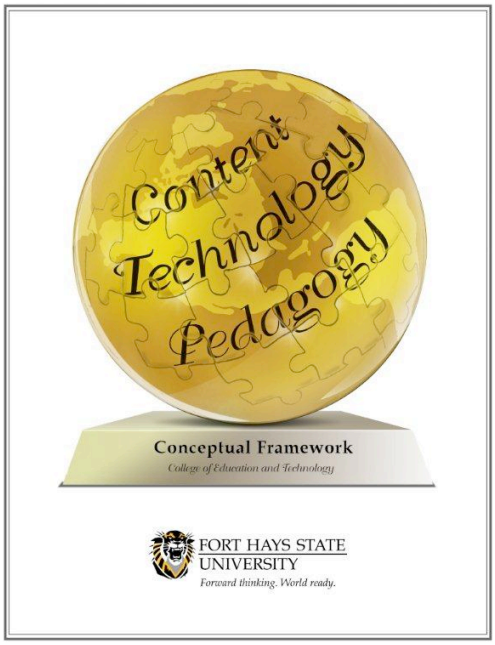
PROFESSIONAL

TEACHER EDUCATION PROGRAM

POLICIES

APPROVED BY THE COUNCIL ON PREPARATION OF TEACHERS AND SCHOOL PERSONNEL (COPTSP)



FORT HAYS STATE UNIVERSITY
COLLEGE OF EDUCATION AND TECHNOLOGY
220 RARICK HALL
HAYS, KS 67601
785-628-4542

TABLE OF CONTENTS

A. ADMISSION TO TEACHER EDUCATION

A.1 Admission to Teacher Education Policy
A.2 Professional Education Course Sequence
A.3 Procedures for Temporary Waiver to Teacher Education
A.4 Restricted Teaching, District Leadership and School Specialist Licenses
A.5 Policy Regarding FHSU's Alternative Licensure Candidates Employed Outside of Kansas

B. ADMISSION TO STUDENT TEACHING

B.1 Student Teaching Policy
B.2 Student Teaching Placement and Supervision
B.3 Substitution of Practicum for Student Teaching Experience

C. FIELD EXPERIENCE

C.1 Procedures for Early Field Experience
C.2 Diversified Field Placements

D. ADDITIONAL ENDORSEMENTS

D.1 University Verification for Additional Endorsements
D.2 Policy on Middle Level Endorsements for "15 Hour Rule"

F. OUTDATED COURSEWORK

F.1 Professional Currency Policy

G. REMOVING CANDIDATE FROM THE PROGRAM

G.1 Procedures for Removing a Candidate from College of Education and Technology Programs
G.2 Disposition Assessment of Initial and Advanced Candidates
G.3 Policy on Requirement of Background Checks
G.3b Policy on Requirement of Background Checks for Graduate Licensure Programs
G.4 Continuation in Teacher Education Restricted Courses and/or Student Teaching

H. PROGRAM COMPLETION AND MINOR REQUIREMENTS

H.1 Program Completion and Major Requirements
H.2 Fort Hays State University Performance Assessment
H.5 Tuberculin Testing Policy

A.1 ADMISSION TO TEACHER EDUCATION POLICY

1. Candidates who do not hold a bachelor's degree must have achieved a cumulative 2.75 GPA including a minimum of 36 hours of General Education credit.
2. Candidates who hold a bachelor's degree from a regionally accredited college or university must have achieved a 2.75 GPA on the last 60 hours of college credit **OR** have a cumulative GPA of 2.75.

3. Candidates who do not hold a bachelor's degree must have PPST scores of Math 172, Writing 172, and Reading 173 **OR** have ACT scores of 22 in Math-Total Score, English-Total Score, and Reading-Total Score. If a candidate does not achieve a score of 22 in one of those areas of the ACT, the candidate may meet the requirement in that area by achieving a passing score on the PPST in the corresponding area. The use of other standardized tests will be allowed if proof can be shown that the candidate's scores meet the requirements of another state's department of education. Otherwise, tests will be reviewed on a case-by-case basis.

4. Candidates must have completed the following courses with a grade of "C" or higher: English Composition I, English Composition II, Fundamentals of Oral Communication, College Algebra or higher, Elements of Statistics, Multiculturalism in the U.S, and Computer Information Systems are not required if the candidate has a bachelor's degree already.
5. Candidates must have completed the following pre-professional education courses with a grade of "C" or higher: Foundations of Education, Human Growth and Development, Early Field Experience (secondary), and Children's Literature (elementary) and Professional Practice and Observation (elementary).
6. Complete the Application for Admission to Teacher Education.
7. Completion of a Background check. If prior charges are shown, the COET Background Check Committee will determine entry in the program, per COPTSP Policy G.3.
8. Approval for admission to teacher education by the Council on Preparation of Teachers and School Personnel including having approval from the candidate's department and having met all departmental requirements.
9. Candidates who, after submitting an Application to Teacher Education, have not taken coursework in a two year timespan, must reapply to the program by completing a new Application to Teacher Education and must meet current program requirements.
10. Candidates must meet requirements of Policy G.2 – Disposition Assessment of Initial and Advanced Candidates.

Approved by COPT/Dr. Hoy, Dean, February 20, 1992; Dr. Hulett, Interim Provost, August 12, 1992
Revised September 1993; November 1993; March 1994, April 1994, February 17, 2000
April 2000 Revision approved by Dr. Murphy, Interim Dean, April 13, 2000; approved by Dr. Gould, Provost, July 16, 2000
Revised October 11, 2001. Approved by Dr. Buttery, Dean, October 11, 2001.

