# Table of Contents

1.0 Welcome

2.0 California Senate Bill 2042 Credential Programs Middle/High School Teacher Preparation

2.0 Standard Single Subject

2.1 Specialized Single Subject

3.0 Types of Credentials

3.0 Preliminary Credential

3.1 Clear Credential

4.0 Types of Credentials

4.1 Preliminary Credential

4.2 Clear Credential

5.0 Timelines & Contact Information for 2017-2018 Programs

5.1 Timelines

5.2 Contact Information

6.0 2017 - 2018 Program Prerequisites

7.0 Program Overview

7.1 Cohort Format

7.2 Concurrent Fieldwork & Coursework

7.3 Performance Assessment For California Teachers (PACT)

7.4 University Policies

7.5 Master’s Degree Option

7.6 Tuition Fees

7.7 GPA Requirement

7.8 Personal Contact & Residence Information

7.9 Financial Aid Opportunities
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.0</td>
<td>Substitute Teaching &amp; Strike Policies</td>
<td>29</td>
</tr>
<tr>
<td>18.1</td>
<td>Substitute Teaching Policy</td>
<td>29</td>
</tr>
<tr>
<td>18.2</td>
<td>Strike Situation Policy</td>
<td>30</td>
</tr>
<tr>
<td>19.0</td>
<td>Declassification Policy &amp; Academic Dishonesty</td>
<td>30</td>
</tr>
<tr>
<td>19.1</td>
<td>Declassification from the Program</td>
<td>30</td>
</tr>
<tr>
<td>19.2</td>
<td>Academic Dishonesty</td>
<td>32</td>
</tr>
<tr>
<td>20.0</td>
<td>Standard 13/TPE 7</td>
<td>33</td>
</tr>
<tr>
<td>21.0</td>
<td>Performance Assessment for California Teachers – PACT</td>
<td>33</td>
</tr>
<tr>
<td>22.0</td>
<td>California Teaching Performance Expectations</td>
<td>35</td>
</tr>
<tr>
<td>23.0</td>
<td>Credential Student Service Center (CSSC)</td>
<td>40</td>
</tr>
<tr>
<td>23.1</td>
<td>Maintenance of Candidate Credential Files</td>
<td>40</td>
</tr>
<tr>
<td>23.2</td>
<td>Final Credential Processing</td>
<td>40</td>
</tr>
<tr>
<td>23.3</td>
<td>The Credential Filing Process:</td>
<td>41</td>
</tr>
<tr>
<td>23.4</td>
<td>Verification of Credential Eligibility</td>
<td>41</td>
</tr>
<tr>
<td>23.5</td>
<td>Other Credential Issues or Concerns</td>
<td>42</td>
</tr>
<tr>
<td>24.0</td>
<td>Appendices</td>
<td>43</td>
</tr>
<tr>
<td>24.1</td>
<td>Appendix A: Links to Important forms</td>
<td>43</td>
</tr>
<tr>
<td>24.2</td>
<td>Appendix B: Teaching Code of Ethics</td>
<td>44</td>
</tr>
<tr>
<td>24.3</td>
<td>Appendix E: Requirements for Candidate Binders</td>
<td>46</td>
</tr>
</tbody>
</table>
1.0 WELCOME

We are pleased that you have joined our community of learners: credential candidates, school site and university supervisors, school site and district administrators, and the teaching faculty at California State University, East Bay (CSUEB).

As a member of this community, we each have unique expertise to share and responsibilities to fulfill. We hope this handbook will help you better understand your roles and responsibilities in our professional teacher preparation program under California Senate Bill 2042.

Our credential programs assist candidates in becoming reflective, collegial professionals who exercise values of social justice, collaboration, and democracy in education. Over time we hope each candidate will become a leader in her/his educational community and will develop the skills to create a dynamic learning environment and to assess student learning in order to organize subject matter by planning and delivering effective lessons.

Our credential programs are designed to encompass both the practical teaching component (field practicum) and the curriculum component (coursework). These dual experiences provide our candidates with the opportunity to immediately implement methods and strategies. As part of a team that spends the entire program together, candidates receive unparalleled support from peers and from team faculty.

Social justice and democracy are exemplified through the Teacher Education Department (TED) credential and master’s degree programs. These ideals permeate not only the coursework and intellectual climate of our programs, but also guide credential candidates’ experiences through classroom interaction, written assignments, reading, lectures, team meetings, and field placements.

The following standards are expected of all CSUEB credential candidates:

1. A minimum grade point average of 3.0 for all program coursework;
2. Use of standard American English;
3. Basic technology literacy;
4. Use of TaskStream web-based software;
5. Successful teaching experience in the field; and
6. Professional behavior at all times.

The department is distinguished by accomplished instructors and by graduates who are powerful forces in their communities and trains new teachers in accordance with the California Teacher Performance Expectations (TPEs). Moreover, the credential programs are compliant with the federal No Child Left Behind and California state legislation.

The College of Education and Allied Studies is fully accredited by the CTC (California Commission on Teacher Credentialing).

This handbook is intended to provide an overview of the credential programs and to serve as a resource to candidates, master teachers, university supervisors, and site administrators. Please read this handbook
carefully and thoroughly. Candidates agree to abide by the policies described in this handbook as a condition of participation in the CSUEB Credential Programs. We look forward to helping you to achieve your career objectives in teaching. Please note that the information in the handbook is subject to change without notice.

Dr. Eric Engdahl, Chair, Teacher Education Department
Dania Massey, Single Subject Coordinator

### 2.0 CALIFORNIA SENATE BILL 2042 CREDENTIAL PROGRAMS MIDDLE/HIGH SCHOOL TEACHER PREPARATION

#### 2.0 STANDARD SINGLE SUBJECT

This basic credential authorizes one to teach a Single Subject to a general population of students in a Departmentalized classroom such as those in most middle schools and most high schools in California.

(Usually grades 6 – 12) Standard Content Areas

- Art*
- English
- History / Social Science
- Languages Other Than English (Spanish, French, Hindi, Mandarin)
- Mathematics (All Areas / Advanced)
- Music*
- Physical Education*
- Science (General & Integrated)* including: Biology, Chemistry, Geological Sciences, and Physics

* Also Departmentalized at some elementary schools in California.

#### 2.1 SPECIALIZED SINGLE SUBJECT

The specialized credential authorizes one to teach a specific area of a subject such as mathematics or science.

- Foundational Mathematics (Limited to teaching O-[Op;IoNLY the foundation/introductory level courses in mathematics such as: General Mathematics, Algebra, Geometry, Probability & Statistics)
- Foundational-Level General Science (Limited to teaching ONLY the foundation/introduction level courses in science such as: General Science, Introductory Life Science, Introductory Physical Science)
- Specialized Science (Limited to teaching advanced levels in: Biology, Chemistry, Geological Sciences, Physics; one cannot teach general or integrated levels.)

### 3.0 TYPES OF CREDENTIALS

#### 3.0 PRELIMINARY CREDENTIAL

This first teaching credential is earned upon completion of the Single Subject program. This preliminary credential is valid only for five years. More instructions on how to apply for the preliminary credential is available in the program handbook for admitted candidates.
3.1 CLEAR CREDENTIAL

Newly credentialed teachers have five years to complete an approved induction program. The Beginning Teacher Support & Assessment (BTSA) Induction program is facilitated through most school districts. For more details on BTSA Induction, see http://www.btsa.ca.gov.

For more information about the Masters in Education programs, contact the Teacher Education Department (510) 885-3027. Also visit www.csueastbay.edu/teach for more information.


4.0 TYPES OF CREDENTIALS

4.1 PRELIMINARY CREDENTIAL

This first teaching credential is earned upon completion of the Multiple Subject or TEDSPED programs. Multiple Subject candidates must also pass the RICA (Reading Instruction Competence Assessment). This preliminary credential is valid only for five years. The Credentials Students Service Center (CSSC) posts information on how to apply for the preliminary credential on its webpage.

4.2 CLEAR CREDENTIAL

Newly credentialed teachers have five years to complete an approved induction program. The Beginning Teacher Support & Assessment (BTSA) Induction program is facilitated through most school districts. For more details on BTSA Induction, see http://www.btsa.ca.gov.


5.0 TIMELINES & CONTACT INFORMATION FOR 2017-2018 PROGRAMS

5.1 TIMELINES

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Orientation</td>
<td>Monday, June 12, 2017, 3:30 pm, VBT 124</td>
</tr>
<tr>
<td>First Day of Program</td>
<td>Monday, June 19, 2017</td>
</tr>
</tbody>
</table>
| Supervised Field Placement I  | Multiple Subject approximate dates are from the beginning of Sept. to the beginning of December  
| (Actual dates will vary)      | Single Subject approximate dates are from the beginning of Sept. to the Martin Luther King Holiday in January |

| Supervised Field Placement II | Multiple Subject: Tuesday after Martin Luther King Day to the end of May or early June  
| (Actual dates will vary)      | Single Subject: Tuesday after Martin Luther King Day to the end of May or early June  
|                              | New Haven Unified School District – January to the end of the K-12 school year. |

### 5.2 CONTACT INFORMATION

**Credential Student Service Center**
Art & Education Building Room 235  
California State University East Bay  
25800 Carlos Bee Boulevard  
Hayward, California 94542-3007  
Tel: (510) 885-2272  
Fax: (510) 885-3250  
[www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc)

**Teacher Education Department**
Arts & Education Building, Room 250  
California State University East Bay  
25800 Carlos Bee Boulevard  
Hayward, California 94542-3007  
Tel: (510) 885-3027  
Fax: (510) 885-4632  
[www.csueastbay.edu/teach](http://www.csueastbay.edu/teach)

**CSUEB Financial Aid**
Tel: (510) 885-2784

**CSUEB Student Health Center**
Tel: (510) 885-3735

**CSUEB Accessibility Services**
Tel: (510) 885-3868

**International Admissions Office**
6.0 2017 - 2018 PROGRAM PREREQUISITES

The following are non-curricular requirements for the teaching credential programs. For more details about these items, please consult the admissions handbook. These items are due as part of the admissions process:

- Bachelor’s Degree bearing Transcript
- Basic Skills Proficiency CBEST or CSET 142 (m.s.)
- Subject Matter Competency CSET or Subject Matter Waiver (s.s.)
- U.S. Constitution
- Pre-Admission Field Experience
- Letters of Recommendation
- CTC Certificate of Clearance
- Negative TB Test Report
- Immunization Report (submitted to Student Health Center)

The candidate will receive a letter of declassification from the credential program if the pre-requisites have not been met. Upon completion of the prerequisites, a candidate may re-apply to the Teacher Education Department for admission to the next entry program.

