



Department of Education

Fall 2015 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

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DSU Department of Education Program Standards

Department of Education Standards: Being familiar with the education standards is an important factor in becoming an educator. The DESERT Model will be changing to Utah Effective Teaching Standards. Each student will be receiving and be expected to become familiar with them.

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/>

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 their D-mail, so please check it often.**
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. Their 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 their 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. It is usually held the first week of the first semester in the program. Any scheduling problems must be cleared through the Department Chair, prior to orientation. They must also bring their Student Handbook.
2. **Grades** - Students in the DSU 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 Concern Form** - Disposition means professionalism. It implies an attitude, a disposition and an ongoing desire to represent the education profession in the best possible way by example.

The Disposition Concern Form is a form used by faculty, university clinical supervisors, mentor teachers and staff in reporting disposition concerns about students. All completed forms will be placed in the student's file. Repeat offenses will advance as follows:

- 1st Disposition Form – Student will meet with the individual who wrote the form
- 2nd Disposition Form – Student will meet with the individual who wrote the form, and the Department Chair
- 3rd Disposition Form - Possible dismissal from the program as decided by a Faculty Committee

Please note that ANY infraction determined to be significantly harmful to children, peers, or the DSU program will result in immediate dismissal. (See Disposition Concern Form, Appendix A, page 16)

4. PRAXIS II Content Tests - Praxis II Content Test measures general and subject knowledge. It has been selected by Utah State Office of Education (USOE) to meet the federal government's mandate. The USOE requires all teacher candidates to pass the appropriate Praxis II Content Test for their teaching area prior to licensure. Cost will vary depending on the Content Test being taken. The cost includes a registration fee and a test fee.

- PRAXIS II tests are listed below:
 - Students are required to take PRAXIS II (*5001). It should be taken as a whole and consists of a multiple subject test including Reading/Language Arts, Math, Social Studies, and Science.
 - After a student has taken 5001 as a whole, he/she is allowed to take each subject area that was not pass.
 - The required sections are:

	Cut Scores as of August 2014
• Reading/Language Arts Subtest (*5002)	157
• Math Subtest (*5003)	157
• Social Studies Subtest (*5004)	155
• Science Subtest (*5005)	159
- Elementary Education students must pass the entire PRAXIS II multiple subject test **by December 31, 2015**, in order to continue with the program. If not passed, the student will be placed on deferment until successfully passing the Praxis II. The maximum period for deferment is two (2) years. Students should begin the process of taking the PRAXIS II test as soon as they are accepted into the Elementary Education program.
- PRAXIS II test is only offered at specific times throughout the year.
- PRAXIS II can be taken at the Dixie State University Testing Center. Other testing sites are available.
- The address to register is: www.ets.org.
 - Under "Tests and Products," click on "The Praxis Series™ Tests"
 - Under "State Testing Requirements," select "Utah"
 - Carefully read "Important information," "Test Requirements," and "Test Centers and Dates"
 - Study materials are also available at this site
 - It is highly recommended that the student take the PRAXIS II (5001) multiple subject test be taken first. However, the series can be taken in any order.
- Further information is on the ETS website, www.ets.org.

- Registration must be completed one month prior to the PRAXIS II scheduled date.
- When a student registers, select to have the results sent to Dixie State University.
- The student is required to report all PRAXIS II results to the Elementary Education Placement Director at the time of test taking.
- When the official results are received by email, they need to make sure all three (3) pages are then emailed to the Elementary Education Placement Director.
- Note that students will not receive a paper copy of their scores. The only copy of their scores will be sent to the students' email. The students must print out copies of their results.

5. Contact Information - Any changes to a student's contact information (name, address, phone number, e-mail) must be sent to the Department Secretary immediately and changed on DSU MyDixie in order to receive all pertinent information.

6. 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 outlined below (based on DSU general policy):

- When concerns involve a single instructor or a specific class, the student will first try to resolve the concern with the individual faculty member involved.
 - If the concern was not resolved to the student's satisfaction then the concern should be submitted in writing to the Department Chair. The Department Chair will present the concern to the Department Grievance Committee and will report the decision back to the student within five (5) class days after the committee meets.
- If the concern involves multiple instructors or involves problematic concerns not related to individual classes, the concern should be submitted in writing to the Department Chair. The Department Chair will present the concern to the Department Grievance Committee and will report the decision back to the student within five (5) class days after the committee meets.
- If the student is not satisfied with the decision at the department level, the student may, within 15 class days after the date of the notification of the Department decision, appeal in writing to the Dean of the School of Education who will try to mediate a resolution or recommend other avenues of appeal.
- Students who are still not satisfied are referred to Dixie State University Academic Appeals Policy, section 4A & B. www.catalog.dixie.edu/codeofstudentrightsresponsibilities/

7. 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 their first semester. Request for deferment must be submitted prior to the requested semester. The deferment request for Spring semester must be submitted before November 1st and for Fall semester, before March 1st. After deferment approval, the student must meet with the Elementary Academic Advisor and Elementary Education Placement Director to sign a contract.