Revised November 8, 2001. Approved by Dr. Buttery, Dean, November 12, 2001; Dr. Larry Gould, Provost, November 19, 2001.
Revised March 7, 2002. Approved by Dr. Larry Gould, Provost, March 27, 2002.
Revised October 17, 2002. Approved by Dr. Buttery, Dean, October 23, 2002; Dr. Larry Gould, Provost, October 23, 2002.
Revised April 8, 2004 – to be effective July 1, 2004. Approved by Dr. Edward Hammond, Interim Dean, April 12, 2004; Dr. Larry Gould, Provost, April 12, 2004.
Revised April 13, 2006 - Approved by COPTSP. Approved by Dr. Debbie Mercer, Interim Dean, April 14, 2006; Dr. Larry Gould, Provost, April 18, 2006.
Revised January 31, 2008 - Approved by COPTSP. Approved by Dr. Debbie Mercer, Dean, January 31, 2008; Dr. Larry Gould, Provost, February 3, 2008.
Revised January 21, 2010 - Approved by COPTSP. Approved by Dr. Debbie Mercer, Dean, January 22, 2010; Dr. Larry Gould, Provost, January 25, 2010.
Revised by COPTSP September 3, 2010. Approved by Dr. Rob Scott, Interim Dean, September 3, 2010; Dr. Larry Gould, Provost, September 15, 2010.
Revised March 8, 2012 – Approved by COPTSP. Approved by Dr. Robert Scott, Dean, March 12, 2012; Dr. Larry Gould, Provost, March 16, 2012.
Revised May 3, 2012 – Approved by COPTSP. Approved by Dr. Robert Scott, Dean, May 9, 2012; Dr. Larry Gould, Provost, May 15, 2012.
Revised January 31, 2013 – Approved by COPTSP. Approved by Dr. Robert Scott, Dean, February 1, 2013; Dr. Larry Gould, Provost, February 4, 2013.

A.2 PROFESSIONAL EDUCATION COURSE SEQUENCE

The Council on Preparation of Teachers and School Personnel recognizes the necessity and value of a professional sequence of courses leading to teacher licensure. The following courses are considered prerequisites for admission to teacher education. Enrollment in courses during the semester of application is acceptable with final admission contingent upon completion with a grade of "C" or better.

TEEL 202	Foundations of Education	3 credit hours
TEEL 231	Human Growth and Development	3 credit hours
____ 277	Early Field Experience (secondary or P-12)	1-2 credit hours
Elementary Education only:		
TEEL 260	Children's Literature	3 credit hours
TEEL 273	Professional Practice and Observation	2 credit hours

The following professional courses must be completed with a grade of "C" or better prior to admission to student teaching:

TECS 290	Intro to Instructional Technology	3 credit hours
TESP 302	Educating Exceptional Students	3 credit hours
TEEL 431	Educational Psychology(must be taken through FHSU)	3 credit hours
TESS 494	Secondary School Experience (secondary only)	4 credit hours

Senior Year Courses

The following professional courses must be completed with a grade of "C" or better in order to be recommended for licensure to the Kansas State Department of Education:

Secondary Education and PreK-12 Areas

Student Teaching	12 credit hours

Elementary Education

The Elementary School	2 credit hours
Student Teaching	12 credit hours

Early Childhood Unified

The Elementary School	2 credit hours
Student Teaching (Birth-Age 5)	6 credit hours
Student Teaching (K-Grade 3)	6 credit hours

If minor in Special Education:

Elementary School	2 credit hours
Student Teaching: Special Education	3 credit hours
Student Teaching	9 credit hours

Approved by COPT September 24, 1992. Revised August 25, 1994; December 15, 1994; Sept. 7, 1995.
Approved by Dr. Hoy, September 24, 1992.
Approved by Dr. Arevalo, April 9, 1993; September 1995.
Revised by COPTSP March 16, 2006. Approved by Interim Dean Dr. Mercer, March 17, 2006; Approved by Dr. Gould, Provost , March 22, 2006.
Revised by COPTSP November 15, 2007. Approved by Dean Dr. Mercer, November 20, 2007;
Approved by Dr. Gould, Provost, November 21, 2007.

Revised by COPTSP January 21, 2010. Approved by Dean Dr. Mercer, January 22, 2010;
Approved by Dr. Gould, Provost, January 25, 2010.
Revised March 8, 2012 – Approved by COPTP. Approved by Dr. Robert Scott, Dean, March 12, 2012; Dr. Larry Gould, Provost, March 16, 2012.

A.3 PROCEDURES FOR TEMPORARY WAIVER TO TEACHER EDUCATION

The student makes application to be admitted to the Teacher Education Program and completes a Request for Temporary Waiver of Selected Teacher Education Admission Requirements form. If the student has not met all admission requirements (see Policy A.1), he/she may be granted a temporary waiver to take restricted courses for one semester on recommendation of the Waiver Committee.

Policies Regarding Waivers to Teacher Education:

1. Waivers are only granted one time for one semester of restricted classes (Spring, Summer or Fall).
2. Waivers will not be approved if there is more than one deficiency. For example, missing one part of PPST and low GPA, or two parts of PPST, or missing one class and one part of PPST.
3. In order for a Waiver to be approved because of a low GPA, it must be mathematically possible to get to the 2.75 level during the Waiver semester.
4. In order for a Waiver to be approved because of the PPST test, the test must have been taken at least once and results on file in Licensure Office.
5. The Application to Teacher Education must be submitted in order to have a Waiver considered.
6. Positive results of the Background Check must be received before a Waiver will be approved.
7. Waivers must have approval of faculty from the candidate's department advisor and department chair, or designee. If department advisor, chair or designee denies the Waiver, it will not be forwarded to the Waiver Committee for consideration.
8. Waivers submitted after the deadline will be considered at the end of the semester of submission.

Procedures for Approval of Waivers to Teacher Education

1. Waivers must be received by the deadline each semester for consideration.
2. Waivers are to be submitted to the Licensure Officer.
3. The Licensure Officer will convene the Waiver Committee of the COPTSP within 10 days after the deadline.
4. Notification of the decision of the Waiver Committee will be conveyed to the candidate within a week of the Committee's decision.
5. A postponement of a decision until the end of the semester when grades are posted may be required for GPA issues and for PPST deficiencies.
6. The student may make a final appeal to the Dean of Education.

Waivers for student teaching will be evaluated on an individual basis by the Waiver Committee.