Documentation of the following prerequisites is also required for all fieldwork in K – 12 schools

Many schools require their own photocopy of the items listed below. It is the candidate’s responsibility to submit these items, if requested, to the K-12 school site. We highly suggest you keep a copy of these credentialing documents prior to submitting them for admissions.

- Certificate of Clearance
- Official Negative Tuberculosis Test Report
  - Each candidate must submit documentation of a Negative Tuberculosis Test. The test results are only valid for three years. An official, signed TB test report from a physician can be submitted as verification of one’s TB clearance
- Verification of Up-To-Date Immunizations
- Other Criteria for Full Admission
The candidate must demonstrate:

1. professional and ethical behavior;
2. sound mental health;
3. attention to physical health;
4. GPA of 3.0 in the program (No grades of D, F, or No Credit);
5. prompt arrival for all courses, meetings, and scheduled events;
6. openness to feedback; and
7. ability to meet all TPEs and PACT requirements.

See the TPE & PACT sections at the end of this handbook.

7.0 PROGRAM OVERVIEW

7.1 COHORT FORMAT

Candidates join a cohort and progress through the credential program with 25 – 35 fellow team members with whom they network and build professional contacts.

7.2 CONCURRENT FIELDWORK & COURSEWORK

The programs follow a structure in which candidates work in a middle or high school classroom three periods a day, and then full days during spring quarter. Candidates take courses in the late afternoon and/or early evening. Saturday and online courses are options, as well.

7.3 PERFORMANCE ASSESSMENT FOR CALIFORNIA TEACHERS (PACT)

Senate Bill 1209 requires all multiple subject candidates to pass a Teacher Performance Assessment prior to being recommended for a California Teaching Credential. California State University, East Bay administers the Performance Assessment for California Teachers (PACT) to meet this mandate. CSUEB candidates submit the PACT Teaching Event during their final quarter in the program. The CSUEB PACT Manual can be found at:

http://www.csueastbay.edu/ted/files/docs/students/pact-handbook.pdf

Multiple subject teaching credential candidates are required to successfully complete Content Area Tests (CATs) in Math, Science, and Social Studies in addition to the Elementary Literacy version of PACT.

For PACT related questions contact:

Dania Massey dania.massey@csueb.edu or Kelly Moore: kelly.moore@csueastbay.edu

7.4 UNIVERSITY POLICIES
Candidates are subject to all CSUEB policies, including those relating to Academic Dishonesty. See the section on Academic Dishonesty herein. For information about specific policies, check the CSU East Bay catalog: www.csueastbay.edu/ecat.

### 7.5 MASTER’S DEGREE OPTION

Upon completing the Credential program, CSUEB candidates can apply to one of the four MS in Education, Concentrations: Curriculum, Early Childhood Education, Educational Technology Leadership or Reading. These programs cater to the working teacher and all classes begin in the late afternoons. Candidates may apply up to 13 units of their credential coursework toward their degree pending the units are no older than 7 years when they graduate with this degree. Students can complete their studies within as little as 12 months. For more information about the Master’s in Education programs, contact the TED Office: (510) 885-3028.

### 7.6 TUITION FEES

Graduate tuition fees are discounted for credential candidates and can be found online at: http://www20.csueastbay.edu/prospective/cost-and-financial-aid/. (This is subject to change without notice.)

### 7.7 GPA REQUIREMENT

All candidates must maintain a cumulative average of 3.0 in required courses to remain in the program. A candidate may never have more than 2 incompletes (I) or any grades of “D”, “F”, or “No Credit” (NC). Failure to meet this requirement may result in declassification from the program.

### 7.8 PERSONAL CONTACT & RESIDENCE INFORMATION

It is imperative that candidates maintain current contact information. Be sure to inform CSUEB’s enrollment office of any changes to their name, address, contact telephone, etc...Specific steps and forms related to student records can be found online at: http://www20.csueastbay.edu/students/student-services/forms/index.html. Failure to do so may impact one’s field placement and delay one’s credential.

### 7.9 FINANCIAL AID OPPORTUNITIES

All candidates may apply for financial aid. Start by completing the FAFSA (Free Application for Federal Student Aid) at www.FAFSA.ed.gov.

If you have any questions or need an appointment with a CSUEB Financial Aid Officer, you may call the Student Financial Services at (510) 885-2784 or visit our webpage: http://www.csueastbay.edu/prospective/cost-and-financial-aid/financial-aid

More information regarding federal aid programs please visit their webpage at: http://StudentAid.ed.gov

### 7.10 DEPARTMENT FINANCIAL AID OPPORTUNITIES
The Teacher Education Department has several opportunities to candidates in order to help finance their career goals.

- **Scholarships:** the department offers several scholarships throughout the year. Check out the current opportunities at: [http://www.csueastbay.edu/ceas/departments/ted/](http://www.csueastbay.edu/ceas/departments/ted/)

- **Noyce Scholarship Program:** For Future Math and Science Educators: $12,000 Award. For More Information contact: Kathy.hann@csueastbay.edu or visit our webpage: [https://csueastbay.academicworks.com/opportunities/2210](https://csueastbay.academicworks.com/opportunities/2210)

- **TEACH Grant:** For candidates enrolled in the Multiple Subject, Single Subject and Educational Specialist programs: $4,000 Award. For more information on this grant contact (510) 885-2784 or finaid@csueastbay.edu.

- **MSTI (Math and Science Teaching Initiative) Program:** For more information please visit our webpage: [http://www.csueastbay.edu/mast/affiliate-scholars.html](http://www.csueastbay.edu/mast/affiliate-scholars.html)

### 8.0 ACADEMIC ACCOMMODATIONS FOR DOCUMENTED DISABILITIES

Candidates who have a documented disability or who would need assistance in the event of an emergency should make an appointment both with the credential coordinator, university supervisor, and with CSUEB Accessibility Services to discuss their approved accommodations as soon as possible. More information on Accessibility Services can be found at: [http://www20.csueastbay.edu/af/departments/as/](http://www20.csueastbay.edu/af/departments/as/).

### 9.0 NETID, E-MAIL, & COURSE ENROLLMENT: MYCSUEASTBAY.EDU

Candidates must ensure that they are registered CSUEB students AND must activate their NetIDs and student e-mail accounts prior to course enrollment via the MyCSUEB website: [https://my.csueastbay.edu](https://my.csueastbay.edu). ALL candidates enroll in the courses that are specifically designated for their teams, including Student Teaching. NO candidate may enroll in a course designated for another team. Candidates are expected to enroll prior to the close of the Open Enrollment Period each quarter. It is also crucial that candidates maintain and check their CSUEB e-mail accounts daily for all credential program and university correspondences.

### 10.0 2017 – 2018 SINGLE SUBJECT CREDENTIAL PROGRAM COURSEWORK

**Foundation & Pedagogy Courses**

5110 Computer Technology in the Classroom (3 units)

*5301 Psychological Foundations in Education (4 units)*
Single Subject Credential Program Handbook Summer 2017

5305 Social/Cultural Context of Education (3 units)

*5311 Classroom Environment (2 units)

5314 Teaching Special Populations (3 units)

5318 Professional Responsibilities (3 units)

*5320 Content Literacy (3 units)

*5326 Teaching English Learners (3 units)

5380 Classroom/School Health and Safety (2 units)

**Instructional Methods Courses**

*5390 Instructional Methods for the S.S. Classroom I (3 units)

5391 Instructional Methods for the S.S. Classroom II (2 units)

5392 Instructional Methods for the S.S. Classroom III (2 units)

5393 Instructional Methods for the S.S. Classroom IV (2 units)

The Instructional Methods courses are organized according to subject matter (i.e., Art, English, French, History/Social Science, Math, Music, Physical Education, Science, and Spanish). Regardless of cohort affiliation, Single Subject candidates enroll in the course series that matches their credential objectives. Methods classes are usually scheduled on Mondays.

*These five courses are needed in the Summer quarter before a candidate may apply for an intern teaching credential.

**Field Practicum**

5381 Field Experience A (7 units)

5382 Field Experience B (7 units)

5383 Field Experience C (7 units)

**TPA Tasks Orientation**

5372 Orientation to TPA Subject-Specific Pedagogy Task I and Reflection on Field Practice (1 unit)

5373 Orientation to TPA Designing Instruction Task II and Reflection on Field Practice (1 unit)

5374 Orientation to TPA Assessing Learning Task and Reflection on Field Practice (1 unit)

5375 Orientation to TPA Culminating Teaching Experience Task and Reflection on Field Practice (1 unit)

**TPA Courses for Assessments of TPA Tasks**
5211 TPA Subject-Specific Pedagogy Assessment (1 unit)
5212 TPA Designing Instruction Assessment (1 unit)
5213 TPA Assessing Learning Assessment (1 unit)
5214 TPA Culminating Teaching Experience Assessment (1 unit)

**Total: 64 units; 43 instructional, 21 field**

For candidates who did not pass two TPA Tasks:

5065 TPA Intensive Instruction (2 units)

The TPA Intensive Instruction course is designed to provide additional support to candidates who are experiencing difficulty in passing the TPA. Candidates who have failed the same TPA task twice or who have failed two or more separate TPA tasks will be required to enroll in this two-unit course.

11.0 **FUTURE MATHEMATICS AND SCIENCE TEACHERS SCHOLARS PROGRAM (FMSTSP)**

Candidates who are interested in earning a Single Subject Teaching Credential in a mathematics or science area are encouraged to pursue the FMSTSP Program as a Junior or Senior at CSUEB. FMSTSP participants would take the following courses as undergraduates: TED 3001, 3007, and 3008. Additional FMSTSP requirements may be required. As noted previously, participants who complete the FMSTSP program are guaranteed admissions to the CSUEB Single Subject teaching credential program provided they meet all the admissions requirements by the posted deadlines. FMSTSP coursework in the teaching credential program would be the same as those for the Single Subject candidates.

