Pre-Clinical Internship Handbook

2015-2016
WILLIAMS TEACHER EDUCATION PROGRAM
CONCEPTUAL FRAMEWORK
Preparing Professional Educators

Through facilitation of the educational process, we prepare professional educators who define and make explicit the Unit's concept of an effective communicator who integrates and cares.

GOALS FOR TEACHER CANDIDATES

I. Teacher candidates communicate:
   A. competence in content areas of the humanities, of the social sciences, of history, of natural science, of health, and of physical education.
   B. knowledge of the learning processes and the stages and characteristics of physical, cognitive, affective, and language growth and development.
   C. competence in their respective specialization and professional content area.
   D. professional competence in their appearance, their verbal and written expressions, and their civility.

II. Teacher candidates integrate:
   A. content, resources, and methods of instruction with assessment, both traditional and performance in response to students’ abilities and exceptional needs.
   B. classroom instruction by utilizing multimedia, technology, and community resources.
   C. content with character education to advantage all learners.
   D. classroom experiences through which students inquire, receive, and construct knowledge.

III. Teacher candidates care:
   A. by exemplifying values of sharing and altruism in local, national, and global communities.
   B. by exhibiting commitment to all aspects of the students’ well being: academic, social, emotional, and moral.
   C. by involving themselves in activities and events that expand and explore their aesthetic appreciation, academic betterment, and refinement of character.
   D. by reflecting the attitudes of a life-long learner.
Williams Teacher Education Program assumes responsibility for optimal preparation of its teacher candidates. With regard to that responsibility, Williams teacher candidates are educated in content and skills sufficient to master the knowledge base; they are equipped through pertinent experiences in the classroom and in the field; and they are enriched through their participation in the social, cultural, and spiritual experiences available at Williams.

Williams Teacher Education Program prepares professional educators by presenting, defining, and modeling best practices. Therefore, teacher candidates leave Williams prepared for classroom teaching that engages students in the learning process. They leave, prepared to model consistent behaviors and attitudes which reflect biblical ideals.

Williams Teacher Education Program is committed to the preparation of professional educators who define and make explicit the Unit’s concept of an effective communicator who integrates and cares. In profile, the teacher who enters the classroom reflects these aptitudes, skills, and attitudes: they communicate effectively from a knowledge base gained in systematic courses designed to ensure a solid liberal arts background and from courses in specialization and professional knowledge; they integrate content, methods, and resources from experiences gained in systematic and sequential field based experiences, observations, and directed student teaching; and they care from their involvement in the totality of the Williams experience.
**Declaration**

Each teacher candidate must complete the Declaration of Clinical Internship online form. On this form, a place has been provided for the candidate to select his/her top three choices of schools. The candidate will be placed in the same school for both pre-clinical and clinical internship.

**Information Sheet**

Each teacher candidate must also complete the Intern Information online form. This will be used so your cooperating teacher(s) may become more familiar with you.

The online forms for the Declaration of Clinical Internship and Intern Information sheet can be found under the “Pre-Clinical Internship” section of the Education Department website.

**Insurance**

A teacher candidate must have personal liability insurance before entering a school campus. The Education Office has forms for joining either the SAEA or the Christian Educators Association. Each of these organizations provides the insurance to their members. A teacher candidate may obtain other insurance, but it is the teacher candidate’s responsibility to provide proof of coverage to the Education Office. *Insurance must be renewed each academic year.*

You must have a nametag before entering the schools for your Pre-Clinical Internship, and this can be purchased at the same time as the insurance. If you are experiencing financial difficulty and are unable to pay for your insurance, please see Mrs. Kathy in the Education Office.

**Praxis**

Prior to Clinical Internship, students must have taken the appropriate *Praxis II Content test* and submitted official scores to the WBC Education Department. During the semester of clinical internship, teacher candidates must take the *Praxis II PLT* and submit official scores to the WBC Education Department. Students may graduate without achieving passing scores on the Praxis II tests.

Teacher candidates *must pass* the appropriate Praxis II Content test(s) to be eligible for *any type* of Arkansas educator license, although, a provisional one-year license may be issued if a teacher candidate has passed the appropriate Praxis II Content test but has failed to achieve a passing score on the appropriate Praxis II PLT test. However, a standard license will not be issued until all mandated Praxis exams have been successfully passed.

