

Education Program Policies Concordia College

Policies for admission to the teacher education program, retention in the program, approval to student teach, and criteria for teaching licensure are described in this section. 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 EDUC 210 – Foundations of K-12 Education with a grade of B- or higher or transfer an equivalent course;
3. Have current professional liability insurance and complete a clinical experience, receiving a favorable teacher evaluation, as part of EDUC 210 or provide evidence of completing a clinical experience under the supervision of another higher education institution. **Students are required to have professional liability insurance for each clinical experience;**
4. Take MTLE Basic Skills. Students who do not pass a portion of MTLE Basic Skills should set up a meeting with Amy Sannes in the Academic Enhancement and Writing Center and bring appropriate test scores;
5. Complete and submit an admission application to the teacher education program. The application includes an essay component that must meet the criteria listed in the writing guidelines of the department of education;
6. Declare an education major; and
7. Receive favorable recommendation from the EDUC 210 instructor. The criteria include:
 - a. Oral and written communication skills;
 - b. Knowledge of teaching as a discipline;
 - c. Interest in and attitude toward the teaching profession; and
 - d. Responsibility, to include attendance, punctuality, due dates met, and other dispositions.

*If students transfer credit for EDUC 210, they may be recommended by a faculty member in the department of education.

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.

Student progress is assessed each semester by the department of education during the registration process. Confirmation of the required GPA and admission to the program is monitored. Student progress in writing and speaking skills, professional knowledge both in course assignments and in clinical settings is assessed by faculty. Recommendation of appropriate assistance will be offered to students who have not attained sufficient levels of achievement.

For approval to student teach, 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/add-on endorsement 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);
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 approved by each department in which they have a teaching major;
7. Achieve senior status;
8. Successfully complete EDUC 399 – Orientation to Student Teaching; and
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 approval for each prospective student and informs the students of the decision to admit or not admit them for 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 student teach 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/add-on endorsement GPA of at least 2.75; and
5. Pass all MTLE tests required by the State of Minnesota for licensure.