



Department of Education

FALL 2016 Cohort

STUDENT HANDBOOK

For Elementary Education

I have read the entire Student Handbook and will adhere to the rules and policies stated therein.

Signature

Date



Department of Education
FALL 2016 Cohort

STUDENT HANDBOOK
For Elementary Education

Name: _____
Date: _____

DSU Department of Education Program Standards


	<h3 style="text-align: center;">Mission Statement</h3> <p>The mission of the Department of Education is to create learning experiences for its candidates that foster collaboration, professionalism and competence in content and pedagogical knowledge. Through the integration of leadership, scholarship, reflection, and community partnerships, the Department prepares its candidates to be outstanding teachers within diverse and changing communities.</p>
<h3 style="text-align: center;">DSU Program Standards/ Utah Effective Standards</h3> <p style="text-align: center;">(The standards listed below incorporate national (CAEP), state standards (UETS) and Dixie State University core themes of learning, engagement and opportunity)</p>	
<p>The Learner and Learning –</p> <p>Standard 1: Learner Development – The teacher understands cognitive, linguistic, social, emotional, and physical areas of student development.</p> <p>Standard 2: Learning Differences – The teacher understands individual learner differences and cultural linguistic diversity</p> <p>Standard 3: Learning Environment – The teacher works with learners to create environments that support individual and collaborative learning, positive social interactions, active engagement in learning, and self-motivation</p>	
<p>Instructional Practice –</p> <p>Standard 4: Content Knowledge – The teacher understands the central concepts, tools of inquiry, and structures of the discipline.</p> <p>Standard 5: Assessment – The teacher uses multiple methods of assessment to engage learners in their own growth, monitor learner progress, guide planning and instruction, and determine whether the outcomes described in content standards have been met.</p> <p>Standard 6: Instructional Planning – The teacher plans instruction to support students in meeting rigorous learning goals by drawing upon knowledge of content areas, Utah Core Standards, instructional best practices, and the community context.</p> <p>Standard 7: Instructional Strategies – The teacher uses various instructional strategies to ensure that all learners develop a deep understanding of content areas and their connections and build skills to apply and extend knowledge in meaningful ways.</p>	
<p>Professional Responsibility –</p> <p>Standard 8: Reflection and Continuous Growth – The teacher is a reflective practitioner who uses evidence to continually evaluate and adapt practice to meet the needs of each learner.</p> <p>Standard 9: Leadership and Collaboration – The teacher is a leader who engages collaboratively with learners, families, colleagues, and community members to build a shared vision and supportive professional culture focused on student growth and success.</p> <p>Standard 10: Professional and Ethical Behavior – The teacher demonstrates the highest standard of legal, moral, and ethical conduct as specified in Utah State Board Rule R277-515</p>	

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Important Education Websites

State of Utah Office of Education (USOE) www.schools.utah.gov/main

Utah Educational Network (UEN) - UEN provides free web tools and services, such as lesson plans, videos, curriculum resources. www.uen.org

Utah Effective Teaching Standards (UETS)

<http://www.schools.utah.gov/CURR/educatoreffectiveness/Standards/Teaching/EffectiveTeaching.aspx>

Teachers of English to Speakers of Other Languages (TESOL) www.tesol.org

Council for the Accreditation of Educator Preparation (CAEP) <http://caepnet.org/>

American Psychological Association (APA) citation and format style:

<https://owl.english.purdue.edu/owl/section/2/10/>

General Policies and Procedures for DSU Students

1. The following **DSU Students Rights and Responsibilities** can be accessed on the following website:
<http://www.dixie.edu/reg/student-rights.html>
2. **Student Right to Know and Campus Security Act** - requires that colleges and universities throughout the country produce statistics and/or information on a number of subjects at
<http://right2know.dixie.edu>
3. **D-mail Accounts** - Important class and university information will be sent to students' D-mail account. This information may include DSU billing, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to success at DSU. All DSU students are automatically assigned a D-mail account. For information, name and password, go to helpdesk@dixie.edu or call (435) 879-4357 for complete instructions. **All students will be held responsible for information sent to the D-mail account.**
4. **Student Resources** -
 - **Tutoring services** are provided for all registered DSU students and is available for all subjects at the Holland Centennial Commons Building, Room 431. www.dixie.edu/tutoring
 - **The Writing Center** is also in the Holland Centennial Commons Building, Room 421. Help is available from the Center online by submitting papers at www.dixie.edu/owl/.
 - **The Testing Center** is located in the North Plaza Building. The hours are posted online at <http://dixie.edu/testing>.
 - **The Smith Computer Center** is located in the Avenna Center and is available for students who need technology services to complete homework assignments and research for any course on campus. Check the facility for time schedule at www.dixie.edu/campus/smiths_computer_center_php.
 - **Dixie State University Library** at the Jeffrey R. Holland Centennial Commons (HCC) can be accessed online at www.dixie.edu/library. To inquire about article databases, click "library"

