Exhibit 2.3.c

The following information for this exhibit is found in the WTEP Introduction to Teaching Handbook and this information is communicated to all students that take ED 2203 Introduction to Teaching. Furthermore, all students in ED 2203 are required to read and sign their name on two official documents to verify their understanding of the WTEP policies and procedures.

**WTEP Introduction to Teaching Handbook Acknowledgement**

Dear Student:

When you have finished reading the Introduction to Teaching Handbook, sign below, signifying that you are aware of and understand the information presented. The information presented in this handbook may be updated or changed periodically. Therefore, it is the *student’s responsibility* to maintain contact with the Williams Teacher Education Program (WTEP) concerning revisions. This signed page must be on file in the Education Office.

- Name (printed) ___________________________________________________________
- Signature _______________________________________________________________
- Date __________________________________________________________________

**Declaration Form and Acknowledgement Form**

*Williams Teacher Education Program*

- Student Name (please print) _______________________________________
- Academic Advisor ___________________________________________

I declare that I am an education major in the area of _____________________________.

I realize that I **MUST** pass all requirements of the Praxis I to be accepted into the Williams Teacher Education Program. *The official copy of the Praxis I scores must be on file in the Registrar’s Office and the Education Office no later than the deadline for interview materials during the semester that I apply for admission to the WTEP.*

Furthermore, I understand that I must be accepted into the WTEP prior to enrolling in ED 4133 Measurement and Evaluation and also ED 4113 Study of the School.

I also understand that after being accepted into the Williams Teacher Education Program, I **must maintain a 2.5 cumulative GPA to remain in the WTEP.** If my GPA falls below 2.5 at any time, I will be suspended from the WTEP until I am able to raise my cumulative GPA to at least 2.50. During the aforementioned suspension, I know that I will not be allowed to proceed to the block courses or to Directed Student Teaching. Also, if my cumulative GPA falls below a 2.5, I will not be allowed to graduate.

- Student Signature _______________________________________ Date _____________
These signed documents are collected by the ED 2203 Introduction to Teaching instructor and then they are submitted to the Education Coordinator, who documents and files the signature forms in each respective students file.

Decisions about candidate admittance into the WTEP and candidates’ performance in the program are based upon multiple assessments with the following timeline given as gates.

**WTEP GATES**

**All Education Majors (Freshmen-Seniors)**

Students beginning at Williams who desire to seek admission into the Williams Teacher Education Program (WTEP) must complete at least forty-five semester hours and earn a minimum grade of “C” in the following courses: English Composition I and II, Speech and Communication, College Algebra or Contemporary Math, and Introduction to Teaching.

All students must take Introduction to Teaching at Williams. (Students beginning as freshmen at Williams are encouraged to take Introduction to Teaching during the first semester of their sophomore year.) Transfer students with an AA degree or Junior status must take Introduction to Teaching and all three parts of the Praxis I during their first semester at WBC. Transfer students without an AA degree will be counseled individually about when to take Introduction to Teaching. Regardless, all transfer students will ultimately be required to complete the same basic requirements and steps as outlined for entering freshmen. Students desiring to declare themselves as WTEP candidates must complete the appropriate Declaration Form and submit the form to the Department of Education/WTEP office.

**GATE 1**

Students must pass all three parts of Praxis I and have official scores on file in the Education Office prior to proceeding with WTEP program candidacy.

**GATE 2**

Once Praxis I has been passed and all prerequisites for screening have been met, students may apply to be screened for admission into the WTEP. (These requirements are listed in the Introduction to Teaching Handbook and are available from the respective advisors and the Education Office.) Students may apply to be screened as early as the second semester of their sophomore year but are encouraged to apply no later than the second semester of their junior year. Screening application materials, including official Praxis I scores, must be submitted on or before the application deadline. Interviews will take place during October and April of each year.