12.0 **TEAM SCHEDULES & COURSE ENROLLMENT**

Candidates must follow their team schedules and enroll in the courses and student teaching for their teams. It is illegal for an un-enrolled person to participate in coursework or fieldwork. Failure to enroll in any course or fieldwork will result in No Credit and may cause one to be dropped from the Program. Re-admission is **not** guaranteed. Candidates must arrive on time for each class meeting such that they remain on the course rosters.

13.0 **SUPERVISED FIELD PRACTICUM**

Fieldwork is core to the philosophy of the Teacher Education Department and is threaded throughout our entire program. Field practicum provides candidates with an opportunity to apply what they have learned in their courses and to learn from exemplary K – 12 classroom teachers. Field practicum also provides the setting for the site and university supervisor to certify that the candidate is on an appropriate growth path toward becoming an effective teacher. Each candidate’s field placements must specifically match his/her credential objective.
All single subject teaching candidates are required to complete a total of three (3) or more quarters of fieldwork (fall, winter, and spring) in two (2) different placements at two (2) different grade levels (6 – 8 and 9 – 12). If appropriate, candidates may be placed in single subject elementary classrooms (e.g., physical education or music). Both placements must be in classrooms that include at least three (3) students who are English Learners. If this is not possible, the candidate must work with the principal to identify a group of students (e.g., in a resource room, other class) with whom s/he will work over time to meet this requirement.

There are two types of supervised field practicum: traditional student teaching and student teaching under contract. At least one (1) of the placements must be in an Alameda County or a Contra Costa County public school (K – 12). Field placements are arranged by the program coordinator.

Some districts may require additional or duplicate possession of the Certificate of Clearance and/or assess processing fees for their site. The Teacher Education Department has no control over individual school districts’ policies and is often not informed of such costs, which may arise at any time. It is not always possible for the placement coordinator to avoid placing candidates in such districts. Candidates are responsible for any such fees to districts.

### 13.1 SUPERVISED TRADITIONAL STUDENT TEACHING

Traditional student teachers develop and practice their teaching skills by “apprenticing” in the classrooms of experienced cooperating teachers. They gain experience through a gradual introduction to classroom teaching. They observe, team-teach, design and deliver select lessons, and work with individual students and small groups, as well as the entire class. They also participate in weekly lesson planning, daily classroom preparation, and meetings with their cooperating teachers. Traditional student teachers complete a “solo teaching” experience at the end of each placement.

The placement coordinator arranges each of the traditional student teaching placements in accordance with state and university requirements. Thus, candidates are not permitted to arrange their own placements. The placement coordinator makes every effort to locate candidates’ field placements close to their residential addresses and to accommodate documented considerations. Living in an urban region, however, traditional student teachers need to be prepared to commute up to 45 minutes to their field sites.

In some instances a student teacher may be asked to substitute for their cooperating teacher, who may be at training, ill, or away. This is permissible only if the candidate possesses a valid substitute credential and is properly registered with their district. Every district has their own policy about this – some districts prefer it while others forbid it. Under no circumstances should a candidate substitute for their cooperating teacher without receiving compensation from the district. If this happens, contact the credential coordinator immediately.

As student teachers, candidates are expected to be at their placement sites all required days during the year. Arrangements for vacations, honeymoons, pilgrimages, etc., will not be made. Cooperating/master teachers may not approve absences. If you have a major and important event that will take you away from your student teaching placement, we recommend that you reapply in a year’s time.
A limited number of internships are available to CSU East Bay candidates who demonstrate a high level of maturity, time management and organizational skills, and potential teaching effectiveness and who have sufficient experience in educational settings to serve as a teacher of record. While candidates working as teachers under an intern credential are paid and are employees of the district, internships are not for everyone. There is much more work involved in being an intern than in being a student teacher. Course instructors will demand the same high quality work from all candidates, student teacher or intern. Internships are limited to districts that have a signed Memorandum of Understanding with CSU East Bay. If you believe that you are qualified for an internship, please follow these steps:

1) Complete the Intern Screening Form. It is a good idea to meet with Program Coordinator to discuss internships.

2) You will be informed whether your internship is approved. Please note that only approved internships fulfill credential field experience requirements.

3) Once your Intern Screening Form and Intern Applications have been approved you are free to seek a teaching position. Please understand that CSU East Bay can sponsor a limited number of interns, so all requests may not be granted.

Candidates who seek university internship credentials must teach in a district or school that has a formal memorandum of understanding with CSUEB-TED. Candidates under university internship credentials are mentored by site partners, have a university supervisor, and are also evaluated by a school or a district administrator (as any contracted teacher would be). Candidates must meet the requirements listed below before they can obtain a university internship credential. Candidates must confirm any job offers before a placement is confirmed each quarter. Enrolled candidates who desire university internship positions find their own jobs and must obtain university authorization from the credential coordinator before they are eligible to accept any job offers. University approval is not given automatically. Each internship job offer is carefully evaluated to ensure that the pupils at the school site will receive a quality education and that the candidate will engage in a fruitful teaching experience. Once a candidate accepts an approved position, he/she may not leave or change jobs. Candidates may not leave an assigned student teaching position to take an internship.

The Credential Student Service Center will require:

1. Departmental screening form
2. Documentation of 120 hours of appropriate coursework with a grade of “B” or higher in each class;
3. A copy of one’s District contract (or letter of Intent);
4. The credential coordinator’s expressed written authorization of the job offer;
5. Appropriate application and fees; and
6. 100% completion of all pre and post admission requirements.

Candidates are expected to communicate to the school district the criteria for obtaining a university internship credential through CSUEB.

Candidates must have a cumulative GPA of 3.0 exclusive of: Incompletes, No Credits, or grades lower than “B.”

The job assignment must:

1. Match candidate's credential objective;
2. Allow for an experience at an alternate grade level;
3. Include or allow for an experience teaching in a classroom with at least three English Learners; and
4. Have district support as required by CTC regulations.

The credential coordinator must review the candidate's prior experiences in working with youth to determine the candidate's readiness for job placement under a university internship credential. The credential coordinator must also approve the job assignment as one that allows the candidate to satisfy the field practicum requirements for the credential. For example, an intern enrolled in Student Teaching III for Multiple Subjects must teach for at least eight weeks, be at the school all day, five days a week, and take full responsibility for the class for at least ten consecutive days.

Since most student teachers on intern credentials teach full-time, these requirements typically are not an issue. Candidates with 50% job assignments, however, need to work with the credential coordinator to increase their fieldwork via traditional student teaching such that they can meet program requirements.

Some candidates may find employment at parochial or charter schools where an intern credential is not required. In these cases the candidate does not need to apply for the intern credential but all other requirements remain in effect, including that the employing school have an appropriately credentialed teacher who can supervise and provide assistance as needed. Candidates who take positions at these schools must complete their Alternate Grade Level Experience in a California public school.

The Department reserves the right to terminate any Internships if the District fails to uphold all conditions of the MOU with the university.

13.3 ALTERNATIVE GRADE LEVEL EXPERIENCE

These candidates will enroll in TED 6999: Issues in Teacher Education in spring quarter. As part of the assignments for this course prior to the class meeting the candidates will observe in an alternate placement for fifteen (15) documented hours, to be arranged at their convenience. These do not have to be contiguous hours; however, all of these hours must be completed in a single classroom. “Alternate” grade level means that a high school intern will
conduct their alternate placement in a middle school, or vice versa. A multiple subject intern teaching in lower elementary will conduct their placement in upper elementary, or vice versa. During the course meeting candidates will be lead through a series of observation activities. A follow-up assignment will require an additional five (5) hours of observation. For interns, this course will be counted as part of their intern support.

13.4 TPE7/STANDARD 13 REQUIREMENTS

Interns in either public or private schools must meet the state mandated requirements of working with English Learners. If the internship site cannot supply sufficient English Learners the intern must fulfill this requirement at another site. For interns at private schools, this must be fulfilled in a public school. During the year and on their own time, these interns must arrange 45 hours of documented work in classrooms with English Learners. All arrangements must be approved by the University Supervisor in advance.

14.0 SUMMER ENTRY TEAMS

Exact dates for the placements may change due to the needs of the individual districts in which the candidates are placed.

Fall Semester Placement I

This placement begins approximately at the start of CSUEB fall quarter and ends at the conclusion of the school site’s Fall semester (commonly late-January). Student teachers are required to spend three instructional hours per day in the classroom of the cooperating teacher’s classroom, five days a week. Candidates begin by observing the classes taught by the cooperating teacher. Gradually, they move into team-teaching during the instructional hours. They ultimately take responsibility for facilitating one class period per day while continuing to team-teach/assist in another class. Candidates will solo teach one class for one week. The university supervisor and the cooperating teacher will determine the best time for solo teaching. (Note: Interns follow their district or school calendar).

The exact sequence of student teaching is determined by the cooperating teacher, university supervisor, school district calendar, and candidate.

Spring Semester Placement II, Part A

This placement begins on the first day of the school site’s spring semester, commonly late January. (Some candidates may need to leave their fall placements early in order to begin their spring placements in a different district.) Student teachers will be in their placements during CSUEB finals week and CSUEB spring break. During the remainder of the CSUEB winter quarter, candidates’ student teaching responsibility increases to facilitating two instructional hours per day and team-teaching/assisting with another hour per
day, five days a week. Typically, each student teacher has two different course preparations and one or two cooperating teachers.

**Spring Semester Placement II, Part B**

This placement begins at the start of the CSUEB spring quarter. Candidates student-teach five full days per week. Candidates assume the responsibility for facilitating three instructional hours per day in the cooperating teacher’s classroom and team-teaching/assisting for two instructional hours either in the same classroom or with another teacher. During ten contiguous school days of the spring quarter, candidates must “solo teach” for all five instructional hours per day. That is, candidates take full charge of planning, delivery and assessment of instruction in each class. The cooperating teacher is not usually in the room.