on the main DSU website. The library has great materials for lesson planning. Contact the education librarian, Ms. Linda Jones (ljones@dixie.edu) for assistance.

- **Dixie State University Wellness Center** promotes healthy lifestyle behaviors through health and wellness resources, information and services. It is located at 34 N. 600 E. For appointments call: 435-652-7756 or visit the website at www.dixie.edu/wellness.

5. **DSU Graduation Requirement** - To be eligible to graduate, a student must complete an online graduation application, complete a degree audit, and meet with the Elementary Education Advisor. The degree audit must be completed prior to the published deadline for the semester of intended graduation. Only degree seeking students may participate in the commencement. For any questions regarding the degree audit or online application, contact the Elementary Education Advisor for details. <http://www.dixie.edu/graduation>
6. **Disability Resource Center** – Any student with a medical, psychological or learning disability and is requesting reasonable academic accommodations due to this disability, must provide an official request of accommodation to the Disability Resource Center within the first two weeks of the beginning of classes. For further information regarding the Americans with Disabilities Act (ADA) call (435) 652-7516. www.dixie.edu/drcenter.
7. **Cell Phones/Text Messaging** - In order to maintain a professional and respectful environment during all classes, cell phones must be put on vibrate. No text messaging in class. Any exceptions to these rules must be approved by the instructor.

Elementary Education Program Policies and Procedures

1. **Orientation** - Program orientation attendance is mandatory. The student is required to bring this Student Handbook to the orientation. The Elementary Education Placement Director will collect the signed front page.
2. **Grades** - Students in the Elementary Education Program must maintain a cumulative GPA of 3.0 or higher and receive a C or better in all education program courses. Failure to maintain these academic standards will result in either academic probation during the Program, deferment, or removal from the Program. A student is only allowed one semester of academic probation. At the end of the first semester of probation the student will be removed from the Program if the mandatory GPA requirement has not been met.
3. **Disposition Review Form** – This form can be used by faculty, university clinical supervisors, mentor teachers and staff in reporting disposition concerns about students. Further details will be presented in the Program.

The Disposition Review Form consists of:

- Ethical Behavior
- Punctuality
- Preparation
- Participation
- Dependability
- Leadership
- Positivity
- Autonomy
- Interpersonal relationships
- Organization
- Self-awareness
- Represents DSU in a positive way
- Respect

4. **Personal Information** – A student must notify the Department of Education Secretary and the Elementary Education Placement Director of any changes to personal information including name, address, phone number, e-mail, etc. The student is also responsible for making these changes to their official DSU record under the student tab in MyDixie.
5. **Student Concerns** - Students accepted into the Elementary Education Program who have a grievance regarding any aspect of the Program, should address the concern in accordance with the following procedure under 5.33 Student Rights and Responsibilities Code at the following URL:
<http://dixie.edu/humanres/policy/sec5/533.html>.
6. **Deferment from the Program** - A request must be submitted in writing to the Department Chair providing *compelling* reasons for the deferment. The Department Chair will present the request to the Elementary Education faculty. A decision will be conveyed to the student within 2-3 weeks of submitting the request. The maximum period for deferment is two (2) years. Once students are accepted into the Program, they may not defer prior to the beginning of the first semester of the Program. Request for deferment must be submitted prior to the requested semester. The deferment request for Spring semester must be submitted before December 1st and for Fall semester, before April 1st. After deferment approval, the student must meet with the Elementary Academic Advisor and Elementary Education Placement Director to sign a contract.
7. **Withdrawal from the Program** – A letter must be submitted to the Department Chair indicating the student will be withdrawing from the Program. Once the letter has been received, the withdrawal will be in effect. The student must contact the Elementary Education Placement Director immediately in order for the Director to contact the Practicum Mentor Teacher. It is the responsibility of the student to withdrawal completely from DSU before the posted academic semester deadline. Failure to do so will result with “F”s on the student’s transcripts.

