

## Orientation for Undergraduate Sophomore Education Candidates

Dear Sophomore Teacher Education Candidate,

This document includes information that you need to be aware of during your sophomore year. In order to be considered for **admission to the Teacher Education (TE) Program** in Early Childhood Education (ECE), Elementary Education (ELE), and Secondary Education (SEC), please read this document very carefully. If you have any additional questions, please contact

**Ms. Jennifer Kusnierczyk**

Administrative Assistant to the Director of Teacher Education  
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218 O'Boyle Hall  
[kusnierczyk@cua.edu](mailto:kusnierczyk@cua.edu)

or



**Dr. Agnes Nagy-Rado**

Director of Teacher Education  
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In this document you will find information on

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

### I. Admission to Teacher Education

- a. Deadline for submitting all required information is April 1 of your sophomore secondary (spring) semester.
- b. By now you all need to have a LiveText account. An account can be purchased (in 1 minute) at  <http://college.livetext.com/college/index.html>. Go to  to purchase your account. Once you have an account, send a message to Ms. Kusnierczyk at [kusnierczyk@cua.edu](mailto:kusnierczyk@cua.edu) so that your name can be added to the CUA database.
- c. As part of the application process, fill out the Teacher Education Application Form in LiveText. You can access the form in your account by going to the FORMS section under TOOLS. If the form cannot be located in your account, contact Ms. Kusnierczyk at [kusnierczyk@cua.edu](mailto:kusnierczyk@cua.edu) to add your name to the Teacher Education Database in LiveText. Below find the steps for filling out the form:
  - i. Click on FORMS under TOOLS on the left of the page once you sign in.
  - ii. Click on COMPLETE on the right next to the name of the form.

- iii. Complete form and click on SUBMIT FORM. (We automatically get your responses; you don't have to share your form with us.)
- d. Fill out the Candidate Profile Form in LiveText. This form can be located in the FORMS section also.
- e. Fill out the Disposition Survey:  
<http://college.livetext.com/misk5/formz/public/11231/4aLrrPWv3s> and  
Technology Survey:  
<http://college.livetext.com/misk5/formz/public/11254/QwLHXqan9V> 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. Two (2) recommendation letters (Reference Form) will be provided by your professors.
  - i. ECE and ELE candidates ask 2 Education professors (from 251, 261, or 361) to complete a Reference Form in LiveText.
  - ii. SEC candidates ask 1 Education professor (from 251 or 361) and 1 A&S professor. (Professors need to contact Ms. Kusnierczyk who will provide the URL for the Reference Form in LiveText.)
- g. GPA info
  - a. ECE, ELE: Cumulative GPA (2.5), EDUC GPA (2.75)
  - b. SEC: Cumulative GPA (2.5), content GPA (2.75)
- 2. Courses to take: Specified assignments for these courses need to be submitted in LiveText.
  - a. ECE, ELE: EDUC 251, 261, 361
  - b. SEC: EDUC 251, 361 (no EDUC 261)
- 3. Passing scores on PRAXIS I (Reading, Writing, Math) (See next section for more detail.)

## II. PRAXIS

The ETS website 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 tests (2 hours each) on the computer a few days after you sign up (maybe even the following day). (Paper-and-pencil tests are also available, but they are administered much less frequently (once a month).)

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)
  - Take all 3 PRAXIS I tests in January or early February.
  - 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.




More specifically, you can find info on PRAXIS I at:

<http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnextoid=48c05ee3d74f4010VgnVCM10000022f95190RCRD>

and about types of questions at:

<http://www.ets.org/portal/site/ets/menuitem.c988ba0e5dd572bada20bc47c3921509/?vgnextoid=359baf5e44df4010VgnVCM10000022f95190RCRD&vgnextchannel=d378197a484f4010VgnVCM10000022f95190RCRD>. Go down the page where you see the following textbox. Click on the PDF file to view specific information on each test.

### Test Requirements

LicensureSession/ Area	Test CodeName	Test Name	Qualifying Score
All Areas	 10710	PPST Reading	172
	 20720	PPST Writing	171
	 10730	PPST Mathematics (calculators prohibited)	174

### III. LiveText

All TE candidates (ECE, ELE, and SEC) need to have purchased LiveText (\$109) and need to submit assignments in LiveText (251 and 261 observation papers, 361 tutoring journals, e.g. Your course professor will inform you of what assignments are due in LiveText.)

- LiveText training
  - **The skills of submitting and sharing assignments in LiveText are demonstrated at the orientation session.**
  - Submit FORMS in LiveText
  - Submit assignments in LiveText

## Policies

- Unit Assessment System
  - maintain 2.5 and 2.75 GPA to be admitted and continue in Teacher Education
  - retake course below C- (licensure requirement)
    - 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 requirement on the tracking sheet.)
    - Early Childhood and Elementary Education majors (EDUC and distribution requirements)
    - SEC (EDUC and content courses)
- Only **one provisional** and **one probationary** semester can be given to candidates!
- Appeal process for (1) decisions in the Unit Assessment System (if e.g., someone is denied admission to or continuance in TE) and (2) disposition concerns
- Background check for field experiences
- CUA's policy regarding Absenteeism:  
[http://policies.cua.edu/view\\_policy.cfm?pol=197](http://policies.cua.edu/view_policy.cfm?pol=197)
- CUA's new Policy on Student Academic Dishonesty can be located at the following URL: <http://policies.cua.edu/academicundergrad/integrityfull.cfm>. It is all candidates' responsibility to become familiar with this policy.
- Repeat course policy (in case of D or F)
- see <http://policies.cua.edu/academicundergrad/index.cfm> and **CUA advising Handbook** for other policies

## Miscellaneous Information

- All important documents (Conceptual Framework, Unit Assessment System) are uploaded at the following website: <http://education.cua.edu/tedocs.cfm>
  - Video clips on the Conceptual Framework and the Teacher Education programs are also included at the same website.
  - Study Abroad
    - The recommended Study Abroad semesters for ECE/ELE are sophomore year and fall of senior year. See Dr. Nagy-Rado for detailed handout and discussion.
    - SEC candidates need to see Dr. Thompson ([thompsjl@cua.edu](mailto:thompsjl@cua.edu)) and the content advisor for advisement.
    - You can also go to countries other than Australia!
  - Options in future (Ed. Studies, minors, Master's programs, etc.)
  - 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](mailto:kusnierczyk@cua.edu)
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Signature of Teacher Education Candidate

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Date