<table>
<thead>
<tr>
<th>14.1</th>
<th>A DAY IN THE LIFE OF A SINGLE SUBJECT CREDENTIAL CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER ENTRY: Sample Single Subject Schedule</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Summer: Jun. – Aug.</strong></td>
<td><strong>Fall: Sept. – Dec.</strong></td>
</tr>
<tr>
<td>7 – 8</td>
<td>• Fall Semester Placement •</td>
</tr>
<tr>
<td>8 – 9</td>
<td><strong>Field Practicum A:</strong></td>
</tr>
<tr>
<td>9 – 10</td>
<td>Assist 2 instructional hrs.</td>
</tr>
<tr>
<td>10 – 11</td>
<td>Teach 1 instructional hr.</td>
</tr>
<tr>
<td>11 – 12</td>
<td></td>
</tr>
<tr>
<td>12 – 1</td>
<td></td>
</tr>
<tr>
<td>1 – 2</td>
<td><strong>All Teams:</strong></td>
</tr>
<tr>
<td>2 – 3</td>
<td>Summer Intensive</td>
</tr>
<tr>
<td>3 – 4</td>
<td>Coursework</td>
</tr>
<tr>
<td>4 – 5</td>
<td></td>
</tr>
</tbody>
</table>
15.0 SUPERVISION & EVALUATION OF FIELDWORK

15.1 UNIVERSITY SUPERVISORS

University supervisors represent the university in the schools and play a key role in the SB 2042 credentialing process. They serve as liaisons to cooperating schools and to the university. Supervisors observe and evaluate the student teacher in the classroom placement. They help the candidate to relate his/her teaching experiences to previous academic training and current professional preparation and practice. They also explain and reconcile any differences between the philosophy or methods employed by the cooperating teacher or site partner and those presented in the credential program.

Protocol

At the start of each field placement, university supervisors visit the school site to introduce themselves and to give a brief orientation about their supervisory practices to the candidate, cooperating teacher or site partner, and the school site administrator. Then, supervisors observe the candidate facilitate four (4) or more lessons that are evenly spaced over the course of the placement. One (1) lesson of EL instruction will be observed as well as least one (1) lesson during the candidate’s culminating solo-teaching period. After the solo-teaching period concludes at the end of the field placement, supervisors return to the school site for a final Three-Party Summative Evaluation Conference. They meet with the candidate and either the cooperating teacher (traditional student teachers) or site administrator (student teachers under contract). At the conference, the supervisors and either the cooperating teacher or site administrator evaluate the performance of the candidate. (See below.)

University Supervisors:

1. Prepare a document that outlines their supervision and scheduling practices, encourages open communication among the four parties, and provides their contact information. (This document is provided to the candidate, cooperating teacher or site partner, and the school site administrator.);
2. Observe the candidate deliver lessons and review the candidate’s binder, lessons plans, plan book, and reflections every school visit;
3. Conduct a 15-minute private post-observation conference with the candidate after each lesson. If this is not possible supervisors will arrange for a conference at a later time. (Site administrators are urged to provide coverage for the classroom of the student teacher under
contract when necessary to allow for a private post-observation conference between the candidate and supervisor.;

4. Provide the candidate written feedback that aligns with the TPEs, highlights commendable practices, and identifies areas in which improvement is needed and offers suggestions for improvement;

5. Use TaskStream to report both their and the Master Teacher’s Summative Evaluation of the candidate’s progress toward meeting the TPEs;

6. Notify the credential coordinator immediately of concerns;

7. Consult with cooperative teacher or site partner;

8. Evaluate the performance of the candidate in a Three-Party Summative Evaluation conference which includes the cooperating teacher or site administrator, the candidate, and the university supervisor; and

9. Write letters of evaluation/recommendation for the candidate’s employment dossier.

### 15.2 THREE-PARTY SUMMATIVE EVALUATION CONFERENCE

At the end of the placement, after a candidate’s solo-teaching period concludes, all three parties (candidate; supervisor; and cooperating teacher or site administrator) meet to discuss the growth attained by the candidate over the course of the placement. Prior to the conference, the university supervisor and either the cooperating teacher or site administrator each completes a Summative Field Experience Evaluation form that validates the candidate’s performance in the field. Thus, every candidate is expected to have two sets of evaluation forms per field practicum.

All parties must sign and date each of the forms. They must also retain a signed copy of each set of forms for their records. Supervisors make certain that all required signatures are on both sets of Summative Evaluation forms before sending the forms to the CSSC. Supervisors submit both sets of the forms immediately after the conference. Supervisors place information on TaskStream.

For the first placement period, the combined scores of the supervisor and the cooperating teacher or administrator should total no less than 60. For the second placement the total must be no less than 78 points with no more than three “2”s given by any single evaluator. An Improvement Plan is required for a candidate who will receive less than a passing score. (In case the administrator or cooperating teacher is unable to complete the scoring, the totals should be 30 and 39 respectively.)

### 15.3 PROCEDURES FOR UNSATISFACTORY FIELD EXPERIENCE

Should the university supervisor determine that the candidate’s performance may **not** warrant credit, early in the process, the university supervisor will:

1. Discuss the situation with the candidate and inform the candidate of the possibility that no credit may be awarded;

2. Discuss the situation with the credential coordinator and arrange for a formal observation of the candidate by the credential coordinator or her/his designee;
3. Conduct a three-party conference with the candidate, the cooperating teacher (traditional student teacher), and the university supervisor. If the candidate is under contract, the three-way conference will include the site administrator/designee. If appropriate, the credential coordinator and/or site administrator may also participate in this conference.

During the conference, the university supervisor and cooperating teacher / site administrator should:

1. Specify the areas in which the candidate is making unsatisfactory progress;
2. Describe, as specifically as possible, the changes that the candidate must make to earn credit;
3. Clarify what the university supervisor and cooperating teacher/site administrator will do to help the candidate succeed and describe other resources that the candidate may need to draw upon;
4. Answer all questions posed by the candidate.

If such a conference occurs, the university supervisor will also:

1. Prepare a letter to the candidate that outlines #2 above and summarizes the conference. Copies are to be sent to the cooperating teacher, site administrator, credential coordinator, the candidate’s credential file, and the department chairperson, as appropriate, and
2. Ask the cooperating teacher to prepare letters that document the candidate’s performance to date. Copies of this letter should be sent to the candidate and all others mentioned in #1 above.

The university supervisor and cooperating teacher or site partner should continue to observe the candidate regularly and document the candidate’s performance. The site administrator may also be asked to provide additional observation/documentation.

The credential coordinator, after consultation with the university supervisor, should select from the following options:

1. Counsel the candidate to repeat the field experience in another quarter;
2. Counsel the candidate to investigate other career choices and formally withdraw from the credential program;
3. Seek to decalification the candidate from the program/university.

A student may be disqualified for cause at any time by the chair of the department with the concurrence of the dean of the College of Education and Allied Studies.

16.0 UNIVERSITY & SCHOOL SITE PERSONNEL

16.1 CREDENTIAL COORDINATOR

The Credential Coordinator:

1. Coordinates multiple and single subject candidates from the initial admission interview period through the final evaluation, to the recommendation of individual candidates for California teaching credentials;
2. Liaises with the placement coordinator to establish field placements for each candidate;
3. Serves as advisor and counselor to candidates. (The credential coordinator helps or arranges for appropriate faculty to help candidates who may experience difficulty with a university supervisor, instructor, cooperating teacher, or site partner and guides them through the situation in a professional manner);
4. Counsels or arranges for appropriate faculty to counsel candidates who are having personal/health problems that may jeopardize their performance as student teachers or as post-baccalaureate students to make prudent choices about continuing in the program;

5. Collaborates or arranges for appropriate faculty to collaborate with the university supervisor in evaluating the student teaching performance of candidates who do not show sufficient progress in meeting the TPEs. They or appropriate faculty assist in establishing an action plan and bringing about a resolution. (The credential coordinator or appropriate faculty may serve as an additional supervisor in the classroom in such cases.);

6. Arranges guest speakers, workshops, and other activities to support candidates through the program;

7. Tracks each candidate’s progress and communicates this information to the candidate. This includes, but is not limited to:
   - Candidate’s completion of prerequisites;
   - Maintenance of acceptable grades/GPA;
   - Student petitions;
   - Alternate grade level experiences;
   - English Learner experience;
   - Verification of candidate’s demonstration of competence to enter teaching profession;

8. Confers with university supervisors to assign credit for each quarter of candidate’s fieldwork; and

9. Notifies the Credential Student Service Center in writing of situations that may affect a credential candidate’s progress towards the credential completion.

### 16.2 PLACEMENT COORDINATOR

The placement coordinator works with district office personnel, principals, vice-principals, department heads and teachers in arranging field placements each school semester. This requires individual contacts, school visitations, telephone calls, record keeping, and endless hours of coordination between the university and local school sites. Placement considerations are only given to geographic location, and documented special needs of candidates.

### 16.3 SCHOOL SITE ADMINISTRATOR

The school site administrator assists the placement coordinator in making appropriate placements for candidates that meet state requirement. Important considerations in this regard include:

1. Content areas taught during the time the candidate is in the placement. Multiple Subject candidates, for example, are required to teach Reading and Math during their first placement. Ideally, the site administrator will work with teachers if a schedule modification is required to accommodate the candidate’s field experience requirements.

2. The candidate must have the opportunity to teach using a variety of teaching techniques regardless of the district-adopted curriculum. If the district uses a “scripted” curriculum, the candidate must have the opportunity to teach the content using a variety of other instructional techniques.

Site administrators:

1. Know district and university policies regarding the CSUEB Program;

2. Encourage successful teachers to serve as master teachers;
3. Help orient the candidates to the school;
4. Work with university personnel in resolving problems and in evaluating the program;
5. Ensure that student teachers are not removed from their master teachers classrooms to cover other classes
6. Provide a private space for student teacher conferences; and
7. Provide coverage for in the classroom for student teachers who are under contract to step away and privately confer after observations if necessary.

16.4 COOPERATING TEACHERS

Cooperating teachers acquaint candidates with the classroom by:

1. Providing a class list and seating chart to the candidate;
2. Involving the candidate in class activities; and
3. Welcoming the candidate to attend school and district professional development programs and meetings.