Approved by COPT March 10, 1994. Revised April, 1994; December 1994; September 7, 1995.
Approved by Dr. Mary Hoy, March 16, 1994.
Approved by Dr. Rodolfo Arevalo, March 22, 1994; September 1995.
Revised by COPT March 7, 2002. Approved by Dr. Larry Gould, Provost, March 27, 2002.
Revised March 8, 2012 – Approved by COPTP. Approved by Dr. Robert Scott, Dean, March 12, 2012; Dr. Larry Gould, Provost, March 16, 2012.
Revised by COPTSP December 2, 2013. Approved by Dr. Robert Scott, Dean, December 9, 2013; Dr. Chris Crawford, Interim Provost, December 9, 2013.

A.4 – RESTRICTED TEACHING AND SCHOOL SPECIALIST LICENSE

1. A candidate will not be issued a restricted teaching license by KSDE until the subject area assessment test has been passed. If hired as a teacher of record, candidate may enroll in the Induction class and Introduction to Teaching class the summer prior to the start of the program, and the fall class and practicum, but may not take further courses until the test is passed. If the test is passed during the school year and a restricted licensed is issued, the courses will need to be taken the following year along with the regularly scheduled courses. Once the restricted license is issued, KSDE will count the entire school year as one year of the two years that are allowed to complete the program.

2. If a candidate has been hired, but not passed the content test, he/she will need to apply for an Emergency Substitute License to teach on until eligible for a restricted teaching license.

3. In order to continue with coursework the second year, the candidate's contract must be renewed or he/she is hired with a different district. The candidate must have made appropriate progress toward completion of the Plan of Study and attained at least a 2.75 GPA in those courses on the Plan of Study including a grade of "C" or higher in all courses. If appropriate progress is not made, a restricted license will not be reissued, he/she cannot take additional graduate T2T courses, and a traditional program including student teaching will need to be completed if teacher licensure is desired.

4. Candidates must take the coursework during the semester indicated on the Plan of Study, unless permission is received from the Licensure Officer to take it in a future semester.

5. Information regarding a candidate's program information (such as grades, testing results, GPA, etc.) is confidential and will not be shared with individuals outside of the university unless written consent is given by the candidate. This includes parents, spouses and potential or current employers in compliance with federal FERPA Family Educational Rights and Privacy Act regulations. Candidates will be asked to sign a Consent to Release of Information Form at Induction.

6. Candidates that received a restricted license for a PreK-12 subject area (Art, Music, Physical Education or Foreign Language), must complete observations of class lessons of another teacher within their discipline. If hired to teach only in any grade(s) within 6-12, an observation experience will be required at the elementary level (K-6); if hired to teach only at the elementary level, an observation experience will be required at the 6-12 level; if hired to teach only at the middle level, an observation experience will be required at either the elementary level or high school level. This observation experience will be a minimum of four clock hours per semester while enrolled in a practicum. The experience will be documented by a log and reflection in the practicum class and will be arranged by the candidate and principals of both schools. The log and reflection will be entered into the FHSU TK20 system and scored by the instructor for the practicum.

Candidates that are teaching in an alternative setting may be required to complete an observation experience in a traditional classroom setting as described above.

Exceptions to policies 1-4 above are at the discretion of the T2T Advisory Council.

Approved by COPTSP 3/17/05; Approved by Dean of COET, Dr. Mills, 3/18/05; Approved by Provost, Dr. Larry Gould, 3/23/05.
Revised April 13, 2006 – approved by COPTSP. Approved by Dr. Debbie Mercer, Interim Dean, April 14, 2006; Dr. Larry Gould, Provost, April 18, 2006.
Revised by COPTSP November 15, 2007. Approved by Dean Dr. Mercer, November 20, 2007; Approved by Provost Dr. Gould, November 21, 2007.
Revised by COPTSP October 13, 2011. Approved by Dean Dr. Robert Scott on October 20, 2011.
Approved by Provost Dr. Gould on October 25, 2011.
Approved by COPTSP September 11, 2012. Approved by Robert Scott, Dean, September 12, 2012; Dr. Larry Gould, Provost, September 18, 2012.
Approved by COPTSP September 5, 2013. Approved by Robert Scott, Dean, September 9, 2013; Dr. Larry Gould, Provost, September 10, 2013

A.5 POLICY REGARDING FHSU'S ALTERNATIVE LICENSURE CANDIDATES EMPLOYED OUTSIDE OF KANSAS

1. Candidates will take Fort Hays State University alternative licensure coursework that will enable them to be considered a program completer of a state-approved teacher education program. Upon completion, they can apply for licensure in other states.

2. Candidates must be eligible for and receive an alternative license from the out of state licensing agency for the state they will be employed in. A copy of this license must be submitted to FHSU. Candidates will need to meet any additional requirements that the out of state licensing agency may have to qualify for the alternative license.

3. Candidates must provide verification to FHSU of successful completion of a fingerprint or background check. This requirement may be met by verification of issuance of a teaching license.

4. Candidates will not be issued an alternative license until the subject area assessment test has been passed. If hired as a teacher of record, candidate may enroll in the Induction class and Introduction to Teaching class the summer prior to the start of the program, and the fall class and practicum, but may not take further courses until the test is passed. If the test is passed during the school year and an alternative license is issued, the courses will need to be taken the following year along with the regularly scheduled courses.

5. Candidates must meet these qualifying requirements:

   (A) an official transcript or transcripts verifying completion of an undergraduate or graduate degree in the content area or with equivalent coursework in the area for which the restricted license is sought. Heritage language speakers shall qualify as having met content equivalency for their heritage language;
   (B) verification of a minimum 2.75 grade point average on a 4.0 scale for the most recent 60 semester credit hours earned or meet State GPA requirement, if higher;
   (C) verification that the applicant has attained a passing score on the content assessment required by the state licensing agency of the state where they are employed while in the alternative licensure program;
   (D) verification that the local education agency will employ the applicant if the license is issued;
   (E) verification that the local education agency will assign a licensed teacher with three or more years of experience to serve as a mentor for the applicant;

6. Candidates must take the coursework during the semester indicated on the Plan of Study, unless permission is received from the Licensure Officer to take it in a future semester.