Departments will be responsible for monitoring their teacher candidates and submitting disposition forms to the Education Office. Once a student is admitted into the WTEP, the respective department will complete two disposition forms for that student per semester. The department chair will review the disposition forms each semester and submit copies of these forms to the Education Office. Should a problem arise with a candidate, the
department chair and other members of the department will meet with the candidate and address the situation.

After being accepted into the Williams Teacher Education Program, a student must maintain a 2.5 cumulative GPA to remain in the WTEP. If a student’s GPA falls below 2.5 at any time, the student will be suspended from the WTEP until he/she is able to raise the cumulative GPA to at least 2.50. During the aforementioned suspension, a student will not be allowed to proceed to the block courses or to Directed Student Teaching. Also, students whose cumulative GPA falls below a 2.5 will not be allowed to graduate.

GATE 3
Admission to ED 4113 Study of the School and ED 4133 Measurement and Evaluation will be allowed only after the student has been admitted into the WTEP and has met all GPA and departmental requirements (at least a grade of “C” in any specialization course, pre-professional course, and professional course already completed). An official recommendation form for each candidate will be completed by the respective department chair and sent to the Education Office. Teacher candidates will not be allowed to enroll in these two courses until such a recommendation has been made.

GATE 4
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.)*

GATE 5
Teacher candidates must take the Praxis II PLT, and submit official scores for the same, and fulfill Directed Student Teaching requirements to graduate.

GATE 6
Teacher candidates must take all Arkansas Department of Education required Praxis II tests, and submit official scores for the same, to apply for licensure and to be considered a WTEP Program Completer.
WILLIAMS TEACHER EDUCATION PROGRAM ADMISSION REQUIREMENTS
“Preparing Professional Educators to be Effective Communicators Who Integrate and Care”

Student Name_________________________________________        Date___________________________________

Academic Advisor_____________________________________         Area of Degree__________________________

ADMISSION TO THE WILLIAMS TEACHER EDUCATION PROGRAM WILL BE DELAYED IF ALL PREREQUISITES ARE NOT COMPLETED AND SUBMITTED IN A TIMELY MANNER.

A disposition form will be completed by the respective department chair on each teacher candidate requesting admission to Williams Teacher Education Program. A copy of the disposition form can be found in the Introduction to Teaching Handbook.

_____ 1) Have completed 45 semester hours.

_____ 2) Submit a copy of your current transcript to the WTEP Office. A copy may be obtained from the registrar’s office.

_____ 3) Have a C or above in each of the following:

   Grade______Semester______ EN 1113 English Comp. I
   Grade______Semester______ EN 1123 English Comp. II
   Grade______Semester______ SP 2183 Speech & Communication
   Grade______Semester______ MT 1133 College Algebra OR MT 1153 Contemporary Math
   Grade______Semester______ ED 2203 Introduction to Teaching

_____ 4) GPA of 2.50 at time of admission request

_____ 5) Official Praxis I scores (PPST) on file in the office of WBC Registrar. (Scores effective July 1, 1999)

   _____Reading (172)                     _____Math (171)                     _____Writing (173)

_____ 6) Degree Plan on file in the registrar's office and a copy on file in the Williams Teacher Education Program office

_____ 7) Autobiographical Sketch (two pages, double -spaced) to include the following:

   a. Brief history of yourself
   b. Circumstances that directed you to Williams
   c. Why you chose teaching
   d. Goals and expectations for your life and education
   e. Any other life-changing or major events in your life

The autobiographical sketch will be read by the committee, as well as your future cooperating teachers and principals. Therefore, extremely personal information should not be included. After your advisor has approved your autobiography and has signed below, submit your autobiography to the Education Office.

   Advisor ___________________________________________ Date ___________________________

_____ 8) Two letters of recommendation from Williams Baptist College Faculty

_____ 9) Portfolio prepared and brought to interview

Interviews will be conducted in a professional manner. Students are expected to dress appropriately, use proper grammar, and present a professional demeanor. Any questions about the interviews should be directed to the WTEP office or your advisor.