Cooperating teachers engage the student teacher in planning the instructional program for the class. They also:

1. Conference with the candidate at least once per week and give daily guidance and feedback;
2. Require the candidate to submit lesson plans at least one full day in advance of teaching;
3. Review lesson plans with the candidate prior to teaching;
4. Provide opportunities for the candidate to complete course assignments that may regard teaching lessons that do not correspond to the textbook program or curriculum.

Cooperating teachers evaluate candidates and complete a Summative Field Experience Evaluation Form after the candidate completes his/her solo-teaching period.

At the end of the placement, cooperating teachers participate with the university supervisor and the candidate in a three-party evaluation conference at which time they share their impressions of the candidate’s growth as a student teacher and potential as a professional educator.

Cooperating teachers are expected to immediately request a three-party evaluation conference early in the CSUEB quarter, if they are concerned about the candidate’s competence or commitment to teaching. They may recommend that a candidate be suspended from student teaching if the candidate does not satisfactory demonstrate progress in meeting the TPEs.

17.0 CANDIDATE ROLE AND RESPONSIBILITIES

Candidates are the most important people in our program. As such, they are expected to give 100% participation to their professional preparation program wherein they develop the knowledge, skills, and guidance to become excellent teachers of California’s elementary, middle, and secondary school students.

17.1 PROFESSIONAL OBLIGATIONS
At all times, candidates must:

1. Adhere to the Teaching Code of Ethics (see appendix B);
2. Exercise professional, respectful, and positive behavior;
3. Show interest in both their field and coursework;
4. Demonstrate cooperation, collegiality, and flexibility;
5. Receive feedback and suggestions genially; and
6. Exhibit the ability to successfully meet the TPEs.

Failure to meet one’s professional obligations may result in disqualification from the program.

17.2 RESPONSIBILITIES AS STUDENT TEACHERS

Candidates must provide their field site administrators and support providers:

1. A copy of their current Certificate of Clearance;
2. A copy of their valid negative TB report;
3. A copy of their immunization report;
4. Their current telephone number and e-mail address;
5. The name and contact information of their Supervisor;

In addition to adhering to school rules, policies and professional obligations, each candidate is also expected to:

1. Report for student teaching as scheduled for their team;
2. Arrive at the field site at least one half hour before school begins and to stay at least one half hour after school ends on full days;
3. Become acquainted with school personnel and facilities;
4. Arrive at the school on time, be prepared to teach, and have all lesson plans and materials ready for the day;
5. Assist in emergency situations as the school site (e.g., step in for a short-time to supervise students);
6. Attend faculty meetings, Back to School Night, Open House, and other school functions provided that the events do not conflict with courses, or if the events do conflict, the course instructor has excused the absence in advance.
7. Participate in weekly instructional scheduling and lesson planning with cooperating teacher and/or site partner;
8. Schedule lesson evaluations and conferences with university supervisor, cooperating teacher, and/or site partner;
9. Present to cooperating teacher, site partner, and/or university supervisor at least 24 hours in advance of teaching: a) courses of study; b) unit outlines; c) instructional plans; and/or d) other materials that demonstrate satisfactory evidence of lesson preparation;
10. Maintain and have accessible at all times a field site binder or file of instructional schedules, lesson plans, lesson reflections, and other materials germane to daily activity in the classroom (binder requirements are laid out in the Appendix);
11. Maintain a TaskStream account and upload all necessary documents for fieldwork evaluations.
Failure to meet one’s student teaching responsibilities may result in disqualification from the program.

17.3 ATTENDANCE

Each candidate is expected to be on time and attend every class session, team meeting, workshop, conference, or event that is scheduled for his/her cohort. Each candidate is also expected to stay until he/she is dismissed.

As student teachers, candidates are expected to be at their placement sites all required days during the year. Arrangements for vacations, honeymoons, pilgrimages, etc., will not be made. Cooperating/master teachers may not approve such absences. If you have a major and important event that will take you away from your student teaching placement, we recommend that you reapply in a year’s time.

Candidates must also notify school site personnel and supervisor in advance of any absence from their field assignment. They must provide all instructional plans and materials to the school as required for the day.

Candidates are expected to schedule personal and professional appointments on their own time. Those who must miss a session of coursework or other scheduled event need to:

1. Notify their professor(s) and
2. Accept that their grade may be impacted as a result of their absence(s).

Candidates are responsible for all work covered in courses and are advised to connect with teammates to share notes and information. They should not ask their professors for individualized make-up instruction.

Failure to comply with any portion of this attendance policy may result in disqualification from the program.

17.4 GUIDELINES FOR SUCCESS IN CSUEB’S PROGRAM

1. About the Program: This program covers all coursework and student teaching required to be recommended for teaching English Learners. This is a full time program. As you can see from the schedule, you will be very busy with student teaching and coursework. It is best not to work at an outside job while you are in the program. Financial aid is available. Please contact the Financial Aid Office if you are eligible for grants or loans. Some programs cannot accommodate interns. Interns and others not following the usual pattern of student teaching usually require additional student teaching in the summer.

2. When in doubt about anything consult this handbook first! Be sure to read and refer to the Handbook. Most answers to your questions may be found there.

3. Check your email daily. All important information from the Teacher Education Department, the Credential Student Service Center and your professors is transmitted via email. Be responsible.

4. Registration: You are required to properly register for all classes including student teaching (whether or not you have an intern teaching position). Please check the schedule online at www.csueastbay.edu. You must take all classes and field experience with your designated team. You may not take any other section of any class. Your spot on Team courses is reserved until the first day of class. It is your responsibility to pay all fees and to register on time. Please call the credential coordinator or the Teacher Education Department (510 885-3027) or speak to someone in the AS Building (for Concord) if you are blocked from registering. If you miss the first day of class without notifying the professor, you will be dropped from that class and will have to take it at another time on your own. This will usually delay your credential. Since
student teaching requirements and class requirements are intermingled, this could also have other serious consequences. Everyone, including every intern, is required to register for student teaching. It is your responsibility to register for the correct section and check back to confirm that you are indeed registered.

5. This is NOT an individualized program. You are expected to take courses as scheduled. This means that you will be expected to take all courses with your Team and meet all CSUEB requirements. The placement coordinators do all of the student teaching placements. There are too many requirements involved to have student teachers do their own placements. You will not be placed at a school where you have relatives. This may be convenient but it is usually not in your best interest. INTERNSHIPS: You may only accept an internship position with the approval of the credential coordinator. All internship requirements must be met before this will be considered. On most teams this includes filling out the application form and obtaining necessary signatures. Your internship cannot count for student teaching unless your placement has been approved and all papers are signed and on file.

6. Attendance is essential. This means that interns and student teachers alike are expected to attend all class sessions on time and not leave early. They are to report for student teaching according to the schedule given to them by the credential coordinator and follow the CSUEB schedule. Student teachers and interns may not deviate from these schedules without the permission of the credential coordinator and others that will be impacted by their absence. Failure to comply may result in disqualification from the program. You are also expected to attend all team meetings, conferences, workshops and other team events. This applies to both student teachers and interns. You are expected to arrive at the school where you are teaching at least one half hour before school begins and stay at least one half hour after school, or until noon on half days. Take care of personal business on your own time. Please be sure to schedule personal (including childcare, non-emergency medical) and professional appointments accordingly. If you must miss a class or other event, we assume that you have a pressing and unavoidable reason. Usually there is a consequence to your grade if you miss or are late for a class. The procedure is as follows: A) notify the professor about why you will not be (or were not) present, do not make a lot of excuses or go into undue detail, B) accept the grade consequence graciously. Please do not embarrass yourself or the professor by arguing about why you should receive full credit even though you were not there. We understand that pressing needs do occur, however, it is not fair to those who do attend every class for one who is absent to expect the same grade as those in attendance. Whether in class or not, you are responsible for all work covered. Find a buddy or two in class to share notes and information. Do not ask your professor to individually cover this work with you.

7. These are graduate level courses. You are expected to read the text, participate in class, write graduate quality papers, and take all tests and examinations on time. All papers must be typed and look professional. Do not expect to receive a grade of A, unless your work is of outstanding quality and you have attended all classes. The CSUEB Academic Honesty policy is strictly enforced. Among other things this means no plagiarism, falsifying data, cheating, copyright infringement or other misrepresentation,

8. Professionalism is essential. No whining or complaining. No gossiping. Keep an open mind and do not judge others, including master teachers, professors and each other! Act like a professional. Be friendly and helpful to others. Dress in a professional manner. Do not ever take a child or other unauthorized person to class, meetings or to student teaching. Part of your professional responsibility is to take care of personal issues, such as daycare, and to make advance arrangements in the event of illness or other situations that may call you away from teaching or class. Never have an audible beeper, phone or timer go off during class or when you are teaching.
9. Your behavior in public spaces and online is subject to scrutiny by your students, master teachers, school site leaders, university instructors, parents, and potential employers. As an educator, you will be held to a higher standard. Separate the personal from the professional. Use privacy controls. Do not “friend” students. Remove or limit access to inappropriate photos and posts. Do not publicly comment on your placement, students, instructors or colleagues. If your master teacher uses the internet to communicate with students and wants you to do likewise get a separate email account, preferably through the school district. If you use a website to communicate with students separate it from any personal websites. Check with your school site policies on internet communication and follow them explicitly. Most schools have strict policies against posting student names or student photos on the internet.

10. Respect your professors’ office hours and privacy. Never call a professor or supervisor at home unless specifically instructed to do so. Follow guidelines for office visits or other appointments. Email or take care of individual business during office hours. Do not corner professors at the beginning or end of class. Please let the professor have a break during break time. Never take up office hour time giving excuses about why you were not in class or could not do your work. Please follow the professor’s guidelines for use of email and texts.

11. Be flexible. The credential coordinator will try to keep you informed about upcoming events and scheduling, however, these are always subject to change. Plan for the "worst case scenario" regarding your time and do not schedule yourself too tightly. Be sure to make advance arrangements for personal responsibilities, such as childcare and driving, so that these do not infringe upon your work. Have contingency plans for the unexpected, such as illness (of yourself or your child.) Leave room in your schedule to account for traffic and unexpected delays. This will be a more realistic approach and will relieve much stress. This is not the time to take on extra activities. Try to cut down on "extra-curricular activities" this year.

