demonstrates an understanding of “Conditions for Teaching and Learning.”

<table>
<thead>
<tr>
<th>Standard/Topic</th>
<th>Does Not Meet Expectations - 0</th>
<th>Meets Expectations – 1</th>
<th>Exceeds Expectations – 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>#5 Learning Environment</td>
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<tr>
<td>tional Comments:</td>
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</table>

3. Candidate demonstrates an understanding of “Teaching as a Profession.”

<table>
<thead>
<tr>
<th>Standard/Topic</th>
<th>Does Not Meet Expectations - 0</th>
<th>Meets Expectations – 1</th>
<th>Exceeds Expectations – 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>#6 Collaboration or Communication</td>
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<tr>
<td>#7 Professional Responsibility &amp; Growth</td>
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<tr>
<td>tional Comments:</td>
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</table>

4. Candidate is prepared for interview with a portfolio of lessons online or in a notebook.
   Does Not Meet    Meets Expectations    Exceeds Expectations

5. Student has passed required OAE’s and copied results to Sally Barnhart.
   Student understands edTPA expectations for student teaching semester

Revised 7-2020
Certification/Licensure Requirements for Other States

In July 2009, Gov. Ted Strickland signed Ohio House Bill 1, which mandated a new licensure system for teachers in Ohio, including a Resident Educator license. In the Governor’s plan, the Ohio Department of Education (ODE) developed a Resident Educator Program effective January 2011. This four-year experience provides Ohio educators just entering the profession with quality mentoring and guidance essential for a long and flourishing career. Successful completion of the residency program is required to qualify for a five-year professional educator license. The manner in which this licensure affects certification/licensure in the 37 states with which Ohio shares reciprocity is specified by the education departments of the individual states. If you wish to teach in another state upon graduation from Xavier it would be wise to investigate requirements early in your educational career. You can contact a state department of education by phone or in most cases, by websites. Ohio’s website www.ode.state.oh.us maintains a listing of certification requirements for states other than our own. Even if you plan to teach in another state you must first complete all course work specified in the Xavier University Early and Middle Childhood program sequences to meet Ohio standards. You may contact Renee Gosney in the Xavier Licensure office at 513-745-2952 if you need assistance. It is wise to learn of required educator assessment exams required by the state of your choice, especially if you plan to apply immediately after graduation, as these tests are often scheduled only on specific dates during the year.

State of Ohio Assessments for Educators & Resident Educator License

Students are expected to register for and take the electronic Ohio Assessments for Educators (OAE) exams. See “Steps for Admission and Continual Progress” for a time frame for test completion. Visit www.xu.edu/education for your OAE information. Go to either Early or Middle Childhood and find the OAE links and tips. There you will find test names and links for registration. Be sure you request that your test scores be sent to Xavier University.

In July 2009, Gov. Ted Strickland signed Ohio House Bill 1, which mandates a new licensure system for teachers in Ohio, including a Resident Educator license. In the Governor’s plan, the Ohio Department of Education (ODE) developed a Resident Educator Program effective January 2011. This four-year experience provides Ohio educators just entering the profession with quality mentoring and guidance essential for a long and flourishing career. Successful completion of the residency program is required to qualify for a five-year professional educator license.

Our pre-service requirements are designed to prepare the student for the in-depth types of evaluation they will experience as a new teacher in Ohio.
Field Experiences/Student Teaching

It is the belief of the Xavier University Early and Middle Childhood Education Program that there is much to be gained from field experiences in qualified early and middle education settings. In the second semester of the freshman year (EDEL 100, Introduction to Education) our students complete approximately 40 hours of field work in an early or middle childhood, urban school.

In the courses following EDEL 100, students are assigned school observations of shorter duration, but with foci specific to the course content, i.e. observation of children’s play at specific ages, social interaction among middle school children, or reading and writing instruction in the early years. The following courses all have varying amounts (5 to 20 hours) of focused field experience or observation:

- EDFD 110 Human Development and Learning
- EDEC 210 Early Childhood Development
- EDEL 260 Cultural Diversity in Education
- EDSP 205 Foundations in Early Childhood Special Education
- EDRE 312 Reading Methods in Early Education
- EDEC 325 Methods of Observation /Collaboration
- EDEC 230 Play in Early Childhood
- EDME 359 Full Day Child Care
- EDSP 200 Special Education: Identification and Issues
- EDMC 212 Nature and Needs of Adolescents
- EDMC 345 Middle School Classroom Management and Assessment
- EDMC 340 Middle School Philosophy and Organization