A teacher candidate is classified as a *WTEP Program Completer* when all education degree requirements and WTEP requirements have been met. This includes taking all Praxis I and Praxis II tests as mandated by the Arkansas Department of Education and submitting official scores to Williams Baptist College for the same.
BACKGROUND CHECKS

Arkansas State Police, FBI, and Child Maltreatment Central registry background checks, are required for student teaching internship, first time licensure, first time or change of employment, and all renewals.

The Child Maltreatment Central Registry background check is handled separately from the criminal history check, using the Child Maltreatment Central Registry Background Check Form.

You may begin the Arkansas State Police and FBI criminal history background check online by using electronic fingerprinting (Live Scan) and online application. Follow the instructions given on the Online Payments for ASP and FBI document.

Bring the receipt from the online payment, which has a transaction number, and a Government-issued photo I.D. to the Live Scan site. Live Scans for electronic fingerprinting are located at all education service cooperatives and also at the Arkansas Department of Education.

If electronic fingerprinting is not used or the fingerprints cannot be obtained by electronic fingerprinting, the applicant must complete an application and obtain a fingerprint card. All paperwork for the required background checks may be secured through the Office of Educator Licensure and local school districts, which will be sent to the Arkansas State Police at the address listed on the back of the application. Note that a background check using a fingerprint card will take longer to process.

The appropriate fee must accompany the applications.

Payment for the Child Maltreatment Central Registry background check is handled separately from the ASP and FBI background check, and is made by check or money order. Please follow the instructions on the Child Maltreatment Background Check form noted above.

Payment for the online ASP and FBI background checks may be made online by debit or credit card, as instructed in the link provided above for Instructions for Background Checks Online Payment.

*You must provide proof of background check and Child Maltreatment Background check to the Education Office by doing the following:

- For the criminal history background check, bring a copy of the receipt from the online payment.
• For the Child Maltreatment Central Registry, bring your completed form with a stamped, addressed envelope to the Education Office. Do not seal the envelope!

An application for an Arkansas teaching license will be DENIED for anyone who has been convicted of or pled guilty or nolo contendere to any of the listed offenses or has a true report in the Arkansas Child Maltreatment Central Registry. While this denial may be appealed to the Arkansas State Board of Education, there is no guarantee that the appeal will be granted.

Some of these offenses include:

- Any felony violation of the Uniform Controlled Substances Act
- Felony Theft
- First or Second Degree Battery
- Aggravated Assault
- First Degree Assault
- First Degree Terroristic Threatening
- Rape
- First, Second, or Third Degree Sexual Assault
- Distribution to Minors
- Robbery
- Breaking or Entering

(see Ark. Code Ann. § 6-17-410(c) for the complete list of disqualifying offenses)

Even if your record has been expunged or pardoned for any disqualifying offense, you will NOT be able to receive an Arkansas teaching license without your appeal being granted by the Arkansas State Board of Education.

If you have any questions about whether your prior criminal record will keep you from getting your teaching license, please read Ark. Code Ann. § 6-17-410 and/or consult your attorney.
**Pre-Clinical Internship**

The purpose of the pre-clinical internship experience is to familiarize upcoming student teaching interns with their cooperating schools and teachers. Teacher candidates are required to spend the specified days with their cooperating teacher(s) from the beginning to the end of the school day. Candidates shall dress, groom, and behave professionally each day. Your appearance makes a lasting impression.

Secondary education majors will only have one cooperating teacher (one assignment). They will spend all of pre-clinical with that teacher. All other majors will have two cooperating teachers (two assignments). Pre-clinical internship will be divided equally between the cooperating teachers of each assignment.

*Teacher candidates should never interact with P-12 students using any form of social media, i.e., Facebook, texting, Twitter. Any teacher candidate caught in this act will be subject to immediate dismissal from the Williams Teacher Education Program. Also, teacher candidates should not use social media to discuss students, student performance, or other teachers.*

<table>
<thead>
<tr>
<th>The teacher candidate should:</th>
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</thead>
<tbody>
<tr>
<td>• Become acquainted with principal and cooperating teacher</td>
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<tr>
<td>• Become acquainted with the school campus</td>
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<tr>
<td>• Meet other staff members</td>
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<tr>
<td>• Discuss with the principal school policies on dress, parking, schedule, etc.</td>
</tr>
<tr>
<td>• Spend a majority of the day in the classroom of the cooperating teacher</td>
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<tr>
<td>• Become familiar with the daily classroom schedule of the cooperating teacher</td>
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<tr>
<td>• Discuss with the cooperating teacher initial responsibilities/teaching activities</td>
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<tr>
<td>• Discuss cooperating teachers’ classroom policies</td>
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<tr>
<td>• Become familiar with any textbook being used in the classroom</td>
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**Clinical Internship Admission Requirements**