12. Complete and submit PACT according to published guidelines. Take responsibility for your own professional growth. Work with others at your school site to schedule your supervisor’s time. Be sure to schedule both observation time and conference time. Schedule a regular time to meet with your master/mentor teacher each week. If you have concerns regarding a class, consult the instructor immediately. Do not gossip or discuss your concerns with teammates or others at the school site. Be an adult, pleasant, and professional. You are encouraged to attend professional conferences and to participate in PTA meetings, carnivals, shows, etc., as well as in-service training at your school site; however your coursework for CSUEB must be your first priority.

13. Lesson Planning: Have lesson plans done at least a day (preferably several days) ahead of time and share these with your master teacher at least one day in advance of teaching. You must maintain a binder and have a lesson plan grid for the weekly lessons that you teach. In addition to the grid, you need to have complete lessons plans for:
   A. All lessons that your university supervisor, cooperating teacher, or site provider observes
   B. At least one lesson per subject area per week (e.g., one math, one language arts, one science)
   C. Keep a separate section for EL lessons

14. Be sure that your supervisor sees your binder each time he or she visits. This way your supervisor will know what you have been teaching on a daily basis. If you have any concerns about your student teaching, consult your supervisor immediately.

15. Disqualification from the Program: (It rarely happens but) If you are removed from a student teaching/intern placement for cause at the request of the school district, you will be immediately disqualified from
the program. Disqualification from the program for cause may take place at any time up until the application for the credential has been approved.

16. Budget your time and your money: This is a rigorous, full time program. It is best not to work at an outside job while you are in the program. You may have the opportunity to substitute teach for your master teacher if it does not interfere with attendance in your CSUEB classes. Needing to get to work at an outside job is not considered a legitimate excuse for missing classes, teaching, or meetings. You will have class assignments to complete when you are not participating in these activities. We promise to keep you busy! Please contact the Financial Aid office if you think that you may qualify for a grant or a loan. Budget an additional $300.00 for the year for participation in professional conferences and activities.

17. Strive for excellence, not perfection! Perfection is not attainable and you will become frustrated. Excellence means doing your very best under the given circumstances. We know that you will be very successful!

18. **SUBSTITUTE TEACHING & STRIKE POLICIES**

### 18.1 SUBSTITUTE TEACHING POLICY

**Possible Situation**

The district wants to employ a candidate as a substitute teacher. The candidate wants to be employed. The most “normal” instance is when the master teacher is absent and the candidate serves as substitute teacher in the classes in which s/he is a student teacher and the rest of the absent master teacher’s classes. If a student teacher is doing a field placement in classes with more than one master teacher, there is a problem. The candidate cannot teach two classes at the same time; that is, to be a student teacher in a class for one master teacher and a substitute teacher for another (absent) master teacher simultaneously.

The candidate's primary responsibilities are to the classes to which she/he is assigned as a student teacher. Full-day substituting is only possible when all master teachers approve, and when the candidate has no university class attendance responsibilities.

**Substitute Teaching Procedures**

1. Substitute teaching requires that approval of each of the following parties: site administrator; university supervisor, and district personnel office.

2. The candidate must complete: a district teaching position application; a 30-Day Emergency Substitute Teaching Permit application through the school district; and other requirements as specified by the district. It is the responsibility of the candidate to make sure that such substitute teaching does not interfere with university coursework.

3. The credential application covering the particular school assignment must be filed with the county office of education through the school district accompanied by a Declaration of Need Certificate provided by the school district. A fee paid by the candidate must accompany the application. Once the teaching permit is received, the candidate must register with the county office of education, and is limited to the number of authorized teaching days.
18.2 STRIKE SITUATION POLICY

Student Teachers
If the teachers in a school district are involved in a strike, then the field experience placements in that district shall be suspended. Candidates shall no longer go to their school sites during the period of the strike. Candidates should contact the credential coordinator. If the length of the strike will make it impossible for candidates to fulfill the requirements of that field placement, they will be reassigned. In this case, field experience refers to assignments made by CSUEB. This policy does not pertain to paid or volunteer services outside the scope of the student teaching assignment.

Interns/Candidates Teaching under Emergency Credentials
Candidates teaching under emergency credentials and interns are employees of a school district. During collective bargaining, they must decide for themselves whether or not they will take part in any action, including a strike, related to their employment.

Status of CSUEB Supervisors
We ask that both teachers and administrators consider the dilemma a strike poses for our program. We need positive relationships with all parties in a school district. CSUEB supervisors will not enter schools during a strike situation.

19.0 DECLASSIFICATION POLICY & ACADEMIC DISHONESTY

19.1 DECLASSIFICATION FROM THE PROGRAM

The University Catalog outlines the policy on declassification: *Declassification from a Degree Program*: A student may be declassified (dropped) from a graduate degree or credential program for a range of reasons, including, but not restricted to, unprofessional conduct; behavioral issues that interfere with the learning of others; failure to make progress toward the degree or program as set forth by the University and program policies; failure to meet grade requirements to maintain good standing in the program and/or University; and/or the department/program faculty determine that the student is incapable of completing degree requirements at the level expected of a graduate student in the discipline even if the GPA is above a 3.0.

The *declassification request* must be initiated by the major department with support from the department/program chair and college dean or designee. Requests are submitted to the Office of Academic Programs and Graduate Studies for final action and official notification to the student and the Registrar’s Office. The Office of Academic Programs and Graduate Studies will also determine if the student should also be academically or administratively disqualified from the University. If the student is not disqualified from the
University and wishes to continue in the University, a declassified student must formally apply to another graduate program or apply as a second baccalaureate student. (Second baccalaureate status is closed for budget reasons until further notice.) Declassified students will not be permitted to enroll through regular University or Open University in any undergraduate or graduate courses in the program or degree from which they were declassified. Unless the declassification was related to conduct issues that interfere with campus interactions, declassified students are eligible to apply to a new program and be accepted as a student by the department/program. The student must be accepted to a new program no later than three quarters after being declassified; otherwise, the student must reapply to the University.

A credential candidate or graduate student may be declassified for a range of reasons, including, but not restricted to, the following:

1. Failing to achieve a 3.0 GPA in required program courses.

2. Grades of Incomplete (I) shall not be counted in the candidate’s GPA; however, three or more grades of Incomplete or Unauthorized Withdrawal (WU) may serve as grounds for declassification. Field Experience courses will not be counted in the GPA. Candidates must repeat any course with a grade lower than C-.

3. If the GPA is above 3.0 yet program faculty determine that the student is incapable of completing degree requirements at the level expected of a graduate student.

4. Repeatedly failing to enroll in program courses.

5. Behaviors that interfere with the learning of others.

6. Failing to achieve a specified level of performance in required field experience.

7. If the school or school district requests that a student be removed from his/her placement.

8. Failing to demonstrate professional conduct toward any participant in the program, including university administrators, university faculty, university staff, university students, K-12 administrators, K-12 faculty, K-12 staff, and K-12 students.

Procedure:

The credential coordinator shall notify, in writing, a student subject to declassification. The notification memorandum shall do the following:

1. Cite the appropriate section of this policy,

2. Detail the specific behaviors that led to the declassification, and

3. Notify the student that he/she may appeal to the department chair within 10 calendar days.

4. Notify the student that he/she may appeal to the department chair within 10 calendar days.

Students may appeal declassification to the department chair, who upholds the decision or re-instates the student with or without conditions stated in writing. The department chair also informs the student that the
decision can be appealed to the associate dean of the College within 10 days. If the associate dean upholds the declassification, he/she requests in writing that the Office of Academic Programs and Graduate Studies (APGS) take final action and notify the student and the Registrar’s Office.

A candidate who has been declassified is not eligible to reapply to the declassifying program but may apply to other programs at CSUEB.

Declassified candidates will receive official notification of declassification from CSUEB's Academic Programs and Graduate Studies. Dismissed students must withdraw from the university and must immediately notify the Financial Aid Office and return all funds disbursed directly to you and/or credited to your student account. A full explanation of the Drop & Withdraw Policy is found at http://www.csueastbay.edu/financialaid/receiving-aid/drop-withdraw-policy.html

19.2 ACADEMIC DISHONESTY

The university, like all communities, functions best when its members treat each other with honesty, fairness, respect and trust. Deception for individual gain is an offense against the members of the entire community. The Teacher Education Department adheres to all university rules regarding academic dishonesty, and feels a particular responsibility to require the utmost professional accountability and academic honesty from students in our teaching programs. Whenever dishonesty occurs, your instructor will take appropriate action and file an "Academic Dishonesty Incident Report" detailing the infraction and the action taken. The report will be filed in the Academic Affairs Office, and you will receive a copy. The report will remain on file for five years or until you graduate, whichever comes first. If the office receives two or more reports on an individual, the Student Disciplinary Officer is notified.

Depending on the circumstances, you may: (a) be warned; (b) be required to resubmit work or retake an exam under specified conditions and with a possible grade penalty; (c) have your grade adjusted for the assignment; or (d) have your grade adjusted in the course, including assignment of an "F" at the discretion of the faculty. If the course grade is adjusted, it is not subject to Grade Forgiveness.

You may appeal an instructor's action to the Fairness Committee. Your appeal of an instructor's academic sanction is governed by the "Fairness Document."

Depending upon the severity of the offense or the number of offenses, the instructor may directly refer the instance of academic dishonesty to the Student Disciplinary Officer to determine if further action is necessary. (In any instance of academic dishonesty, however, whereby an academic sanction is imposed, the instructor will file an "Academic Dishonesty Incident Report." See three paragraphs above.) At the discretion of the Student Disciplinary Officer, administrative sanctions such as warning, probation, suspension, or expulsion may be imposed. As prescribed in Executive Order 970, Article V. Sanctions, paragraph 5 entitled Record Discipline, "Probation is entered on a student's transcript, with its beginning and end date, for the period of time that the probation is in effect. Suspension is entered on the student's transcript, with the beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if
the suspension is for longer than one academic year." Expulsion is entered on the student's transcript permanently along with the date it takes effect. (If an appeal to the Fairness Committee regarding an academic sanction imposed by the instructor is pending, action by the Student Disciplinary Officer will be postponed until after the adjudication of the appeal.)