Deferment for the Student Enhanced Experience (SEE) – Students who are hired as SEE students in a school and need to defer for a semester must meet with the Elementary Education Placement Director to sign the deferment contract. They must also meet with the Elementary Academic Advisor to ensure paper work is completed for graduation.

8. Withdrawal from the Program – A letter must be submitted to the Department Chair requesting withdrawal from the program. Once the request has been received, the withdrawal will be in effect. The student must contact the Elementary Education Placement Director immediately in order for her 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 leave the program without the approval of a deferment or withdrawal and wishes to return to the program at a later date, the student must re-apply to the program.

9. 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.

10. 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 their junior and senior years. The cohort functions as a support network for students. Students elect officers for their 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 with 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 C, page 20.

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 their 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 their instructor.
6. **Student Evaluations** - At the end of every semester, each student is asked by the University to evaluate their instructor. The instructors use this feedback to reflect on the course and their teaching. 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 their courses and instructors. **Completing these surveys also gives the student the opportunity to view their final grades earlier than usual.** Students can log-in to complete these surveys at <https://courseval.dixie.edu>.
7. **Early Final Exams** – From 2015-2016 DSU Catalog: “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 Assessments** - During the fourth semester, Capstone Course (ELED 4989) students must successfully complete the following exit projects in order to complete the program:
- E-Portfolio – Students will accumulate various artifacts to be included as part of their e-Portfolio.
 - Teacher Work Sample – Information will be provided for grading criteria.
 - Both of these exit projects will be fully explained during the program.
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.
 - **Utah Level 1 Teaching License Application and Fee** - The DSU Department of Education will recommend students for licensure to the Utah State Office of Education (USOE) after a successful program completion and grades are posted. Documentation of their Praxis II scores is necessary in order for DSU to recommend a student for licensure.

In addition, all prospective license holders must complete an online ethics review before being recommended for licensure. The review may be found at www.utah.gov/teachers. There is no fee for the review. A notice will be sent directly to the USOE when they have successfully finished the review. Notification of recommendation will be sent to them by the Department of Education Secretary with instructions so that their **Initial Level 1** teaching license may print off at www.usoe.org. There is a fee to print off the license.

Practicum/SEE/

- 1. Practicum** - The practicum is an integral part of our field-based Elementary Education Program. The practicum experience is designed to give our Elementary Education students the opportunity to apply the concepts they are learning in their University courses to real-life teaching in the classroom. Each semester, students are assigned a practicum placement in a public school setting, meeting specific criteria complementing the courses taken during that semester. In the Elementary Education Program, we place students in pairs called a “dyad” into 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.

The practicum is one full day every week of the semester. Students should arrive early and stay after school each day; twenty minutes before and after school is appropriate. See below for more specifics.

Practicum Policy - A powerful and unique component of the Elementary Education Program at Dixie State University is the amount and quality of practicum experiences our students enjoy. In order to ensure the most complete and positive experiences possible, students need to adhere to the following policies:

- Each student is responsible for being at their assigned school and classroom for the entire school day on each practicum day. Practicum days begin the second week of the term until the last possible day before DSU final exams. The only exceptions will be pre-scheduled DSU and Washington County School District (WCSD) holidays or breaks. The student is expected to be at their practicum 20 minutes before students arrive and to remain 20 minutes after students leave for the day.
- It is expected that the student will assist in running classroom activities and helping with behavior management as much as the student and their mentor teacher feel comfortable.
 - When their practicum students have half-days it is still required for the student to stay and work with the mentor teacher for the balance of the regular workday. It is highly recommended that the student try to be at school anytime their mentor teacher is there, within reason.
- If a student is ill or have an emergency and are unable to be at their practicum assignment they must contact the following people before school begins:
 - School office
 - Mentor teacher
 - Elementary Education Placement Director
 - Their University Supervisor
 - Their dyad partner (if applicable)
 - Schedule make-up day(s) with their mentor teacher as soon as possible. Let the Elementary Education Placement Director and University Supervisor know of the make-up day(s).
- If the school is having tests, parent conferences, or other activities, the student is still required to complete their practicum assignment such as:
 - Offer to help with testing, ask if they can sit in on parent conferences, etc.
 - If their mentor teacher declines to have them present to help or observe, they should try to arrange other activities for the rest of the day at the school.
- If a student is having any issues or problems in their practicum assignment, they should discuss the problem with the Elementary Education Placement Director and their University

Supervisor as soon as possible. The Elementary Education Placement Director is the liaison between the student and their practicum school. If changes need to occur, it must be handled between the Elementary Education Placement Director and their placement school.