If a student chooses to return to the Program at a later date, the student must re-apply to the Program.

8. **American Psychological Association (APA) Style** (<http://www.apastyle.org/>) - The American Psychological Association (APA) has established an editorial style that it uses in all of the books and journals that it publishes. The educational field has adopted this style as the standard. Be sure to use the most recent edition of the book.

Elementary Education Cohort Program

1. The Elementary Education Program admits a group of applicants both Fall and Spring semesters. This group is called a cohort. Students in the cohort take classes together throughout the junior and senior years. The cohort functions as a support network for students. Students elect officers for the cohort and decide on the level of organization that they want to have. Often email and phone trees are set up to communicate with each other and to collaborate in assignments and other aspects of student life. The cohort system provides the Elementary Education Program structure for assuring quality instruction and good communication among students.
2. The cohort will follow a designated course schedule. Most of the courses in the Elementary Education Program also have practicums. For a list of courses, titles, credit hours and practicums, see Appendix A, page 15.

3. **Grades** - In the Elementary Education Program grades will be based on the following scale:

A	95-100%	B-	80-83%	D+	67-69%
A-	90-94	C+	77-79	D	64-66
B+	87-89	C	74-76	D-	60-63
B	84-86	C-	70-73	F	Below 60

4. **Syllabus** – A syllabus will be provided to each student for each class at the beginning of the semester. A syllabus is a contract between the student and the instructor; therefore, it is the responsible of the student to follow the policies and guidelines contained in the syllabus. If clarification is needed on any aspect of a syllabus, they should see the instructor immediately.
5. **Final Examinations** – The dates, time, and room number will be provided to the students by the instructor. They may be different than those posted in the DSU catalog. The student must make sure to follow the times given to them by the instructor.
6. **Student Evaluations** - At the end of every semester, each student is asked by the University to evaluate the instructor. The instructors use this feedback to reflect on the course and instruction. For convenience, DSU offers teacher evaluations online. A student can log-in and take these surveys at any time near the end of the semester. It is important that the student fills these surveys out and give an honest opinion of the courses and instructors. **Completing these surveys also gives the student the opportunity to view each course’s final grade earlier than usual.** Students can log-in to complete these surveys at <https://courseval.dixie.edu>.
7. **Early Final Exams** – The DSU Catalog states: “Instructors are required to have a graded class activity during the final exam period for each class. Students are strongly discouraged from requesting early final exams, and such requests will only be granted in extreme circumstances. Permission to take an early final examination requires completion of the Early Final Exam request form, including documentation of severe circumstance requiring the accommodation, and must be approved by the course instructor **and** the appropriate Chair or his/her designee.”
8. **Program Final Assessment** - During the fourth semester, Capstone Course (ELED 4989) students must successfully complete the following exit project in order to complete the Program:
- Teacher Work Sample (TWS) – The TWS will be fully explained during the Program and information will be provided for grading criteria.
9. **Fees**
- **Program Fee** - Each semester, \$50 will be added to tuition. This fee is for mentor teacher stipends for student teaching, nametag, mileage for supervision, materials for mentor teachers and any other incidental costs related to the Program. This is a non-refundable fee.
10. **Exceptions**
- Any student accepted into the Elementary Education Program is required to adhere to all policies and procedures without exception.

Practicum/SEE

- 1. Practicum** - The DSU Elementary Education Program is designed around a field-based approach with the practicum a powerful and unique component of the Program. Each semester, students are assigned a weekly full-day practicum placement in a public school setting. The practicum experience is designed to give students the opportunity to apply concepts learned in the Program to real-life teaching in the classroom. Students are usually placed in pairs called a “dyad” in one classroom. This allows the students to reflect together and collaborate in course assignments. Occasionally, a student is placed alone in practicum because of an uneven number of students or to accommodate individual needs.