The complete text of Title 5, section 41301 of the California Code of Regulations and of Chancellor's Executive Order 970 can be accessed on the Judicial Affairs website at http://www.csueastbay.edu/studentconduct/.

20.0 STANDARD 13/TPE 7

Standard 13 requires a field experiences that meets the following requirements:

1. The candidate must teach at least three students in each placement who are classified as English Learners (EL). These students must have at least two different CELDT levels among them. Within four weeks of each placement, each candidate will complete and submit to his/her university supervisor the Standard 13/TPE 7 English Learner Verification Form. Candidates are to provide ELD instruction and sheltered content instruction to ELs throughout the day. The university supervisor and the cooperating teacher must observe the candidate providing this instruction and complete the required paperwork. If the candidate's classroom does not meet the requirements above, the candidate is responsible to locate English Learners within the school. In this case the candidate will conduct the instruction during the student teaching placement experience.

2. EL Requirements for Single Subject Candidates

   A. The candidate must teach at least three students in each placement who are classified as English Learners (EL). These students must have at least two different CELDT levels among them. Within four weeks of each placement, each candidate will complete and submit to his/her university supervisor the Standard 13/TPE 7 English Learner Verification Form. Candidates are to provide ELD instruction and sheltered content instruction to ELs throughout the day. The university supervisor and the cooperating teacher must observe the candidate providing this instruction and complete the required paperwork. If the candidate's classroom does not meet the requirements above, the candidate is responsible to locate English Learners within the school. In this case the candidate will conduct the instruction during the student teaching placement experience.

   B. Interns are required to complete this by the end of their second placement.

3. The cooperating teacher or intern site support provider must have an advanced certification in teaching English Learners. The following are acceptable: a credential that meets the requirements of Standard 13 as defined by CTC, a bilingual (BCLAD) credential, the Language Development Specialist CLAD credential, or certificate, completion of a school district SB 1969 training program, or enrollment in and progress toward one of these credentials or certificates or other requirements stated by CTC.

21.0 PERFORMANCE ASSESSMENT FOR CALIFORNIA TEACHERS – PACT
Senate Bill 1209 (effective January 1, 2007), requires all Single Subject and Multiple Subject candidates to pass a Teacher Performance Assessment prior to being recommended for a California Teaching Credential. California State University, East Bay administers the Performance Assessment for California Teachers (PACT) to meet this mandate.

CSUEB Candidates submit the PACT Teaching Event during their final quarter in the program. The Teaching event entails planning a learning segment of about one week (approximately 3-5 lessons), including learning objectives for both the curriculum content and the development of academic language related to that content. Candidates submit lesson plans, copies of instructional and assessment materials, video clip/s of their teaching, a summary of whole class learning, and an analysis of student work samples. Candidates also write commentaries describing the teaching context, analyzing their teaching practices, and reflecting on what they learned about their teaching practice and student learning.

The PACT Teaching Event is comprised of five tasks, aligned to the Teaching Performance Expectations. The following are the five PACT tasks, each of which has its own set of prompts:

**PLANNING**
- Establishing a Balanced Instructional Focus
- Making Content Accessible
- Designing Assessments

**INSTRUCTION**
- Engaging Students in Learning
- Monitoring Student Learning During Instruction

**ASSESSMENT**
- Analyzing Student Work from an Assessment
- Using Assessment to Inform Teaching

**REFLECTION**
- Monitoring Student Progress
- Reflecting on Teaching

**ACADEMIC LANGUAGE**
- Understanding language demands
- Supporting academic language development

PACT is subject-specific. Single Subject candidates complete the PACT Teaching Event in their area of specialty. Multiple Subject candidates complete the PACT Elementary Literacy Teaching Event. Multiple Subject candidates also complete Content Area Tasks (CATs) in Math, Science and Social Studies as part of their Multiple Subject methods courses.
The PACT Teaching Events are scored by calibrated assessors using 12 subject-specific rubrics.

The CSUEB Teacher Education Department provides a great deal of support to prepare candidates for success on PACT. PACT Orientation classes conducted by trained instructor/assessors are provided throughout the year. Methods classes include Embedded Signature Assignments (ESAs) designed by faculty to prepare candidates for PACT. Additionally, video cameras can be borrowed free of charge and technical assistance workshops are offered to help candidates prepare their PACT videos.

Information including subject specific rubrics, and candidate handbooks is available on the PACT website at http://www.pacttpa.org. More information on PACT/CATs and ESAs are provided in the CSUEB classes.

### 22.0 CALIFORNIA TEACHING PERFORMANCE EXPECTATIONS

The TPE’s are core to SB2042 credentials. The design of our programs reflects the thirteen TPE’s. Candidates meet the TPE’s via their professional behavior, coursework, field practicum, portfolio, and via the California Teaching Performance Assessment. Here is a sampling of the Teaching Performance Expectations:

**Developmentally Appropriate Teaching Practices for the Primary Grades (Kindergarten – Grade 3) TPE 6A**

Candidates:

- Design instructional activities that suit the attention span of young learners and that connect with the children’s immediate world.
- Design instructional activities that draw on key content from more than one subject area.
- Design instructional activities that include hands-on experiences and manipulatives that help students learn.
- Know how to make special plans for students who require extra help in exercising self-control among their peers.
- Know how to make special plans for students who have exceptional needs or abilities.
- Teach and model norms of social interaction such as consideration, cooperation, responsibility, and empathy.

**Developmentally Appropriate Teaching Practices for the Middle Grades (Grade 4 – Grade 8) TPE 6B**

Candidates:

- Build on students’ command of basic skills and understandings as defined in state-adopted academic content standards.
- Provide intensive support for students who lack basic skills as defined in state-adopted academic content standards.
- Teach from grade-level texts.
- Design learning activities to extend students’ concrete thinking and foster abstract reasoning and problem-solving skills.
- Help students develop learning strategies to cope with increasingly challenging academic curriculum.
Assist students, as needed, in developing and practicing strategies for managing time and completing assignments.

- Develop students’ skills for working in groups to maximize learning.
- Understand students’ peer relationships and support students in trying new roles and responsibilities in the classroom.
- Support students' taking of intellectual risks such as sharing ideas that may include errors.
- Distinguish between misbehavior and over-enthusiasm.
- Respond appropriately to students who are testing limits and students who alternatively assume and reject responsibility.

**Developmentally Appropriate Teaching Practices for the High School Grades (Grade 9 – Grade 12) TPE 6C**

Candidates:

- Establish intellectually challenging academic expectations.
- Frequently communicate course goals, requirements, and grading criteria to students and families.
- Provide opportunities for students to develop advanced thinking and problem-solving skills.
- Help students to understand connections between the curriculum and life beyond high school.
- Communicate the consequences of academic choices in terms of future career, school and life options.
- Encourage behaviors important for work such as being on time and completing assignments.
- Support students in assuming increasing responsibility for learning.
- Understand adolescence as a period of intense social peer pressure to conform.
- Support signs of students’ individuality while being sensitive to what being “different” means for high school students.

**Monitoring Student Learning TPE 2**

Candidates:

- Pace instruction.
- Anticipate, check for, and address common student misconceptions and misunderstandings.
- Re-teach content based on evidence gathered using assessment strategies such as questioning students.
- Re-teach content based on evidence gathered using assessment strategies such as examining student work and products.
- Use progress monitoring at key points during instruction to determine whether students are progressing adequately toward achieving the state adopted academic content standards for students.

**Interpretation and Use of Assessments TPE 3**

Candidates:

- Know about and can appropriately use informal classroom assessments.
- Know about and can appropriately analyze student work.
- Teach students how to use self-assessment strategies.
● Provide guidance and time for students to practice self-assessment strategies.
● Give students specific, timely feedback on their learning.

Making Content Accessible TPE 4

Candidates:

● Explain content clearly.
● Model active listening in the classroom.
● Prioritize and sequence essential skills and strategies in a logical, coherent manner relative to students’ current level of achievement.
● Reinforce content in multiple ways.
● Provide opportunities and adequate time for students to practice and apply what they have learned.
● Vary instructional strategies according to purpose and lesson content.
● Motivate students and encourage student effort.
● Take additional steps to foster access and comprehension for all learners.

Student Engagement TPE 5

Candidates:

● Clearly communicate instructional objectives to students.
● Ensure the active and equitable participation of all students.
● Ensure that students understand what they are to do during instruction.
● Monitor student progress toward academic goals.
● Make instruction relevant and use community resources.
● Use strategies to re-engage students who are struggling.
● Use strategies to re-engage students who are off-task.
● Teach students to respond to questions.
● Teach students to frame meaningful questions.

Teaching English Learners TPE 7

Candidates:

● Can apply instructional practices and pedagogical theories and principles for comprehensive instruction of English learners.
● Are familiar with the philosophy, design, goals, and characteristics of programs for English language development, including structured English immersion.
● Implement an instructional program that facilitates English language development, including reading, writing, listening and speaking skills, that logically progresses to the grade level reading/language arts program for English speakers.
● Draw upon information about students’ backgrounds and prior learning, including students’ assessed levels of literacy in English and their first languages, as well as their proficiency in English, to provide instruction differentiated to students’ language abilities.
● Understand how and when to collaborate with specialists and para-educators to support English language development.

● Select based appropriate assessment information, instructional materials and strategies, including activities in the area of visual and performing arts, to develop students’ abilities to comprehend and produce English.

● Use English that extends students’ current level of development yet is still comprehensible.

● Know how to analyze student errors in oral and written language in order to understand how to plan differentiated instruction.

● Use systematic instructional strategies, including contextualizing key concepts, to make grade-appropriate or advanced curriculum content comprehensible to English learners.

● Allow students to express meaning in a variety of ways, including in their first language, and, if available, manage first language support such as para-educators, peers, and books.

● Use questioning strategies that model or represent familiar English grammatical constructions.

● Take in to account the cognitive, pedagogical, and individual factors that affect students’ language acquisition when planning lessons for English language development and for academic content.

Learning About Students TPE 8

Candidates:

● Assess students’ prior mastery of academic language abilities, content knowledge, and skills.