7. Information regarding a candidate's program information (such as grades, testing results, GPA, etc.) is confidential and will not be shared with individuals outside of the university unless written consent is given by the candidate. This includes parents, spouses and potential or current employers in compliance with federal FERPA Family Educational Rights and Privacy Act regulations. Candidates will be asked to sign a Consent to Release of Information Form at Induction.

8. Payment of out of state supervisors will be at the FHSU current rate.

9. Formal Observations by FHSU supervisors may require the use of the internet, a webcam and **Skype** or **Google Video**. (The webcam will be focused on the intern and NOT on any of the students in the class and it will NOT be recorded.)

10. The applicant has on file a written plan that will qualify the applicant for verification of program completion in the content area for which the restricted license is sought;
    (i) the plan for program completion can be completed in not more than two years and contains a specific designation of the coursework that is to be completed each year;
    (ii) the program provided to the applicant will meet the institution's approved professional education standards; and
    (iii) the institution will provide the applicant with on-site support at the employing local education agency, including supervision of the applicant's teaching experience; and
    (iv) the local education agency and the teacher education institution will collaborate regarding the approved program that the applicant will pursue and the support that the applicant will receive.

11. The teacher education institution shall coordinate submission of a progress report before July 1 of each school year. This progress report shall verify the following:
    (A) The applicant's contract will be renewed;
    (B) the local education agency will continue to assign an experienced mentor teacher to the applicant;
    (C) the applicant has made appropriate progress toward completion of the applicant's plan to qualify for full licensure;
    (D) the institution will continue to support the applicant, on-site, as necessary; and
    (E) the applicant has attained at least a 2.75 GPA on a 4.0 scale in those courses specified in the applicant's plan for full licensure.
    (F) a Progress Report will be generated by FHSU with input from the district to verify appropriate progress and will be provided to the out of state licensing agency, upon request.

12. In order to continue with coursework the second year, the candidate's contract must be renewed or he/she is hired with a different district. The candidate must have made appropriate progress toward completion of the Plan of Study and attained at least a 2.75 GPA in those courses on the Plan of Study including a grade of "C" or higher in all courses. If appropriate progress is not made, an alternative license will not be reissued and he/she cannot take additional graduate T2T courses

Approved by COPTSP 12/2/2013; Dr. Robert Scott, Dean, 12/9/2013; Dr. Chris Crawford, Interim Provost, 12/9/2013.

B.1 STUDENT TEACHING POLICY

Requirements for admission to student teaching are:

1. Admission to teacher education.

2. Completed application to be admitted to student teaching.

3. Attainment of a cumulative grade point average of 2.75, or 2.75 based on the last 60 hours of coursework if they hold a bachelor's degree.

4. Attainment of a grade point average of 2.75 in coursework completed in content field(s) or meet departmental grade point average requirements.

5. No grade lower than "C" in professional education courses.

6. Approval for student teaching by the department in the student's area(s) of teaching.

7. Successful completion of all content and professional education courses prior to student teaching.

8. Successful completion of all sections of the PPST, if required, by July 1 if planning to student teach in the fall semester and by the last day of finals in December if planning to student teach in the spring semester.

9. Approval for admission to student teaching by the Council on Preparation of Teachers and School Personnel.

Approved by COPT/Dr. Hoy, Dean, Feb. 20, 1992. Approved by Dr. Hulett, Interim Provost, August 12, 1992.
Revised October 11, 2001. Approved by Dr. Buttery, Dean, Oct 11, 2001; Dr. Gould Provost, October 23, 2002.
Revised April 13, 2006 – approved by COPTSP. Approved by Dr. Debbie Mercer, Interim Dean, April 14, 2006; Dr. Larry Gould, Provost, April 18, 2006.
Revised January 31, 2008 – Approved by COPTSP. Approved by Dr. Debbie Mercer, Dean, January 31, 2008; Dr. Larry Gould, Provost, February 3, 2008.
Revised November 5, 2009 – Approved by COPTSP. Approved by Dr. Debbie Mercer, Dean, November 5, 2009; Dr. Larry Gould, Provost, November 12, 2009.
Revised by COPTSP February 18, 2010. Approved by Dr. Debbie Mercer, Dean, February 19, 2010; Dr. Larry Gould, Provost, February 27, 2010.
Revised by COPTSP September 3, 2010. Approved by Dr. Rob Scott, Interim Dean, September 3, 2010; Dr. Larry Gould, Provost, September 15, 2010.
Revised by COPTSP October 13, 2011. Approved by Dean Dr. Rob Scott on October 20, 2011; Dr. Larry Gould, Provost, on October 25, 2011.
Revised March 8, 2012 – Approved by COPTP. Approved by Dr. Robert Scott, Dean, March 12, 2012; Dr. Larry Gould, Provost, March 16, 2012.

B.2 STUDENT TEACHING PLACEMENT AND SUPERVISION

The College of Education and Technology will arrange for appropriate placement of student teachers. Student teachers shall be placed in schools that provide opportunities for all candidates to work directly in diverse settings and assure a well rounded experience. Candidates requesting placement out of state must get approval from the Director of Field Experiences. If the request is approved, the candidate will be responsible for additional costs beyond our established FHSU rates associated with the placement such as payment of the supervisors and cooperating teachers.

Candidates shall be placed with cooperating teachers fully endorsed in the student teacher's area of placement and who have had a minimum of three years of experience. Supervisors must be a current or former exemplary teacher (as defined by district administration and university faculty), current or retired administrator or Unit faculty.

Approved by COPT and Dr. Mary Hoy, Dean, March 4, 1993. Approved by Dr. Arevalo, Provost, April 9, 1993.
Revision approved by COPT, March 16, 2000. Approved by Dr. Jim Murphy, Interim Dean, March 20, 2000. Approved by Dr. Larry Gould, Provost, March 22, 2000.
Revision approved by COPTSP, January 20, 2005. Approved by Dr. Ed Mills, Dean, January 21, 2005 and Dr. Larry Gould, Provost, January 24, 2005.
Revised January 31, 2008 – Approved by COPTSP. Approved by Dr. Debbie Mercer, Dean, January 31, 2008; Dr. Larry Gould, Provost, February 3, 2008.
Revised January 21, 2010 – Approved by COPTSP. Approved by Dr. Debbie Mercer, Dean, January 22, 2010; Dr. Larry Gould, Provost, January 25, 2010.

