



Teacher Education Admission Tutorial

Welcome to the
School of Education and Professional
Studies

Secondary Education Programs

Program Details

- Students pursuing Secondary Education must have a minimum of 2 majors. The 1st major is in Arts & Sciences and the 2nd major is in Education.
- Students must declare a 1st major in an Arts & Science area that corresponds with the Secondary Education major. Go to the specific department to declare the 1st major.
- The following are the Secondary Education Programs with their corresponding Arts & Science Major(s):
 - Middle and Secondary Mathematics Education - 5-6/7-12 Certification
 - - Mathematics Major
 - Middle and Secondary English Language Arts Education- 5-6/7-12 Certification
 - - English Literature Writing Major

Program Details

- Middle and Secondary French Education - 5-6/7-12 Certification
 - French Major

- Middle and Secondary Spanish Education - 5-6/7-12 Certification
 - Spanish Major

- Middle and Secondary Social Studies Education- 5-6/7-12 Certification- Select one of the following:
 - Anthropology
 - Economics
 - History
 - Politics
 - Sociology

Program Details

- Secondary Science Education - 7-12 Certification
Select one of the following:
 - Biology
 - Chemistry
 - Geology
 - Physics

- BA/MST- Science Education
 - Requires additional Science courses with higher standards
 - Option A - 1 High School Science - 5-6/7-12 Certification
 - Option B - 2 High School Sciences - 7-12 Certification

Program Details

- Students are accepted into Secondary Education when the criteria below is met:

You must be **ONE** of the following:

- An incoming freshman student
- An incoming transfer student
- A SUNY Potsdam student with a 2.0 minimum overall GPA with **less** than 6 education credits completed
- A SUNY Potsdam student with a 2.5 minimum overall GPA with **6 or more** education credits completed

AND

You have completed the 3 steps in the declaration process, which include:

- Viewing the on-line Secondary Education tutorial
- Taking and passing the on-line Secondary Education Quiz with 100% of the questions answered correctly
- Completing and submitting the on-line Secondary Education declaration form

Program Details

Advisors - You will have an advisor in each major.

- Your Arts & Science major advisor is responsible for removing your advising hold once you have met with them each semester and they have approved your planned schedule.
- Once you have successfully declared a Secondary Education major, you will be assigned a second advisor in Education.
- You can locate the name of your advisor(s) by logging into BearDeN or Bear Paws and checking your course summary. Your Education advisor's name will also appear on the advisement guide that will be mailed to you at your campus address.

Program Details

Advising Roles and Responsibilities

- Meet with both Education and Arts & Science advisors at least once a semester. Advising occurs during October and April, but students can meet with their advisors throughout the year for mentoring, guidance and general advice.
- Bring all pertinent paperwork to every advising appointment, i.e. advisement guide, list of questions, course options, Transfer Credit Evaluation (if appropriate), etc...
- Your Arts & Science advisor must remove your advising hold before you can register for courses.
- **You are ultimately responsible for your Education and ensuring you get the best and most accurate advice.**

Assessment Gates/Benchmarks & Dispositional Framework

Assessment Benchmarks and Dispositional Framework addresses:

- Academic Requirements
- Performance Indicators which include:
- Personal, Professional, Social Attitudes and Behaviors

Note: The Assessment Benchmarks and Disposition documents must be read prior to declaring Secondary Education. The documents are found on the declaration application form, which you will fill out once you have read this tutorial and passed the quiz.

Assessment Gates/Benchmarks

➤ Academic Requirements

- 2.0 minimum grade in each required course (2.3 for BA/MST)
- 2.0 minimum overall GPA - initial criteria to be admitted
- 2.5 minimum overall GPA - once 6 credit hours of education courses have been completed (2.75 for BA/MST)
- 2.75 minimum cumulative GPA in Education major (EDLS and SECD courses)
- 2.5 minimum GPA in Arts & Science area (2.75 for English and BA/MST)

***Note** - *Students cannot select the S/U option for any Education course. It is highly recommended that the S/U option not be selected for Arts & Science major area courses.*

Dispositional Framework

- Performance Indicators address personal, professional, and social attitudes and behaviors. Students must:
 - Demonstrate value of content discipline
 - Work well with others
 - Take responsibility for her/his own actions
 - Foster positive relationships
 - Behave in a professional manner
 - Maintain a high level of competence and integrity in her/his practice
 - Show comfort with uncertainty
 - Recognize and respect her/his own diversity and the diversities of others

Field Experience

- All programs require a minimum of 100 clock hours of field work in a classroom setting. The field work placements will be **arranged** by SUNY Potsdam faculty and staff.
- 100 clock hours of field experience (practicum or observation hours) are completed in conjunction with Education courses throughout different semesters.