● Maximize learning opportunities for all students.

● Learn about students’ abilities, ideas, interests and aspirations through interpersonal interactions.

● Identify, based on assessment data, classroom observation, reflection and consultation, students who need specialized instruction, including students whose physical disabilities, learning disabilities, or health status require instructional adaptations and students who are gifted.

Instructional Planning TPE 9

Candidates:

● Plan how to explain content clearly and how to make abstract concepts concrete and meaningful.

● Plan differentiated instruction to accommodate varied students’ needs.

● Sequence instruction so the content to be taught connects to preceding and subsequent content.

● Improve their successive uses of instructional strategies based on experience and reflection.

● Meet student learning goals and needs by selecting and/or adapting: instructional strategies; grouping strategies; and/or instructional materials.

Instructional Time TPE 10

Candidates:

● Allocate instructional time to maximize student achievement in relation to:

  1. State-adopted academic content standards for students and

  2. Instructional goals and/or scheduled academic tasks.

● Manage transitions to maximize instructional time.
• Establish procedures for routine tasks to maximize instructional time.
• Adjust the use of instructional time to optimize the learning opportunities and outcomes for all students based on lesson reflections and consultation.

Social Environment TPE 11
Candidates:

• Promote student effort and student engagement.
• Create a positive climate for learning.
• Develop and maintain clear expectations for academic and for social behavior.
• Know how to write and implement student discipline plans.
• Know how to establish rapport with all students (and their families) for supporting academic and personal success through caring, respect, and fairness.
• Help students learn to work responsibly with others and independently.
• Recognize how well the social environment maximizes academic achievement for all students and make necessary changes based on observations of students and consultation with other teachers.

Professional, Legal, Ethical Obligations TPE 12
Candidates:

• Take responsibility for student academic learning outcomes.
• Maintain a non-hostile classroom environment.
• Model ethical behaviors for students and resist racism and acts of intolerance.
• Understand and honor all laws relating to professional misconduct and moral fitness.
• Are aware of and act in accordance with ethical considerations.
• Are aware of their own personal values and biases and recognize ways in which these values and biases affect the teaching and learning of students.
• Appropriately manage their time spent in teaching responsibilities to ensure that academic goals are met.
• Understand and implement school and district policies and state and federal law in responding to inappropriate and/or violent student behavior.
• Understand important elements of California and federal laws and procedures pertaining to the education of English learners, gifted students, and individuals with disabilities, including implications for their placement in classrooms.
• Can identify suspected cases of child abuse, neglect, or sexual harassment and carry out laws and district guidelines for reporting such cases.
• Understand and honor legal and professional obligations to protect the privacy of students, families, and other school professionals.
• Understand and honor legal and professional obligations to protect the health and safety of students, families, and other school professionals.

Professional Growth TPE 13
Candidates:
● Evaluate their own teaching practices and subject matter knowledge in light of information about the
state-adopted academic content standards for students and student learning.
● Improve their teaching practices by soliciting feedback and engaging in cycles of planning, teaching,
reflecting, discerning problems, and applying new strategies.
● Use reflection and feedback to formulate and prioritize goals for increasing their subject matter
knowledge and teaching effectiveness.

23.0 CREDENTIAL STUDENT SERVICE CENTER (CSSC)

Credential Student Service Center (CSSC) supports all credential programs at CSUEB. It is important to familiarize yourself with CSSC’s main services:

● Advisement regarding credential requirements in all programs;
● Initial screening for credential program requirements;
● Housing of student records;
● Monitoring of progress towards credentials;
● Verification of credential program completion;
● Making the official credential recommendation to the Commission on Teacher Credentialing (CTC).

23.1 MAINTENANCE OF CANDIDATE CREDENTIAL FILES

In general, credential files that are kept in our office are retained for up to seven years beyond the term of program completion or for one year after non-enrollment (if you have not completed the program), whichever occurs first. Re-admission is subject to the prevailing requirements for entry into the program. Acceptance is not automatic. Re-admitted candidates join a new team and complete their coursework with the new team. They are also subject to all of the credentialing requirements of the new team. Re-admitted candidates are not permitted to deviate from their new team’s schedule.

If a credential candidate moves from the teaching credential program to another credential program, the admissions documents DO NOT automatically get transferred to the new program. Please check with the prospective program to verify whether original or photocopies will be acceptable. If photocopies are acceptable, please follow the CSSC procedures regarding how to request copies of items from a credential file. The procedures along with most credential forms and documents are found on CSSC’s website under the link for Credential Forms and Documents.

23.2 FINAL CREDENTIAL PROCESSING

For all credential programs and types, please review the instruction sheet found on CSSC’s website to confirm the list of items required for the credential. You do not need to remit any document that was previously submitted for program admissions.
The CTC has instituted a policy whereby all universities are required to submit credential applications online. In the final quarter of the program, candidates should remit documents required for the credential recommendation to CSSC. The issuance date for the credential will be the last day of the quarter or the last day that an outstanding item was met, whichever is later.

A valid email address and Visa or MasterCard debit/credit card is required to apply for a credential. Our office will submit your application online to CTC upon verification that all requirements have been completed. You will be notified via email by CTC for your payment and additional information. After receiving this information, CTC will issue you an electronic document for you to print. This is your official verification that you will be issued a credential, and you will not receive a hardcopy of your credential document. The official credential will be posted on the CTC’s website, www.ctc.ca.gov.

23.3 THE CREDENTIAL FILING PROCESS:

- Please submit the required materials as a complete packet either by mail or in person to the Credential Student Service Center in AE 235. Note: It is your responsibility to make sure you have completed all the necessary items in order to begin the application process. Keep in mind that incomplete items will create delays in the processing of your credential. The list of required materials is found on the credential application packet. You can obtain the credential application online at CSSC’s website under the Credential Forms and Documents link.

- The Credential Student Service Center will check documents, verify eligibility and recommend for the credential. Requests will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your application is processed. Requests submitted with coursework in progress will be partially processed, then held. Processing will be completed at the end of the quarter when grades are posted and all requirements have been met. If additional documentation is required, you will be notified in via email or on the phone.

- Once the Credential Student Service Center has submitted the online recommendation you will be emailed by CTC to complete the personal and professional fitness questionnaire and payment portions of the process. Usually within a day, CTC will forward you a payment confirmation number. Provided there are no extenuating circumstances, CTC will send you an email confirming that the credential has been issued. You may want to print this “issuance” email for employment purposes. The web version of your document is considered the official document. It is your responsibility to confirm accuracy. Contact our office immediately if there are errors.

- Your credential and all information relating to it will appear on the Commission website as granted once processing by CTC is complete.

23.4 VERIFICATION OF CREDENTIAL ELIGIBILITY

If a prospective employer is in need of verification of a credential, a candidate may request a letter of good standing from CSSC. These letters are processed along with all credential processing, so please plan carefully to meet any necessary deadlines. More information on the required steps to obtain credential verifications, including Out-of-State Verifications, are found at:
http://www.csueastbay.edu/cssc/verifications.html
23.5 OTHER CREDENTIAL ISSUES OR CONCERNS

For any credentialing question or concern not addressed in this handbook, please contact CSSC. If it is a matter regarding your curriculum or student teaching, please contact the credential coordinator first.
24.0 APPENDICES

24.1 APPENDIX A: LINKS TO IMPORTANT FORMS

**Intern Screening Form** - or paste the following link into your browser

**Standard 13 Program Requirement Form** - or paste the following link into your browser

**Single Subject Summative Field Evaluation** - or paste the following link into your browser
PREAMBLE

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one’s colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designed by the NEA or its affiliates.

PRINCIPLE I

COMMITMENT TO THE STUDENT

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator -

- Shall not reasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonably deny the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student’s progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement.
- Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religion beliefs, family, social, or cultural background, or sexual orientation, unfairly –
  a. Exclude any student from participation in any program
  b. Deny benefits to any student
  c. Grant any advantage to any student.
- Shall not use professional relationships with students for private advantage.
- Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

COMMITMENT TO THE PROFESSION
The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator -

- Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
- Shall not misrepresent his/her professional qualifications.
- Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- Shall not assist a noneducator in the unauthorized practice of teaching.
- Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Shall not knowingly make false or malicious statements about a colleague.
- Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
All multiple and single subject candidates are required to keep binders (actual or electronic based on your supervisor’s preference) during their placement. These binders must be available for supervisors during site visits.

These binders should not be considered an additional burden, but an artifact that documents your experience as a student teacher. Many candidates go on to use their binders as a valuable reference source. Writing out your lesson plans is part of being a teacher and while with experience you may be able to condense them, at this point in your learning it is necessary to do so. If your supervisor approves, the binders may be kept in a digital format.

You do not have to use the PACT lesson format for these lessons; there are many valid lesson plan formats from which you can select. Talk to your cooperating teacher and university supervisor. Some of the lesson plans may originate with your master teacher or district.

The binder at a minimum must include the following:

- For first placement: 30 lesson plans total (i.e 21 regular lessons, 9 lessons to fulfill TPE 7). This should be spread out over the entire placement. (This number can be raised at the discretion of the supervisor.)
  - For multiple subject candidates:
    - 3 SDAIE lessons
    - 3 listening/speaking lessons
    - 3 literacy lessons
  - For single subject – 9 SDAIE lessons
- For second placement: 36 lesson plans total (i.e 27 regular lessons, 9 lessons to fulfill TPE 7). This should be spread out over the entire placement.
  - For multiple subject candidates:
    - 3 SDAIE lessons
    - 3 listening/speaking lessons
    - 3 literacy lessons
  - For single subject – 9 SDAIE lessons
- These must include all observed lessons.
- The lesson plans should represent a variety of content areas, i.e., for multiple subject it should include, math, language arts, science, art, etc., for single subject it might include different grade levels.
- A unit plan.
- All supervisor and master teacher observation notes.
- Summative evaluations
- For both first and second placement: nine lessons to fulfill requirements for TPE 7. (These may be the same lessons included in the above only if the candidate has added appropriate adaptations.)

It is recommended that the binder also contain:

- School information
- School directory
- School policies
- Schedule
- Campus map
- Emergency procedures
- Seating chart