



# **Department of Education**

## **Spring 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



## TABLE OF CONTENTS

Department of Education Program Standards .....	4
Important Education Websites .....	4
General Policies and Procedures for DSU Students .....	4
Department of Education Policies and Procedures .....	5
Elementary Cohort Education Program .....	7
Practicum/SEE .....	8
Student Teaching .....	10
Appendices .....	12
A. Elementary Education Program Courses, Credit Hours, Practicums .....	13

## DSU Department of Education Program Standards/Utah Effective Teaching Standards

Department of Education Standards: Being familiar with the education standards is an important factor in becoming an educator. The DESERT Model has changed 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](http://www.schools.utah.gov/main)

Utah Educational Network (UEN) - UEN provides free web tools and services, such as lesson plans, videos, curriculum recourses. [www.uen.org](http://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](http://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](mailto: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](http://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/](http://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](http://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](http://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](mailto: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](http://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](http://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. The student must also bring this Student Handbook to the orientation.
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 Review 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 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

This form is used by faculty, university clinical supervisors, mentor teachers and staff in reporting disposition concerns about students. Further details will be presented in the Program.

4. **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.
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 1<sup>st</sup> and for Fall semester, before April 1<sup>st</sup>. 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.

7. **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 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 leave the Program without the appropriate approval and wishes 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 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 A, page 13.
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** – 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 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.
- **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 the 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](http://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 the **Initial Level 1** teaching license may print off at [www.usoe.org](http://www.usoe.org). There is a fee to print off the license.

## Practicum/SEE

**1. Practicum** - The practicum is an integral part of DSU field-based Elementary Education Program. The practicum experience is designed to give the Elementary Education students the opportunity to apply the concepts they are learning in the Program 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, students are placed 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.

**Practicum Policy** - A powerful and unique component of the Elementary Education Program at DSU is the amount and quality of practicum experiences the-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 the assigned school and classroom for the entire school day on each practicum day. Practicum days begin the second week of the semester 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 the assigned 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 the mentor teacher feel comfortable.

- When the 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 the mentor teacher is there, within reason.
- If a student is ill or have an emergency and are unable to be at the practicum assignment, they must contact the following parties before school begins:
  - School office
  - Mentor teacher
  - Elementary Education Placement Director
  - The University Supervisor
  - The 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 the school is having tests, parent conferences, or other activities, the student is still required to complete the practicum assignment such as:
  - Offer to help with testing, ask if they can sit in on parent conferences, etc.
  - If the 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 the practicum assignment, they should discuss the problem with the Elementary Education Placement Director and the University Supervisor as soon as possible. The Elementary Education Placement Director is the liaison between the student and the practicum school. If changes need to occur, it must be handled between the Elementary Education Placement Director and the placement school.
- Students' attire and behavior must be professional at all times.
- All personal and confidential information must stay in the classroom and not be shared even with the fellow students or family members.
- 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. Be professional at all times; People are observing whether or not the DSU student is capable of being a future teacher and/or colleague.

**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 the 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 the 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. Information on the SEE Program will be fully explained during the Program.

## **Student Teaching**

**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.**

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

**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 must 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. Submit 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 maintaining the 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.

## APPENDIX

A. Elementary Education Program Courses, Credit Hours, Practicums .....	13
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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](http://www.dixie.edu/education/program_assessments.php)

APPENDIX A

Elementary Education Program Courses, Credit Hours, Practicums

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