B.3 SUBSTITUTION OF PRACTICUM FOR STUDENT TEACHING EXPERIENCE

All requests for substitution of a practicum for the approved student teaching experience must come through the Department Chair or designee to the Dean of Education and Technology and subsequently to the Licensure Committee of the Council on Preparation of Teachers and School Personnel.

Each applicant must complete an "Application to the Teacher Education Program for Previously Licensed Teachers" for entry into the program. The applicant must also complete an Application for Student Teaching.

The applicant must have previously successfully completed a teacher education program.

Approved by COPT, April 23, 1991.
Approved by Dr. Hoy, April 23, 1991.
Approved by Dr. Arevelo, August, 1993.
Revised March 7, 2002 by COPT. Approved by Dr. Gould, Provost, March 27, 2002.
Revised January 31, 2008 by COPTSP. Approved by Dr. Mercer, Dean, January 31, 2008; Dr. Gould, Provost, February 3, 2008.
Revised by COPTSP February 18, 2010. Approved by Dr. Mercer, Dean, February 19, 2010; Dr. Gould, Provost, February 22, 2010.
Revised March 8, 2012 – Approved by COPTP. Approved by Dr. Robert Scott, Dean, March 12, 2012; Dr. Larry Gould, Provost, March 16, 2012.

C.1 PROCEDURES FOR EARLY FIELD EXPERIENCE (Secondary Majors Only)

Application Procedures

1. College of Education and Technology application forms for Early Field Experiences will be available in each department office.
2. The academic department originates the request and forwards the completed application for early field experience to the Director of Field Experiences unless the academic department places candidates directly in Early Field Experiences. In this case, the academic department will report those placements to the Director of Field Experiences.
3. The completed forms (1. Application 2. Early Field Experience/Internship 3. Self-reporting background form) are available in the Office of Professional Services and need to be submitted prior to participating in a field experience.

Placement Policy and Procedures

1. Early field experience candidates will be placed in classrooms that won't have a student teacher conducting the class.
2. Early field experiences occur early in the semester. Placement at other times may occur upon recommendation of the candidate's academic advisor.
3. All placements are with an accredited public and/or private school.
4. Early field experiences should occur in a setting different from the candidate's own K-12 experiences.

Outcomes/Expectations of Early Field Experiences

1. A minimum of 20 clock hours in the appointed classroom must be documented.
2. It is the responsibility of each candidate to insure that all reports and materials are transmitted to the academic instructor.
3. Candidates will file a final report with the academic instructor.
4. The cooperating teacher will file a final evaluation of the candidate with the academic instructor.
5. Course credit is the responsibility of the academic department.

Approved by COPT and Dr. Hoy, Dean, November 5, 1992. Approved by Dr. Arevalo, February 16, 1993.
Revised and approved by COPTSP, April 17, 2008. Approved by Dr. Mercer, Dean, April 17, 2008; Dr. Larry Gould, Provost, April 22, 2008.
Revised March 8, 2012 – Approved by COPTP. Approved by Dr. Robert Scott, Dean, March 12, 2012; Dr. Larry Gould, Provost, March 16, 2012.

C.2 DIVERSIFIED FIELD PLACEMENTS

The Office of Professional Services shall attempt to place candidates in classroom environments that are diverse in learning experiences.

Diversity Definition

The FHSU COET definition of a diverse placement for candidates includes practicums, clinicals, internships, student teaching experiences, and course assignments. These experiences provide the candidate with the opportunity to interact with P-12 students in environments where the following indications of diversity is present: 20% of the student population is economically disadvantaged (on free or reduced lunch), 5% of the student population has identified disabilities (are on IEPs), and 5% of the student population is non-white (self-reporting of student or parent).

(Definition approved by COPTSP January 21, 2010)

Approved by COPT and Dr. Hoy, Dean, November 5, 1992.
Approved by Dr. Arevalo, February 16, 1993.
Revised by COPT March 7, 2002. Approved by Dr. Larry Gould, Provost, March 27, 2002.
Revised by COPTSP April 17, 2008. Approved by Dr. Mercer, Dean, April 17, 2008. Approved by Dr. Larry Gould, Provost, April 22, 2008.

D.1 UNIVERSITY VERIFICATION FOR ADDITIONAL ENDORSEMENTS

All applicants for additional endorsements based on coursework in an approved program must complete a minimum of six semester hours in the program area at Fort Hays State University or provide verification of a passing content test score. A GPA of 2.75 in the endorsement coursework with grades of C or better is required before a verification for endorsement will be made.

If the time lapse between the initial provisional endorsement or creation of Deficiency Plan and the application for renewal of the provisional endorsement is greater than 6 years, the applicant will be required to meet current program requirements.

Exceptions can be handled by petition to the Council on Preparation of Teachers and School Personnel.

Approved by COPT, January 14, 1993; approved by Dr. Hoy, January 14, 1993; approved by Dr. Arevalo, Provost, February 16, 1993.
Revision approved by COPT 4/16/1998; approved by Dr. Leftwich 4/16/1998; approved by Dr. Arevalo, Provost, 4/28/98.
Revision approved by COPT 4/15/99; approved by Dr. Leftwich 4/15/99; approved by Dr. Gould, Provost, 4/17/99.
Revision approved by COPTSP April 17, 2008. Approved by Dr. Mercer, Dean, April 17, 2008, Dr. Gould, Provost, April 22, 2008.

D.2 POLICY ON MIDDLE LEVEL ENDORSEMENTS FOR "15 HOUR RULE"

A GPA of 2.75 is required in all endorsement. In addition, candidates must have:

- 15 credit hours in the subject area
- student teaching (or teaching experience) in grades 5-8 or
- completion of a middle level pedagogy course
- grades of "C" or better in all courses that apply to the endorsement

If secondary education, candidate does not need to have the experience requirement or pedagogy course (their methods course fulfills this requirement).