The following courses have at least 50 hours of field experience

- EDEC 330 Math and Science in Early Childhood
- EDEC 335 Language Arts and Social Studies in Early Childhood
- EDMC 351 MC Language Arts, Curriculum, Pedagogy, Assessment
- EDMC 352 MC Mathematics, Curriculum, Pedagogy, Assessment
- EDMC 353 MC Science, Curriculum, Pedagogy, Assessment
- EDMC 354 MC Social Studies, Curriculum, Pedagogy, Assessment
- EDEL 440 Transition for Intermediate Grades- 15 weeks
- EDEC 450 Early Childhood Student Teaching – 15 Weeks
- EDMC 455 Middle Childhood Student Teaching – 15 Weeks

Students in Xavier University’s Teacher Education Programs are required to have at least one field placement (not only observation) in an urban school with a culturally diverse population of students. The greater Cincinnati area affords many opportunities for diverse placement opportunities. Placements must also reflect a variation in age of students.

*See field experience responsibilities for additional information.
Application for Student Teaching

Application for student teaching is made in the spring semester prior to the academic year in which student teaching should occur. This is true for Fall or Spring candidates.

Applications are made available during a mandatory meeting in February. They are returned to the Early and Middle Childhood Education Programs Office in 307 Hailstones Hall by a specified date in March.

Placements are determined based on a number of factors: geographical needs of the student, age range of students that will meet licensure requirements, subject areas available for middle childhood concentrations, prior experience in an urban setting, and our ability to cluster students in professional practice schools. Additional factors taken into consideration are the students’ desire for urban, suburban, or Catholic school placements. We request that students answer all questions on the application thoroughly, but students should not pursue their own student teaching placement. The process is lengthy, but usually accomplished by April or May.

When students receive information regarding their placement they will be advised as to “pre-student teaching experience” requirements (30 hours) that must be completed prior to student teaching. Additional information regarding lesson planning, reflective journals, videotaping, portfolios/edTPA, and general conduct of student teaching is given to students prior to the beginning of the term.

Assessment of student teachers is based on the Ohio Standards for the Teaching Profession, the same criteria that is used by the State of Ohio to assess teachers. Criteria specific to early or middle childhood will be found on the actual evaluation forms.
Guiding Principles for Field Based Experiences

It is the belief of Xavier University that the preparation of teachers is a mutual responsibility of the institutions of higher education and local elementary and secondary schools. In this cooperative enterprise, the University should provide the basic preparation and instruction in the general education phases of the candidate’s program and in the areas of specialization and professional theory. It should provide also for supervisory and coordinating services related to field-based experiences, including student teaching.

It is the responsibility of the local schools to provide the laboratory facilities for observations, participation, and student teaching together with the services of the cooperating teachers. Mutual understanding and respect are key factors in a cooperative program of this nature. To secure such, it is important that there be a clear understanding of roles and responsibilities for all participants: the university student, the cooperating teacher, and the university supervisor.

School systems that are utilized for field-based experiences should offer their facilities with full knowledge and approval of the chief administrative officer and the board of education. Xavier University is responsible for the communication of all expectations it holds for field-based candidates and their cooperating teachers.

Participants and Their Responsibilities

Student Teachers are regularly enrolled university students who are eligible to participate in field-based experiences and student teachers who must assume certain responsibilities to derive full benefit from the experiences. The interns’ role is two-fold in nature: they are studying the teaching/learning process, and they are co-teachers whose instructional duties increase as they gain competence and experience in the classroom setting.

Cooperating Teachers are regularly employed teachers or a cooperating school faculty who have at least three years of teaching experience, and possess a current teaching license for their grade level. They have full responsibility for a group of learners and willingly accept the additional responsibility for daily guidance, although they recognize their first responsibility to be the welfare and growth of the children entrusted to their care. They occupy the key role in making the field-based and internship experiences productive ones for the university students.

University Supervisors are members of the teacher education faculty, either adjunct or full-time, who assume responsibility for the supervision of the activities of students in the field. They work as a liaison between the university and public and private schools through visitation to the schools. The visitation of students is only one aspect of the role of supervisors. They also have the obligation of working directly with the cooperating personnel to provide realistic, relevant laboratory experiences for university students.
Policies Regarding Field Experiences

Students completing field-based experiences are expected to exhibit professional conduct. Xavier University has established policies, which are to be followed for all field experiences and internship.

**Policies on dress and grooming.** A student’s dress and grooming must be consistent with the standard established for professional appearance.

**Policy on absences.** A student is to be present in the classroom for the assigned dates of the field experience or for the internship, except in cases of illness or extreme emergency. An outside activity or personal business is NOT considered a valid excuse. The student must notify the school and the University of an absence. Response to this obligation is considered an index of professional attitude and responsibility. Unexplained absences should be reported immediately to the University supervisor or the program director for Childhood Education.