Once a student has met and received written confirmation from the WTEP Admission Committee, he or she will continue to advance toward acceptance into Clinical Internship by following the criteria as specified in the WTEP Gates:

“Teacher candidates must take all required Praxis II content tests, and submit official scores for the same, and complete all departmental requirements, including *general education requirements, specialization requirements, pre-professional requirements, and professional requirements* with at least a grade of “C” prior to enrolling in Directed Student Teaching. *(The only general education requirements that must be completed with at least a grade of “C” are English Composition I and II, Speech and Communication, and College Algebra or Contemporary Math.)*”
CONTINUING IN THE PROGRAM

Retention Procedures

Once a student has met the criteria for admission and has received written confirmation of WTEP acceptance, he or she will continue to advance toward the goals of the program and a degree if the following criteria are met:

1. Voluntary and continued enrollment and satisfactory participation in upper level coursework at WBC that moves the student toward fulfilling the degree requirements of a Bachelor of Science in Education in his or her respective degree program.

2. Maintain a C or above in each required pre-professional, professional, and specialization course. Furthermore, if a student’s GPA falls below 2.70 at any time, the student will be suspended from the WTEP until he/she is able to raise the cumulative GPA to at least 2.70. During the aforementioned suspension, a student will not be allowed to proceed to the block courses or to Clinical Internship. Also, students whose cumulative GPA falls below a 2.70 will not be allowed to graduate.

3. Adherence to WBC and WTEP policies for teacher candidates while engaged in field experiences.

4. Consultation with an education faculty advisor in the Teacher Education Program is necessary to assess status and progress toward program completion. One session each semester is required. Additional sessions may be scheduled as deemed necessary.

Dismissal Procedures

Dismissal of a teacher candidate from the WTEP is a result of the Teacher Education Admission Committee’s recommendation. Steps preceding the recommendation include one or more conferences with the teacher candidate in question based on the following conditions:

1. A teacher candidate requests withdrawal from the WTEP.

2. An unfortunate condition of physical or emotional health or disease that would prevent a teacher candidate from the normal day-to-day process of completing course work and participating in activities related to teaching. In this event the student would be advised to redirect his or her abilities to another field or be advised to postpone the acquisition of a degree in education until such condition did not exist.

3. A teacher candidate demonstrates personal or professional behavior that unsatisfactorily represents the sequential professional development as expressed in the WTEP philosophy, goals, and objectives.

4. Conduct that would not be consistent with WBC general college standards as described in the Williams Baptist College Academic Catalog and Student Handbook or a felony conviction.
Exit Requirements

Teacher candidates who fulfill the following requirements will receive a Bachelor of Science in Education from Williams Baptist College:

1. Meet admission requirements and course work requirements outlined in the Williams Baptist College Academic Catalog and Student Handbook.

2. Fulfill each criterion of WTEP Admission Requirements, WTEP Retention Procedures, and WTEP Student Teaching Admission Requirements.

3. Successfully complete a semester of Clinical Internship as described in the respective Professional Requirements sections of this catalog.

4. Submit official Praxis II (those required by ADE for the area of certification) to the Education Office by the last day of finals prior to spring graduation. STUDENTS ARE REQUIRED TO ENSURE THE TIMELY SUBMISSION OF THE REQUIRED SCORES TO THE EDUCATION OFFICE.

5. Complete and file a Williams Baptist College Intent to Graduate Form by prescribed date in the current WBC catalog.

6. Satisfy all Williams Baptist College financial obligations.

7. Successfully pass the English Proficiency Examination as well as all other WBC requirements as stated in the catalog.

8. File an application form with Williams Baptist College to request Arkansas Teacher Licensure. (No application for Arkansas Teacher Licensure may be submitted prior to receipt of official Praxis II scores.) To be recommended for the Standard Arkansas License, teacher candidates must pass the required Praxis II content test and take the required Praxis II PLT test. Students who have not successfully passed the Praxis II PLT test can be recommended for a one year, non-renewable provisional Arkansas License. WTEP completers are defined as teacher candidates who have completed all degree requirements and all WTEP requirements.
This list has been provided as a guide only. Test codes change often, and it is the responsibility of the teacher candidate to choose the correct test. You may find the appropriate test code by visiting the Praxis website at [www.ets.org/praxis](http://www.ets.org/praxis).