If student teaching is used to fulfill the accredited experience option, a candidate must have a minimum of 50% of a 16 week semester in grades 5-8. Special education experience does not count toward this.

Approved by COPT, November 10, 1994. Revised April 13, 1995.
Approved by Dr. Charles Leftwich, November 10, 1994. Approved by Dr. Arevalo, December 21, 1994; September 1995.
Revised by COPTSP April 17, 2008. Approved by Dr. Mercer, Dean, April 17, 2008; Dr. Gould, Provost, April 22, 2008.

F.1 PROFESSIONAL CURRENCY POLICY

Students returning to Fort Hays State University to add endorsements or to obtain initial licensure, who have not taken any classes or taught in the previous 10 years at the time they begin the program, may be required to retake certain courses as specified by the licensure officer and department chair or designee.

Exceptions to this policy may be reviewed by the COPTSP and/or Dean of the College of Education and Technology.

Approved COPT, October 20, 1994
Approved by Dr. Charles Leftwich, October 22, 1994
Approved by Dr. Arevalo, October 28, 1994
Revised by COPT March 7, 2002. Approved by Dr. Larry Gould, Provost, March 27, 2002.
Revised March 8, 2012 – Approved by COPTP. Approved by Dr. Robert Scott, Dean, March 12, 2012; Dr. Larry Gould, Provost, March 16, 2012.

G.1 PROCEDURES FOR REMOVING A CANDIDATE FROM COLLEGE OF EDUCATION AND TECHNOLOGY PROGRAMS

Any faculty member who has direct and ongoing contact with any COET Candidate may address inappropriate behavior on the part of that Candidate. If the process of correcting behavior through counseling by faculty members is ineffective in changing the Candidate's behavior, the Candidate may be removed from the appropriate Department or Program. In addition to maintaining appropriate professional behavior as described below, to be retained in the program, candidates must also demonstrate appropriate professional dispositions.

A. Candidates in the College of Education and Technology may be removed from a Department or Program for behavior including, but not limited to, the following reasons:

1. Plagiarism
2. Persistent and/or egregious non-professional behavior
3. Repeated absences and/or tardiness
4. Frequent use of offensive language
5. Argumentative behavior
6. Criminal behavior
7. Professional inadequacies
8. Inadequate personal hygiene
9. Inability to adequately communicate
10. Inability or unwillingness to work positively with others
11. Failure to meet academic standards in terms of GPA or program completion
12. Personality traits or behaviors that lead to ineffective teaching/leading/collaboration skills and abilities
13. Inability to follow directives and implement feedback
14. Behavior deemed to be a safety issue will be immediately referred to the COPTSP Admission and Retention Committee and Department Chair. If any conduct, behavior, or other circumstances of, or relating to, the Candidate represents a serious threat to the health or safety of the university, college or departmental community, or otherwise represents a substantial interference with the university, college or department, the Candidate may be removed immediately. The candidate may appeal this decision as identified above.
15. Clinical/Field Experience: Demonstration of clinical/field experience impairment, inability to develop and implement clinical/field experience judgment, inability to develop and implement clinical/field experience skills and/or has personality traits that conflict with the profession

B. Procedures for Removing Candidates from a College of Education and Technology Department or Program

1. If an advisor or any other faculty member becomes aware of any circumstances and/or any other non-professional behavior/inadequacy in a COET Candidate, that if not changed, would seriously affect the Candidate's ability to satisfactorily perform in the capacity expected for graduates of the Candidate's program, the faculty member should counsel with the Candidate to:
   a. Make the Candidate aware of the problem;
   b. Offer the Candidate assistance in the development of a strategy to correct the problem or refer the Candidate for further assistance;
   c. Establish a specific and reasonable amount of time for the candidate to correct the problem.

2. Compose a report indicating the nature of the problem and recommended steps for correction within a specified time and place it in the Candidate's advisor's file and provide a copy to the Department Chair.

3. Remove the written report, if the problem is corrected within the specified timeframe, from the advisor's file at the time of graduation or program completion and the Department Chair should be notified.

4. If the problem persists, or another problem occurs, another counseling procedure including addressing the items in (1) above should be conducted.

5. If three written reports have been placed in a Candidate's advisor's file, without ample correction by the Candidate, a recommendation for removal from the Department can be made by the faculty member or advisor to the committee referenced below:
   a. A committee composed of members from the COPTSP Admission and Retention Committee, the Candidate's advisor, and Chair of the Department, should convene and make a decision on the removal of the Candidate based on the three reports in the Candidate's advisor's file.

6. The Candidate may make a final appeal to the Dean of the College of Education and Technology.

The Candidate should follow the dispositions of the College of Education and Technology and the Department and Program of the Candidate's major.

The Counseling Program and Counseling faculty are responsible for "gatekeeping" the profession of counseling (American Counseling Association Code of Ethics).

Approved by COPT April 11, 2002.
Approved by Dr. Buttery, Dean, April 15, 2002; Dr. Larry Gould, Provost, April 18, 2002.
Revision approved by COPTSP 11/11/04, Dr. Ed Mills, Dean, 11/18/04; Dr. Larry Gould, Provost, 11/23/04.
Revision approved by COPTSP 2/10/11, Dr. Robert Scott, Interim Dean, 2/12/11; Dr. Larry Gould, Provost, 2/14/11.
Revision approved by COPTSP 10/17/13, Dr. Robert Scott, Dean, 10/18/13; Dr. Chris Crawford, Interim Provost, 10/23/13.
Revision approved by COPTSP 12/2/2013, Dr. Robert Scott, Dean, 12/9/13; Dr. Chris Crawford, Interim Provost, 12/9/13.

