

**Orientation for Undergraduate (UG) and Graduate (G) Teacher Education (TE)
Candidates**

Secondary Education (SEC)

Dear Secondary Teacher Education Candidates,

This document includes information that you need to be aware of during your sophomore year if you are in the undergraduate program and at the beginning of your program if you are a graduate student (both MA and GTCP). In order to be considered for admission to SEC TE program, please read this document very carefully. If you have any additional questions, please contact

Dr. Joan Thompson

Coordinator of Secondary Education Programs
202-319- 6471
thompsjl@cua.edu

Ms. Jennifer Kusnierczyk

Administrative Assistant to the Director of Teacher Education
202-319-5801
218 O'Boyle Hall
kusnierczyk@cua.edu

Dr. Agnes Nagy-Rado

Director of Teacher Education
202-319-4633
nagyrado@cua.edu

In this document you will find information on

1. *Admission to Teacher Education*
2. *PRAXIS tests*
3. *LiveText*
4. *Student Teaching*
5. *Policies in Teacher Education*

Note: Regularly check your CUA E-mail account for important information sent from CUA and the Department of Education.

I. Admission to Teacher Education

(This information is only for sophomores taking EDUC 586 since all graduate students are automatically admitted, and most juniors have already been admitted to TE.)

- a. Deadline for submitting all required information in the undergraduate program is April 1 of your sophomore secondary (spring) semester. You need to contact Dr. Thompson (thompsjl@cua.edu) if your course of study does not allow you to apply at that time.
- b. Contact Dr. Thompson (thompsjl@cua.edu), Ms. Kusnierczyk (Kusnierczyk@cua.edu) and Dr. Nagy-Rado (nagyrado@cua.edu) so that you receive all application materials in LiveText.
- c. As part of the application process, fill out the Teacher Education Admission Form in LiveText. A URL will be sent to you once we hear of your intent to apply. If you experience any technical difficulties, contact Mrs. Ms. Kusnierczyk at kusnierczyk@cua.edu. When filling out the form, please remember to click on SUBMIT FORM so that we automatically get your responses.

- d. Fill out the Candidate Profile Form in LiveText. The URL will be sent to you.
- e. Fill out the Disposition Survey and Technology Survey in LiveText. Both of these forms ask you to evaluate your own skills and attitudes (self-assessment). These forms are not graded; we simply would like to know a little more about you, your knowledge, skills, and dispositions.
- f. 2 letters of recommendation (Reference Form) will be provided by your professors.
 - i. SEC candidates ask 1 Education professor (from 251 or 361 for undergraduates) and 1 A&S professor. (Professors need to contact Mrs. Kusnierczyk who will provide the URL for the Reference Form in LiveText.)
- g. GPA info
 - a. SEC: Cumulative GPA (2.5), content GPA (2.75)
2. UG: Courses to take: Specified assignments for these courses need to be submitted in LiveText.
 - a. SEC: EDUC 251, 361 (no EDUC 261)
3. Passing scores on PRAXIS I for undergraduates (Reading, Writing, Math) (See next section for more detail.) G students need to take Praxis I by the time they complete the program – it is not a requirement for admission.

II. PRAXIS

All undergraduate and graduate TE candidates need to pass PRAXIS I (Reading, Writing, and Math) tests in order to be eligible for a standard DC license.

The ETS website at www.ets.org includes all necessary information on taking the PRAXIS I tests including numbers of questions, material and concepts covered, and types of questions. You can take the 3 PRAXIS I tests (2 hours each) on the computer a few days after you sign up (maybe even the following day).