*A WTEP Appeals Process exists. If one of the above prerequisites has not been completed by the posted requirements submission deadline, SEE YOUR ADVISOR FOR MORE DETAILS ABOUT APPEALS.

WTEP Office_________________________________________       Date_______________________________
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 specialization and professional course. Furthermore, a 2.5 GPA must be maintained to advance to “block” courses and Directed Student Teaching.
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 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

Required Tests
In addition to the assessment and testing requirements of each course taken at WBC, three other tests are specifically required for education majors.
1. Pre-Professional Skills Tests (PPST) or Praxis I: These tests are developed and administered by Educational Testing Service (ETS). They are standardized, secure examinations that provide measures of academic achievements and proficiencies for
students entering teacher education preparation programs. The required minimum scores for the Williams Teacher Education Program are the same as the required scores for the Arkansas Department of Education Office for Professional Licensure. The Praxis I measures proficiency in the basic skills of reading, mathematics, and writing. Information about Praxis I, including test centers, dates, and sample questions, is available online at [www.ETS.org](http://www.ETS.org). Students are encouraged to take these tests while enrolled in ED 2203 Introduction to Teaching.

2. English Proficiency Exam (EPE): This is a WBC English Department developed and administered test. It is administered each fall and spring on the WBC campus and may be taken on scheduled administration dates. All Baccalaureate programs require students entering to satisfactorily demonstrate written communication and grammar skills prior to graduation. It is STRONGLY recommended that the EPE be taken the semester immediately following EN1123 English Composition II.

3. Praxis II (Content and PLT/Pedagogy): This is a series of tests developed and administered by ETS. They are a standardized and secure examination to measure content area knowledge and general professional knowledge. The WTEP requires minimum scores mandated by the Arkansas Department of Education Office of Professional Licensure.

WILLIAMS TEACHER EDUCATION PROGRAM

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 Catalog*.
2. Fulfill each criterion of WTEP Admission Requirements, WTEP Retention Procedures, and WTEP Directed Student Teaching Admission Requirements (including passing Praxis I prior to WTEP interview and submitting official scores to Education Office and Academic Dean’s Office).
3. Successfully complete a semester of Directed Student Teaching as described in the respective Professional Requirements sections of this catalog.
4. Submit official Praxis II PLT scores (those required by ADE for the area of certification) to the Academic Dean’s Office and 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 REGISTRAR’S 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 Williams Baptist College 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.) WTEP completers can be recommended for the Initial Arkansas License. Students who have not successfully passed the Praxis II Content and 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 taken all Praxis II tests as required by the Arkansas Department of Education.

The Unit takes steps to eliminate sources of bias in the performance assessments and to establish the fairness, accuracy, and consistency in assessment procedures. The following is a partial list of policies and procedures that address these issues:

1. Candidates are allowed to appeal denial of admission to program and DST.
2. An appeals committee consisting of faculty from different departments reviews candidate appeals.
3. Candidates who score lower on the Praxis I and Praxis II are permitted to retake sections for which they receive a low score.
4. Praxis I practice sessions are part of ED2203 Introduction to Teaching. All candidates, including transfer students, are required to take this course on campus.
5. Professors assess candidate dispositions in specialization courses and data are collected to check for fairness and non-bias. This procedure was implemented in fall 2004.
6. The candidate disposition forms are tied directly to the conceptual framework. These forms are available to candidates in the Introduction to Teaching handbook.
7. The student teacher evaluation forms have been carefully aligned with conceptual framework and Praxis III criteria for scoring teacher candidate performances.
8. All secondary, middle level, and P-4 clinical supervisors have been trained to use the PATHWISE Model criteria for mentoring teacher candidates during their internships.
9. Up until Fall 2012, the DST seminar provided training specific to Praxis III.
10. The Counseling Center provides assistance for candidates with disabilities.
11. Formal candidate complaints are reviewed by department chairs who initiate appropriate action.
12. Candidates are given the opportunity to evaluate instruction courses, field experiences and clinical experiences.