Practicum Policy

Because practicum is an integral part of the Elementary Education Program students need to adhere to the following policies:

- Practicum Attendance is mandatory. It is a full-day assignment. The only exceptions are pre-scheduled holidays or breaks. If the school is having parent conferences, students should ask if they could sit in on a few conferences. In not, arrange other activities for the rest of the day.
- The student is expected to be at the assigned practicum 20 minutes before students arrive and to remain 20 minutes after students leave for the day.
- If a student is ill or has an emergency and is unable to be at the practicum assignment, they must do the following:
 - Call the school and teacher before school starts
 - Email Elementary Education Placement Director
 - Email University Supervisor
 - Contact dyad partner (if applicable)
 - Schedule make-up day(s) with the mentor teacher as soon as possible. Let the Elementary Education Placement Director and University Supervisor know of the make-up day(s).
- If a student is having issues or problems in the practicum assignment, they should discuss the problem with the Elementary Education Placement Director as soon as possible for solutions. The Elementary Education Placement Director is the liaison between the student and the practicum school.
- All personal and confidential information must stay in the classroom and not be shared even with the fellow students or family members.
- Dress and behavior must be professional at all times.
- Disposition is important. Students must adhere to confidentiality, dress and maintain professional behavior. Practicum should be looked upon as a continual job interview.

2. The Student Enhanced Experience (SEE) Apprentice Program

Fall Entrance Elementary Education students have the option to participate in the Student Enhanced Experience (SEE) Apprentice Program during their senior year. This Program is conducted in partnership with Washington County schools. It is a full year paid placement including practicum and student teaching requirements. Students must have a 3.5 GPA and will participate in an interview process for placement. Information about the SEE Program will be fully explained during the second semester in the Program.

Student Teaching/STEP

- 1. Student Teaching** - Student teaching is the culminating experience of the Elementary Education Program. Student teaching is completed in the last semester of the senior year and consists of eleven weeks of full-time teaching. Any missed time must be made up. **A Student Teaching Handbook will be given at the time of student teaching.**

Students are placed by the Washington County School District unless requests are made to work in a charter or out of area school. Applications are due each year on April 1st for fall and spring student teaching. The student may request a grade level and general school location for student teaching placement. However, placement requests are not guaranteed. The school principal has final approval of placements for student teacher.

Students are expected to dress and conduct themselves as if they were professional teachers in the classroom. Throughout student teaching a University Clinical Supervisor is assigned to observe and evaluate the student teacher. Performance will also be assessed by the mentor teacher. Grading for student teaching is a letter grade based on an average of the supervisor and mentor teacher evaluation scores.

A student must have a passing grade (C grade or better) in student teaching in order to be recommended for a teaching license. If a student does not have a passing grade in student teaching the first attempt, they may enroll in student teaching for a second semester. Students are given two attempts to pass.

Students cannot be paid for student teaching. This means that students cannot be paid to substitute teach as a part of the student teaching. If the student teacher is an employee with the school district, either full-time or part-time, the student cannot perform student teaching as a part of the job or in the same school during that academic year.

When completing student teaching in a Washington County school, all fees (except USOE student teaching license) are included in the standard student fees and tuition.

Student Teaching License Fee – In order to student teach, a student must have a Student Teaching License issued by USOE.

The steps for obtaining a student teaching license are as follows:

- Go to: utah.gov/teachers
- Go to: “Student Teacher/Intern License”
- Click: “Start Your Student License” button and read privacy policy statement
- Click: Continue and then enter the requested Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS) ID and birthdate
 - A student’s CACTUS ID number is issued by USOE once the background check has been cleared. This is the USOE teaching education number used throughout the entire teaching career. Do not make name changes to the CACTUS ID until hired as a teacher.
- Click: continue and then follow instructions from there to complete application
- Pay the fee online by debit or credit card
- Print out the license and send an electronic copy to the Elementary Education Placement Director

Out-of-Area Student Teaching - A student may request an out-of-area placement for student teaching. The following should be considered:

- All academic requirements remain the same for out-of-area placements including the responsibility to be in attendance for EDUC 4440 during the first three weeks of the semester.
- The Capstone (ELED 4989) course is also taken during student teaching. This can be set up online but it falls on the student teacher to ensure attendance each week and that all assignments are turned in on time.
- The high quality of supervision and close support of Elementary Education Program faculty embedded in the DSU Elementary Education Program will not be available in other areas.
- Forms may not arrive in time for critical deadlines.
- **Out-of-Area Student Teaching Fee** – This fee is payable online. The out-of-area student teaching fee will differ according to the requested area.

2. Student Teaching Employment Program (STEP)

Students with a Spring entrance in the Elementary Education Program may have the option to apply to participate in the WCSU STEP. After student teaching is completed the student will take over the classroom for the rest of the school year as a first year teacher. This is a paid position.