1. **PRAXIS I** (Reading, Writing, Math) (not PRAXIS II)
 - To register for the test, contact ETS at <http://www.ets.org> (or call 1-800-772-9476) and tell them the zip code of the area you'd like to take the test in. You can select among various test locations.
 - DC and CUA cut scores
 - DC (R172, W171, M174)
 - CUA (R177, W173, M177, Cum.527)
 - **Undergraduates:** Take all 3 PRAXIS I tests January and early February.
Graduate: MA candidates have until program completion to pass the tests. GTCP candidates take Praxis I as an admission requirement.
 - Computer-Based Testing (CBT) allows you to see your scores in Reading and Math right away. It takes 6 weeks to obtain the score from the writing test that is hand-scored.
 - Make sure you mark **CUA as one of the recipients** of your scores because CUA needs to get your official score report from ETS directly.

I'll show you during the orientation session how to navigate the ETS website and locate the test requirements set by DCPS.

2. PRAXIS II

- All PRAXIS II information can be located at www.ets.org. Click on PRAXIS, then PRAXIS II. Specific information can be located by going to *State Requirements*, click on *District of Columbia*, click on PDF file next to test.

III. LiveText

All TE candidates need to have purchased LiveText (the cheaper version suffices) and need to submit key assignments (identified by faculty) in LiveText.

- LiveText training
 - **Upon request the skills of submitting and sharing assignments in LiveText are demonstrated at the orientation session.**
 - How to submit FORMS in LiveText
 - How to submit assignments in LiveText

IV. Student Teaching

- Student Teaching Application in LiveText.
 - Deadline: 2nd week of semester prior to student teaching
 - Application form: Contact Ms. Kusnierczyk or Dr. Nagy-Rado to add your name to the database. Once you are added, the form automatically appears in your account for you to fill it out.
- ST-ing numbers for Secondary Education candidates not currently teaching:
 - EDUC: 597-598-599
- ST-ing numbers for Secondary Education candidates currently teaching:
 - EDUC 600

Disability Support Services – Policy for Candidates Registering for Field Experiences

If you are a secondary teacher education candidate and have a disability, we encourage you to inform Dr. Agnes Nagy-Rado, Director of Teacher Education (nagyrado@cua.edu) or Ms. Elsie Neely, Director of Field Experiences (neely@cua.edu) of your disability so that we can best help you in terms of accommodations that you may need for your field experience. We further encourage you to coordinate with the office of Disability Support Services to ensure you obtain support for completing the program. If you choose not to reveal this information, understand that there are consequences for that decision. Accommodations are not retroactive. Please visit the DSS website at <http://disabilitysupport.cua.edu> for additional information.

V. Policies

- Admission & Retention policy
 - maintain 2.5 and 2.75 GPA
 - **Undergraduate:** retake course below C- (licensure requirement), **Graduate:** For retention, graduate candidates need to earn a minimum of C. (See ‘Grade C policy’ for graduate students!)
 - talk to advisor before retaking any course (You don’t need to retake the same course to fulfill distribution requirement. You do, however, need to take a course that is listed in the slot detail for the particular line on the tracking sheet.)
 - SEC (EDUC and content courses)
- Only **one** *provisional* and **one** *probationary* semester can be given to a candidate!
- Appeal process for (1) decisions in the Unit Assessment System (if e.g., someone is denied admission to TE) and (2) disposition concerns
- Background check for field experiences
- CUA’s policy regarding Absenteeism
- CUA’s policy regarding Academic Dishonesty:
- Repeat course policy (in case of F)
- see **CUA advising Handbook** for other policies

Miscellaneous Information

- Conceptual Framework
 - Unit Assessment System
 - Communication with your instructor and advisor
 - Impact of personal photos/videos on internet
 - CUA resources for academic and emotional support
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I verify that I have attended the orientation meeting and received all Teacher Education materials. I understand that if I have any questions, I can contact the following people in the Teacher Education Office located in O’Boyle:

- Ms. Jennifer Kusnierczyk
Administrative Assistant to the Director of Teacher Education
202-319-5801
kusnierczyk@cua.edu
- Dr. Agnes Nagy-Rado
Director of Teacher Education
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Signature of Teacher Education Candidate

Date