

Admission and Retention Policy

Policies for admission to the teacher education program, retention in the program, admission to student teaching, and criteria for teaching licensure are described here. The Teacher Education Appeal Board serves as the appeal board for any adverse action in the admission and retention of students in the teacher education programs. Students must make a request in writing to the chair of the Department of Education for a hearing before the Teacher Education Appeal Board.

For admission to the teacher education program, students must:

1. Possess a GPA of 2.75 before enrolling in any course with an EDUC prefix.
2. Complete Education 210—Foundations in K-12 Education with a grade of B- or higher or transfer an equivalent course.
3. Complete a clinical experience, receiving a favorable teacher evaluation, as a part of Education 210 or provide evidence of completing a clinical experience under the supervision of another higher education institution.
4. Take Praxis I. Students who do not pass a portion of Praxis I should set up a meeting with Amy Sannes in the Academic Enhancement Center and bring your test scores.
5. Complete and submit an application admission to the teacher education program. The essay component must meet the criteria listed in the writing guidelines of the Department of Education.
6. Receive favorable recommendation from the Education 210 instructor. If students transfer credit for Education 210, they may be recommended by any faculty member in the Department of Education. The criteria on which students will be recommended are the following:
 - a. oral and written communication skills
 - b. knowledge of education as a discipline
 - c. interest in and attitude toward the teaching profession
 - d. responsibility, to include attendance, punctuality, due dates met, etc.

Students submit application materials to the Department of Education chair, who will act on the application and notify students in writing of the admission decision. Students who are not admitted may not register for additional education courses without permission of the Department of Education chair. Students who are not admitted to the teacher education program will be advised to seek academic assistance.

Each time students register for an education course, the Department of Education confirms the students' GPA and that the students have been admitted to the program. Throughout students' progress in the program, faculty assess students' writing and speaking skills, assess their professional knowledge both in course assignments and in clinical settings, and recommend appropriate assistance for students who are not attaining a sufficient level of achievement. Students are required to have professional liability insurance for every clinical experience.

For admission to student teaching, students must:

1. Be admitted to the teacher education program.
2. Have current professional liability insurance.
3. Retain at least 2.75 cumulative GPA and a 2.75 GPA in the major in which they wish to teach. The Elementary Education major GPA will be computed on the courses with an Education prefix (EDUC) that are required in the Elementary Education program. The major GPA in Secondary/K-12 programs consists of the subject-area courses listed in the Catalog for the teaching major and the relevant Methods of Teaching course(s). In addition, approved transfer courses and other elective courses in the Elementary and

Secondary/K-12 teaching majors will be computed as part of the major GPA. Courses with an Education prefix will not be computed as part of the Secondary/K-12 major GPA, but will be calculated in the cumulative GPA.

4. Have no grades of F or I in education or other Methods of Teaching courses.
5. Successfully complete sophomore- and junior-level clinical experiences with positive recommendations from college and classroom supervisors.
6. Be endorsed by each department in which they have a teaching major.
7. Achieve senior status.
8. Successfully complete EDUC 399—Orientation to Student Teaching.
9. Pass all departmental proficiency and/or participation requirements.

Students must be enrolled in EDUC 399—Orientation to Student Teaching the semester before they plan to student teach. While students are enrolled in EDUC 399, the Department of Education conducts the departmental endorsement for each prospective student and informs the students of the decision to admit or not admit them to student teaching.

Student teaching is at least a 10-week assignment. Placements for student teaching are generally made within the Fargo-Moorhead area but may be made outside the Fargo-Moorhead area if necessary. All assignments are made by the Department of Education and are dependent upon availability of sites.

Students may teach in no more than two levels or two subjects during one student teaching assignment. All students must be supervised by Concordia College faculty during their student teaching experience. Students may complete additional student teaching experiences at another grade level, in another subject area, at a site providing a different cultural experience, or at an alternative education facility. Students are responsible for their own transportation and living expenses, tuition and honoraria for the classroom teacher(s).

The student teaching experience is evaluated by the student, the classroom teacher and the college supervisor. Student teachers are evaluated by the criteria published in *Concordia College Student Teaching Handbook: A Resource for Student Teaching*. The college supervisor is ultimately responsible for assigning the grade for student teaching. Additional policies regarding student teaching are also identified in the student teaching handbook.

To receive recommendation for licensure, students must:

1. Meet all criteria for admission to and retention in the teacher education program.
2. Successfully complete appropriate clinical and student teaching experiences. Elementary education students must have field experiences at both primary and middle school grade levels; secondary education students must have field experiences at both middle school and senior high levels; and K-12 students must have field experiences at the elementary, middle school, and secondary levels. Secondary education students must complete part of their student teaching experience in each content area in which they wish to be licensed.
3. Successfully complete all courses in their teaching major.
4. Attain an overall GPA of at least 2.75 and major GPA of at least 2.75.
5. Pass all tests required by the State of Minnesota for licensure, presently the Praxis I and the Praxis II.

Contact the Department of Education for the most up-to-date information on licensure requirements.