G.2. DISPOSITION ASSESSMENT OF INITIAL AND ADVANCED CANDIDATES

To be recommended for licensure, candidates at both the initial and advanced levels will be expected to demonstrate professional conduct based on a set of dispositions adopted by the Fort Hays State University teacher education unit. These dispositions are closely aligned with the Fort Hays State University Conceptual Framework goals embodied in the Professional Educator. All initial candidates will be assessed in every education course each semester.

The Professional Educator:

1. Is highly sensitive to and demonstrates respect for student differences.
2. Engages in and reflects on professional learning opportunities.
3. Assumes professional education roles in areas such as attire, preparation, punctuality, appropriate language usage, communication skills, and/or interpersonal relationships.
4. Advocates, models, and teaches safe, legal and ethical uses of digital information and technology.
5. Exhibits the dispositions toward practice and implementation of education pedagogy.

The Professional Educator takes diversity into consideration in all five dispositions listed above.

The Disposition Assessment Procedures will be provided to all candidates in every education course each semester.

Approved by COPTSP December 7, 2012. Approved by Dr. Robert Scott, Dean, December 11, 2012, approved by Dr. Larry Gould, Provost, 2/15/2013.

G.3 POLICY ON REQUIREMENT OF BACKGROUND CHECKS

The College of Education and Technology requires a background check to be completed prior to admission to teacher education for candidates seeking to fulfill an initial licensure program. If a candidate holds a currently valid Emergency Substitute Teaching License through the Kansas State Department of Education, then an additional background check is not required. Candidates are responsible for obtaining the background check and for the cost. International candidates will need to pay the additional cost to have an international criminal verification run and cannot use the substitute teaching license option.

A background check is valid for four years from the time the check is completed. If the candidate does not complete the program within four years of having the check, they will need to have it redone. Additional background checks prior to student teaching placement and licensure may be conducted by FHSU or third parties. If a school district the candidate is seeking to be placed in requires their own check, candidates will not need to have a check completed for FHSU.

Factors relevant to determination of approval for program entry or continuance if a positive background check is found are:

a) the nature and seriousness of the conduct
b) the extent to which field experience, student teaching or a practicum may offer an opportunity to engage in conduct of a similar type that resulted in the charge
c) the present fitness of the candidate,
d) the actions of the person after the conduct resulting in the charge
e) the time elapsed since the charge
f) the age and maturity of the person at the time of the conduct resulting in the charge
g) the number of incidents of improper conduct,
h) discharge from probation, pardon or expungement.

Results of Check

Results of the checks will be sent to the Licensure Officer. If a background check reveals prior charges, the COET Background Check Committee consisting of the Licensure Officer, Director of Field Experiences and the Chair from the department in which the academic program at issue is offered will meet to determine entry or continuance in the program.

Review of Check

The FHSU College of Education and Technology will review the background check to determine whether any prior conduct or charges revealed therein raises serious questions as to the fitness of the candidate to teach or work in a school setting. This is the COET's decision alone, and a decision clearing the candidate for admission to the program does not guarantee future licensure or employability, and future licensing agencies and/or employers may reach different conclusions based on the same background information.

In the event that a student is excluded from participating in a clinical experience or entry into a program as a result of the background check, the COET Background Check Committee will provide in writing to the student an initial determination, which will include the basis upon which the determination was made, and allow the student the opportunity to review and provide comment on any information contained in the background check. An appeal of the decision may be made by following the University's Policy Regarding Student Background Checks (http://www.fhsu.edu/policies/ - p.56).

Implementation of this policy will begin June 1, 2011 for candidates seeking admission to the teacher education program. For candidates applying for student teaching for Fall 2011, they will be required to have a check prior to the end of the Spring 2011 semester.

Approved by COPTSP February 20, 2011; Approved by Dr. Robert Scott, Interim Dean, COET, February 11, 2011, Approved by Dr. Larry Gould, Provost, February 14, 2011. Revised by COPTSP April 3, 2013, Approved by Dr. Larry Gould, Provost, April 12, 2013 and Dr. Robert Scott, Dean, April 15, 2013.

G.3b POLICY ON REQUIREMENT OF BACKGROUND CHECKS FOR GRADUATE LICENSURE PROGRAMS

The College of Education and Technology requires a background check to be completed prior to acceptance into a graduate program within the Advanced Education Programs or School Psychology program. Verification of background checks must be submitted as part of the Graduate School application. Candidates are responsible for obtaining the background check and for the cost. International applicants will need to pay the additional cost, if necessary, to have an international criminal verification run.

A background check is valid for four years from the time the check is completed.

If concerns are found that are evident from the background check, the following will be taken into consideration prior to admittance to the program:

a) the nature and seriousness of the conduct
b) the extent to which field experience or a practicum may offer an opportunity to engage in conduct of a similar type that resulted in the charge
c) the time elapsed since the charge
d) the age of the person at the time of the conduct resulting in the charge
e) the number of incidents of improper conduct,
f) discharge from probation, pardon or expungement.

Results of Check

Results of the checks will be sent to the AEP or Psychology Department. If a background check reveals prior charges, the AEP or Psychology Department Background Check Committee consisting of two faculty members within the department and the Chair from the department, in which the academic program at issue is offered, will meet to determine entry into the program.

Review of Check

The AEP or Psychology Department Background Check Committee will review the background check to determine whether any prior conduct or charges revealed therein raises serious questions as to the appropriateness of the applicant to teach or work in a school setting. This is the department's decision alone, and a decision clearing the applicant for admission to the program does not guarantee future licensure or employability, and future licensing agencies and/or employers may reach different conclusions based on the same background information.

In the event that an applicant is denied entry into a program as a result of the background check, the AEP or Psychology Department Background Check Committee will provide in writing to the applicant an initial determination, which will include the basis upon which the determination was made. An appeal of the decision may be made by following the University's Policy Regarding Criminal Background Checks for Students Engaging in Clinicals https://www.fhsu.edu/policies/student-affairs/

Approved by COPTSP 12/2/2013; Dr. Robert Scott, Dean, 12/9/2013; Dr. Chris Crawford, Interim Provost, 12/9/2013.