**Policy on corporal punishment.** A student teacher is NEVER to administer corporal punishment as a means of discipline; nor, should an intern be asked to witness such an act.

**Policy on teacher absence and substitute teaching.** Since a student teacher is not yet licensed, it is against state law and University policy to use a student as a substitute. Graduate students holding a certificate are an exception to this rule. A certified teacher MUST be present with or within calling distance of a student teacher. A certified teacher MUST be present in the classroom with a field experience student at ALL times.

**Policy on student evaluation.** A cooperating teacher is expected to complete an evaluation of a student for a field experience. This evaluation should be reviewed with the student before it is sent to Xavier for placement in the student’s file. In addition, the University supervisor conducts conferences with the cooperating teacher and the student. The evaluation form completed during this conference is also placed in the student’s file. During student teaching, on-going evaluations will be made by the cooperating teacher and the Xavier supervisor. The student teacher must also evaluate her/himself constantly and seek help in areas that need improvement. Two formal conferences will be held between the three participants during the semester.

If a student’s performance becomes unsatisfactory, a conference should be immediately arranged with the supervisor. If at any time a student menaces the program by unprofessional attitudes and/or conduct, by lack of skill in performing required activities, or in personal immaturity to work professionally with children, prompt removal from the field experience or from the experience seems advisable, the student will be apprised of that decision. A student is advised to withdraw from the program only after a careful review of all factors and after a number of concerned people at the university and school levels have been consulted and have concurred in the findings and decision. The student does, in such cases, have the right of appeal.

**Policy on strikes, study days, boycotts, work stoppages, and sanctions.** Since student teachers do not have the legal status of certified personnel, Xavier University believes the best interest of the total profession will be served when they are not exploited, when their neutrality is maintained and when their field experience education aids them in resisting premature and hasty action. Therefore, in the case of any of these events, they should not report for duty or be in or near the building of assignment. If the problem appears to be one of long duration, another assignment will be arranged.

When a school system is formally placed under SANCTION, an in-progress field or internship will be completed. Assignments to schools within systems under sanction will be made only if the student wishes assignment after having been informed of the facts of the situation.
Xavier University Early and Middle Childhood Education Programs  
Student Teaching Observation

Student Name_________________________ Date of Observation__________________

Cooperating Teacher____________________ School/Grade________________________

Please evaluate the Xavier University student teacher by placing checkmarks as appropriate below. Please include narrative and anecdotal remarks on the form as well.

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<thead>
<tr>
<th>0</th>
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<th>2</th>
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</thead>
<tbody>
<tr>
<td>Does Not Meet Expectations</td>
<td>Meets Expectations (in progress)</td>
<td>Exceeds Expectations</td>
</tr>
</tbody>
</table>

**Focus on Teaching and Learning (OSTP:1,2,3,4)**

1. Models respect for students’ diverse cultures, language skills, and experiences.

2. Knows content being taught and uses knowledge of content-area concepts, assumptions, and skills to plan instruction.

3. Makes content meaningful and relevant to students’ lives.

4. Selects, develops, and uses a variety of diagnostic, formative, and summative assessments.

5. Aligns instructional goals and activities with school and district priorities and Ohio’s academic content standards.

6. Uses information about students’ learning and performance to plan and deliver instruction.
### Focus on Teaching and Learning Continued (OSTP:1,2,3,4)

<table>
<thead>
<tr>
<th>Measure</th>
<th>0</th>
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<tbody>
<tr>
<td>Communicates clear learning goals and explicitly links learning activities to those goals.</td>
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<tr>
<td>Differentiates instruction to support learning needs of all students.</td>
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<tr>
<td>Creates and selects activities designed to help students develop as independent learners and complex problem-solvers.</td>
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<tr>
<td>Uses resources and technology effectively to enhance student learning.</td>
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**Additional Comments and Observation Notes:**

For the final observation, the observer should mark one of the following in reference to the student teacher's overall performance for the semester.

- 0: Does not meet expectations
- 1: Meets expectations
- 2: Exceeds expectations

Signatures below verify that the marking of each standard and the supporting evidence have been discussed with the student teacher.

Observer’s Name/Role

Observer’s Signature

Student’s Signature

Date
Early and Middle Childhood Education Student Handbook
Acknowledgement Form

Please sign and submit this form to your EDEL100, Introduction to Education, instructor indicating that you reviewed a copy of the School of Education Handbook, with special attention to your major in Early or Middle Childhood.

I have reviewed the Xavier University School of Education Handbook.

Print Name: ____________________________________________

Signature: ____________________________________________

Date: _________________________________________________

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