### PRAXIS II: CONTENT TEST
(taken one semester prior to clinical internship)

<table>
<thead>
<tr>
<th>Certification Area</th>
<th>Required Test</th>
<th>Code</th>
<th>Qualifying Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art K-12</td>
<td>Art: Content and Analysis</td>
<td>5135</td>
<td>161</td>
</tr>
<tr>
<td>Early Childhood P-4</td>
<td>Early Childhood: Content Knowledge</td>
<td>5022</td>
<td>157</td>
</tr>
<tr>
<td></td>
<td>(for P-4 candidates who were accepted into the Williams Teacher Education Program PRIOR to Fall 2015)</td>
<td></td>
<td></td>
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<tr>
<td>Elementary Education K-6</td>
<td>Elementary Education: Multiple Subjects</td>
<td>5031</td>
<td>*</td>
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<tr>
<td></td>
<td>Mathematics Subtest</td>
<td>5033</td>
<td>164</td>
</tr>
<tr>
<td></td>
<td>Reading Language Arts Subtest</td>
<td>5032</td>
<td>165</td>
</tr>
<tr>
<td></td>
<td>Science Subtest</td>
<td>5035</td>
<td>159</td>
</tr>
<tr>
<td></td>
<td>Social Studies Subtest</td>
<td>5034</td>
<td>155</td>
</tr>
<tr>
<td>English 7-12</td>
<td>English Language Arts: Content Knowledge</td>
<td>5039</td>
<td>168</td>
</tr>
<tr>
<td>Health and Physical Education K-12</td>
<td>Health &amp; Physical Education: Content Knowledge</td>
<td>5857</td>
<td>155</td>
</tr>
<tr>
<td>Middle School Math/Science 4-8</td>
<td>Middle School English Language Arts</td>
<td>5047</td>
<td>164</td>
</tr>
<tr>
<td>And Middle School Language/Lit/SS</td>
<td>Middle School Mathematics</td>
<td>5169</td>
<td>165</td>
</tr>
<tr>
<td></td>
<td>Middle School Science</td>
<td>5440</td>
<td>150</td>
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<tr>
<td></td>
<td>Middle School Social Studies</td>
<td>5089</td>
<td>149</td>
</tr>
<tr>
<td>Music K-12</td>
<td>Music: Content Knowledge</td>
<td>5113</td>
<td>157</td>
</tr>
<tr>
<td>Social Studies 7-12</td>
<td>Social Studies: Content and Interpretation</td>
<td>5086</td>
<td>153</td>
</tr>
</tbody>
</table>

* To pass the Elementary Education: Multiple Subjects test, you must receive a passing score on each subtest. If you wish to take all four subtests at the same time, select Elementary Education: Multiple Subjects when registering. If you wish to take or retake an individual subtest, you may register to take just that subtest.
<table>
<thead>
<tr>
<th>Certification Area</th>
<th>Required Test</th>
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<th>Qualifying Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art K-12, Health &amp; PE K-12, And Music K-12</td>
<td>Principles of Learning and Teaching: Grades K-6 Or Principles of Learning and Teaching: Grades 5-9 Or Principles of Learning and Teaching: Grades 7-12</td>
<td>5622</td>
<td>160</td>
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<tr>
<td>Early Childhood P-4</td>
<td>Principles of Learning and Teaching: Early Childhood (for P-4 candidates who were accepted into the Williams Teacher Education Program PRIOR to Fall 2015)</td>
<td>5621</td>
<td>157</td>
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<tr>
<td>Elementary Education K-6</td>
<td>Principles of Learning and Teaching: Grades K-6</td>
<td>5622</td>
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<tr>
<td>English 7-12</td>
<td>Principles of Learning and Teaching: Grades 7-12</td>
<td>5624</td>
<td>157</td>
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<tr>
<td>Middle Level Math/Science And Middle Level Language/Lit/SS</td>
<td>Principles of Learning and Teaching: Grades 5-9</td>
<td>5623</td>
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<tr>
<td>Social Studies 7-12</td>
<td>Principles of Learning and Teaching: Grades 7-12</td>
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