G.4 CONTINUATION IN TEACHER EDUCATION RESTRICTED COURSES AND/OR STUDENT TEACHING

In order to continue in education courses required for your major, the candidate must meet the following requirements:

1. Indicate adequate preparation in teaching fields to perform the Student Teaching assignments
2. Attain a grade index of 2.75 in coursework completed in a teaching field and 2.75 in the overall coursework or last 60 hours
3. Attain a letter grade of "C" or better in general education and education courses required for your major
4. Meet waiver requirements, if admitted to Teacher Education on a waiver within the semester NOTE: Waivers are only granted one time for one semester of restricted classes
5. If a letter grade was lower than a "C" in education courses required for the major, the candidate may repeat the non-restricted or restricted professional education course(s) required for his/her major only **one (1) time**
6. NOTE: "A student who has an earned bachelor's degree may not repeat courses to improve the undergraduate degree grade point average once they have graduated. Although a course may be repeated to improve cumulative grade point average, the grade in the course being repeated will contain a notation RPD (Repeat of Course in Earned Degree Program)."

http://www.fhsu.edu/registrar/academic-policies-and-information/#repeatpol

Procedures for Discontinuation in Teacher Education:

The candidate will be required to lay out from Teacher Education for a period of at least one (1) year during which he/she should reconsider and re-evaluate his/her plans if the following occurs:

1. A grade index of 2.75 in coursework completed was not maintained
2. Waiver requirements were not met within the semester waiver was received
3. Professional education course(s) was/were repeated and the letter grade obtained was lower than a "C"
4. The Licensure Officer will convene the Admission and Retention Committee of the COPTSP within 10 days after final grades are posted.
5. Notification of the decision of the Committee will be conveyed to the candidate within a week of the Committee's decision.
6. The student may make a final appeal to the Dean of Education.
7. If a student wishes to apply for reinstatement after **a period of at least one (1) year**, an Application for Reinstatement in Teacher Education must be completed.

Approved by COPTSP, October 17, 2013. Approved by Dr. Robert Scott, Dean, October 23, 2013. Approved by Dr. Chris Crawford, Interim Provost, October 23, 2013.

H.1 PROGRAM COMPLETION AND MAJOR REQUIREMENTS

To be considered an education ***program completer***:

1. Candidates (regular route and Transition to Teaching) must successfully complete all course requirements. The Fort Hays State University Performance Assessment (FPA) does not need to be completed to be a program completer.

To be eligible for ***licensure***, candidates must:

1. Successfully complete all course requirements, including student teaching or practicum, licensure exams, and have a passing score on the FPA.

To be eligible for a secondary education major, a candidate must:

1. Complete the required education major coursework:

   Foundations of Education
   Human Growth and Development
   Early Field Experience
   Intro to Instructional Technology
   Educating Exceptional Students
   Educational Psychology
   Secondary School Experience
   Student Teaching

2. Complete all secondary education major coursework.

Approved by COPTSP May 9, 2002. Approved by Dr. Buttery, Dean, May 13, 2002; by Dr. Larry Gould, Provost, May 14, 2002.
Revised by COPTSP September 9, 2004. Approved by Dr. Ed Mills, Dean, 9/10/04. Approved by Dr. Larry Gould, Provost, 9/11/04.
Revised April 13, 2006 – approved by COPTSP. Approved by Dr. Debbie Mercer, Interim Dean, April 14, 2006; Dr. Larry Gould, Provost, April 18, 2006.
Revised by COPTSP February 18, 2010. Approved by Dr. Debbie Mercer, Dean, February 18, 2010; Dr. Larry Gould, Provost, February 22, 2010.
Revised by COPTSP September 11, 2012. Approved by Dr. Scott, Dean, September 12, 2012; Dr. Larry Gould, Provost, September 18, 2012.

H.2 FORT HAYS STATE UNIVERSITY PERFORMANCE ASSESSMENT

All education candidates of Fort Hays State University, prior to being recommended to the Kansas State Department of Education for initial licensure, must complete a Fort Hays State University Performance Assessment (FPA) unit of study with a score of 76 out of a possible 130 points. The entire document must exhibit professional competence in writing. The FPA was adopted by FHSU based on the Kansas Performance Assessment (KPA). The Fort Hays State University Performance Assessment is to be completed during the student teaching semester for undergraduate candidates and during the final course for Transition to Teaching candidates.

Approved by COPTSP February 26, 2009. Approved by Dr. Debbie Mercer, Dean, February 27, 2009; by Dr. Larry Gould, Provost, March 2, 2009.
Revised by COPTSP May 7, 2009. Approved by Dr. Debbie Mercer, Dean, May 7, 2009; by Dr. Larry Gould, Provost, May 14, 2009.
Revised by COPTSP January 21, 2010. Approved by Dr. Debbie Mercer, Dean, January 22, 2010; by Dr. Larry Gould, Provost, January 26, 2010.
Revised by COPTSP April 3, 2013. Approved by Dr. Robert Scott, Dean, April 15, 2013; by Dr. Larry Gould, Provost, April 12, 2013.

H.5 TUBERCULIN TESTING POLICY

As mandated by the state of Kansas, (K.S.A. 72-5213) all first year teachers must have certification including a statement that there is no evidence of physical condition that would conflict with the health, safety or welfare of pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test.

As districts write policy to enforce this mandate, the policy also calls for compliance by all student teachers doing their clinical experience to have on file in their district, certification showing proof of a negative TB test. As a result of these district procedures, Fort Hays State University teaching candidates will be required to have on file, certification of the negative TB test. These certificates will be sent to those districts asking for certification for student teachers in their district. Those candidates whose districts don't require certification while student teaching, will be given their certificates during their last on campus meetings in December and May to present to potential future employers.

All candidates must submit, along with their Application to Teacher Education, certification of the negative TB test. These certificates will be filed in the Office of Professional Services and copies will be sent to those districts requiring documentation of negative TB results prior to the start of their clinical experience (student teaching or possible internships).

Approved by COPTSP September 11, 2012. Approved by Robert Scott, Dean, September 12, 2012; Dr. Larry Gould, Provost, September 18, 2012.