Note: Students are responsible for their own transportation during all field experiences. This includes any required field experience prior to Student Teaching, as well as the individual placements during Student Teaching.

Student Teaching

- All students must apply for Student Teaching one (1) full semester prior to the intended Student Teaching semester.
 - Two part application process
 - All Education courses must be successfully completed before beginning the Student Teaching semester.
 - Program Gates & Dispositions must be successfully met prior to Student Teaching
 - ***Note: If a student is registered for Student Teaching the following semester and the above requirements are not met, the student will be dropped from Student Teaching.***
- Student Teaching should not occur in the school you attended
- Student Teaching Abroad opportunity: (separate application is required)
 - Australia

Initial Certification Requirements

- Students are required to open a TEACH Account. More information will be provided later in your program.
- Certification Application
 - Up-to-date information will be provided by the Certification Office, Satterlee Hall, Room 111, during the Student Teaching semester.
- Fingerprint Clearance – complete on-line fingerprint application through student's TEACH account and submit at least 6 months prior to graduation. Fingerprint cards can be obtained outside of Satterlee 111 or at University Police.
- Degree Awarded - Students must apply for, and be awarded their SUNY Potsdam degree, to be eligible to apply for Initial Certification.

Initial Certification Requirements (continued)

- Certification Exams – A passing score must be obtained on all exams. Information regarding the New York State Teacher Certification Examinations (NYSTCE) is available at www.nystce.nesinc.com.
- Liberal Arts and Sciences Test (LAST)
- Content Specialty Test (CST)
- Assessment of Teaching Skills – Written (Secondary) (ATS-W)

Note: These exams are subject to change in the future.

Professional Certification Requirements

- To obtain Professional Certification, the following must be completed within five years of earning Initial Certification:
 - Master's Degree in a functionally relevant field (BA/MST students fulfill the Master's Degree requirement through the program)
 - Teach for 3 years
 - Receive mentoring in the first year of teaching in a public school district

- *Note: Apply online for Professional Certification once these two requirements have been met.*

- To maintain Professional Certification students must complete:
 - 175 clock hours of professional development every five (5) years.

- *Note: Out-of-state certification may be obtained by directly contacting the specific state's education department.*

Transfer Credit Information

This information is for students who have transferred from another college or intend on taking a course at another college.

- Read this document carefully. Pay close attention to remaining General Education requirements.
- Students who intend on taking a course at a two year college should refer to the course equivalency table found at the following web site: www.potsdam.edu/admissions/transfer/

Note: Be sure to send an official transcript to SUNY Potsdam's Admissions office once courses are complete from another college.

- Inquiries regarding four year college courses should be directed to Suzanne Manfred, Director of Academic Transfer Services, at manfresr@potsdam.edu or (315)267-2237.
- Always discuss transfer credits with your advisor(s).

Scholarships

- General Scholarship information available at: <http://www.potsdam.edu/admissions/financial/scholarships/index.cfm> or through Financial Aid Office, 3rd Floor Raymond Hall.
- Education Scholarship information is available at the above web site or in Satterlee Hall, Room 201C.
 - Deadline: Early February

Coaching Certification

- There are 3 courses which can be taken at SUNY Potsdam that lead to a coaching certificate.

**Note: Coaching courses do NOT count for PE credit*

- May add to your marketability
- Contact: Mr. William Mitchell, Maxcy Hall, (315)267-2307

Reminders

- If playing a sport, notify your advisor. It is **not** recommended that students Student Teach the same semester they play a sport.
- Use your Potsdam e-mail account and check it often. This is where important information about your program will be sent.
- All students have a Barrington Student Union on-campus mailbox. Check it regularly. Important documents will be sent here.

Contact Information

- Lisa Stewart, Teacher Education Advising Coordinator
 - stewarla@potdam.edu
 - (315)267-3429
 - Satterlee Hall, Room 110

- Kristin Jordan, Academic Advisor
 - jordankl@potdam.edu
 - (315)267-3083
 - Satterlee Hall, Room 108A

If you have any comments or suggestions regarding this tutorial, please e-mail one of us. We welcome your comments.

Quiz Information

- To take the quiz, go back to www.potsdam.edu/academics/soeps/educationadvising and click on declare an education major, then click on the quiz listed under the appropriate tutorial you just viewed.
- You may keep this tutorial open to assist you while you take the quiz.
- Once you have passed the quiz (100% of the questions must be answered correctly), click the exit button and you will then be directed to the page where you can declare your major in Teacher Education. If you do not earn a score of 100%, you must re-take it until you do.