Student Intern Requirements include:

- Submission of STEP application form to the Elementary Education Placement Director.
- Recommendation from current and previous practicum University Supervisors.
- Maintenance of a clean academic record with cumulative GPA of 3.0 or higher and receive C or better grades in all education program courses.

Licensure/Job Information

1. Utah Level 1 Teaching License Application and Fee

- All prospective license holders must complete an online ethics review before being recommended for licensure. The review is found at www.utah.gov/teachers. A notice from USOE will be sent to DSU once a student has successfully completed the review.
- Once the student has completed the online ethics review and the degree is awarded from DSU, the Department of Education will recommend students for licensure to the Utah State Office of Education.
- The student will receive a notification that the recommendation for licensure has been sent to USOE. This notification will include instructions on how to apply to USOE for the Initial Level 1 license. The application includes a fee for the license, payable online to USOE.

2. Placement File/Job Applications/Job Fairs

Placement File

Dixie State University no longer retains a placement file for students. When applying for a job, students will need to provide the following:

- Résumé.
- Transcript - For an application it is acceptable to use the online transcript.
- Final Student Teaching Evaluation - Students need to request copies from their University Clinical Supervisor and mentor teacher during student teaching.

- Praxis II Passing Documentation - Students must retain a copy of the official report sent to them by ETS. The same form is also available for a short time on the ETS website. Once it is removed from the website, a student will be charged for copies. The current fee is \$50.00.
- Letters of Recommendation – Collect 2 or 3 Letters. Allow enough time for letters to be completed.

Job Applications

- Applications are completed online. Check district websites often for job listings.
- Some districts may ask if an applicant is related to current employees. This information is needed to ensure that a supervisor or principal is not related to a teacher assigned to their school.
- The application will ask about teaching license status. Student applicants do not currently have a teaching license.
- Remember to respond truthfully to all questions on the application.

Job Fairs

- Student teachers are excused from student teaching for the BYU and DSU Job Fairs. Once the dates are known the student teacher must request this absences from their mentor teacher.
- Students may also request to be excused for job interviews held in Washington County. It should only be for the time of the interview and not for a full day.
- The BYU Job Fair is held in Provo, Utah every March. The Career Center will let the students know the date and how to attend. The DSU Education Senator may write a bill requesting student financial assistance in order to attend.
- The DSU Job Fair is also held every March.
- WCSD interviews are held in April.

APPENDIX

A. Elementary Education Program Courses, Credit Hours, Practicums

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NOTE: You will be directed by Program instructors on most recent forms to use.

Additional resources can be found on our Department of Education website:

<http://education.dixie.edu/helpful-links/>

APPENDIX A

Elementary Education Program Courses, Credit Hours, Practicums

Courses	Name	Credit Hours	Notes
1st Semester			
ELED 3100	Curr Design, Planning & Assessment	3	Practicum
ELED 3150	Principles of Early Childhood Education	2	
ELED 3350	Literacy Acquisition of Young Children	3	Practicum
ELED 3410	Language Acquisition & Cognition ESL	3	Practicum
ELED 3550	Curr for Early Childhood Education	3	Practicum
ELED 3650	Assessment of Young Children	2	
		16	
2nd Semester			
ELED 3250	Effective Classroom Management	3	Practicum
ELED 3300	Literacy for the Intermediate Grades	3	Practicum
ELED 3420	Assessment for ESL Education	3	Practicum
ELED 3500	Healthy Lifestyles & Physical Education	3	Practicum
ELED 3900	Diff Instr for Exceptional Children	3	Practicum
ELED 4200	Fine Arts in Elementary Education	2	
		17	
3rd Semester			
ELED 4100	Methods in Teaching Elementary Math	3	Practicum
ELED 4300	Methods in Teaching Elementary Science	3	Practicum
ELED 4400	Methods in Teaching Elem Social Studies	3	Practicum
ELED 4410	Methods/Strat/Materials Lang Arts ESL	3	Practicum
ELED 4430	Family/Parent Involvement Educ. ESL	2	
ELED 4600	Methods in Teaching Elem Language Arts	2	
		16	
4th Semester			
ELED 4440	Integrating Language and Content ESL	3	
ELED 4900	Student Teaching	9	
ELED 4989	Capstone Seminar	1	
		13	