- Students dress and behavior must be professional at all times. It is acceptable to dress a little more formally than the mentor teachers.
- All personal and confidential information must stay in the classroom and not be shared even with their fellow students or their family.
- Disposition is important. All students should be gracious, cheerful, and as helpful as possible. They should respect the school principal, staff, mentor teacher, parents, and children. People are taking note of who a student is and whether or not they might want to have them as a future teacher and/or colleague. Be professional at all times.

2. The Student Enhanced Experience (SEE) Apprentice Program - 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 the Washington County schools and includes a full year field placement including practicum and student teaching requirements. The SEE Apprentice Program is a paid position and has additional demands on the students' time and abilities. Students must apply during their second or third semesters, depending on when they entered the program. Once accepted into the program, students will participate in an interview process for placement.

Once placed, students must meet the expectations of the school principal and mentor teacher to continue in the SEE program.

SEE applicants must meet the following requirements:

- Students submit an application to the Elementary Education Placement Director by February 15.
- A cumulative GPA of 3.5 or higher including the current semester.
- Documentation of passing all sections of PRAXIS II.
- Students must be recommended by current and previous practicum University Supervisors.
- The applications will be presented to Elementary Education Program faculty for approval.

Student Teaching

Student Teaching - Student teaching is the culminating experience of our 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.**

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 mentor teachers assigned to a 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 University Clinical 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 only two attempts to pass.

Students cannot be paid for student teaching. This means that:

- Students are not to substitute for a teacher and cannot be paid to substitute teach as a part of their student teaching.
- If the student teacher is an employee with the school district, either full-time or part-time, they cannot perform their student teaching as a part of their 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. The following steps for obtaining a student teaching license are as follows. Further information will be given by the Elementary Education Placement Director.

- Go to: utah.gov/teachers
- Go to: “Student Teacher/Intern License” orange button and read directions
- 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 birthday
- Click: continue and then follow instructions from there to complete application
- Pay the fee online by debit or credit card
- Print out the license now
- Send an electronic copy to the Elementary Education Placement Director.

A student’s CACTUS ID number is issued by USOE once their background check has been cleared. This is the USOE teaching education number that will follow them throughout their entire teaching career.

Out-of-Area Student Teaching - a student may request an out-of-area placement for student teaching. It is strongly discouraged because:

- 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.

- If approved, the student will bear the additional financial responsibilities and fees in order to handle the cost of locating, training and providing a stipend for highly qualified, non-DSU supervisors.
- An application for out-of-area placement needs to be obtained from the Elementary Education Placement Director during the second semester of the program.
- Once the application is completed, a search will be conducted by the Elementary Education Placement Director to determine placement and supervision.
- The application deadlines for the semester students teach will be November 1 for the Spring semester and March 1 for the Fall semester.
- **Out-of-Area Student Teaching Fee** – This fee is payable to DSU cashier's office. Bring paid receipt to the Elementary Education Placement Directory prior to beginning student teaching. The out-of-area student teaching fee will differ according to the requested area

Placement File - Dixie State University no longer retains a placement file for students. When applying for a job, the student is responsible for their own placement file which generally includes the following:

- Résumé
- Official Transcript
- Final Student Teaching Evaluation (Request copies from University Clinical Supervisor and mentor teacher)
- Praxis II information
- Letters of Recommendation

For a small fee, Midterm/Final Evaluations and the Conference Summaries for student teaching can be obtained from the Department of Education Secretary.

APPENDICES

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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://www.dixie.edu/education/program_assessments.php

APPENDIX A

Student _____ Banner # _____ Date ____/____/____

DISPOSITION CONCERN FORM

This form is for faculty, clinical supervisors, mentor teachers, and staff to record and report disposition concerns about students. All completed forms will be placed in the student’s file. Repeat offenses will advance to the next level of severity. Any infraction determined to be significantly harmful to children, peers, or the DSU program could result in immediate dismissal.

Instructions: Fill out the form completely. Arrange a time to meet with the student and the chair of the Department of Education. Contact the Department of Education Secretary at (435) 879-4247. **A copy is given to all signing parties.**

The student, _____, has demonstrated an unacceptable level of performance in one or more of the following areas (*Check all that apply*):

- Professional disposition/demeanor/appearance
- Breach of ethical behavior
- Attendance/punctuality/dependability
- Communication
- Flexibility and response to feedback
- Embracing of diversity
- Safe and responsible conduct
- Other _____

Categories and levels of severity (*Mark all that apply*):

1. Instructor/Mentor Teacher/Clinical Supervisor Warning
2. Departmental Warning & Meeting with Department Chair
3. Panel Committee Warning with Possible Dismissal from the Program

Context for concern (What happened?):
Statement of concern or issue (Why is this a concern or issue?):
Recommendations, Resolution, Remedy for situation (How can we “fix” it?):
Signature: _____ Position _____ Date ____/____/____ Student Signature: _____ Date ____/____/____ DSU Department of Education Chair: _____ Date ____/____/____

APPENDIX B

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 3550	Curr for Early Childhood Education	3	Practicum
ELED 3410	Language Acquisition & Cognition ESL	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	