

UPPER DIVISION OF TEACHER EDUCATION

Degree and licensure requirements changed beginning Fall 2010 due to NC State Board approval of revised licensure requirements. Students should consult their departmental advisor for specific program information. All portfolio requirements will be electronic and housed in the commercial product called TaskStream.® Students admitted to Upper Division in Fall 2010 forward will be required to purchase a subscription to TaskStream at the time specified to begin uploading evidences.

Upper Division is the official step in applying and being formally admitted into a teacher education program. Students seeking undergraduate teacher education degrees or non-degree students seeking initial licensure in education must be admitted to Upper Division of Teacher Education. Admission includes the completion of the following:

- (a) grade of "C" or better in Early Experience course (must be taken at East Carolina University),
- (b) adequate individual scores or the composite total score on the PRAXIS I: Pre-Professional Skills Tests (PPST) or Computerized PPST (C-PPST) in reading, writing and mathematics; or Scholastic Aptitude Test (SAT) or American College Testing Program (ACT),
- (c) satisfactory interview, including a spoken English evaluation,
- (d) a minimum 2.5 or better overall grade point average,
- (e) meeting technology competencies requirement,
- (f) essay (250 words) outlining reasons for wishing to pursue a career in education, and
- (g) disclosure of any prior criminal background.

TRANSFER STUDENTS

Transfer students must meet the same requirements and follow the same procedures as all teacher education majors. They must successfully complete a minimum of one semester (12 semester hours minimum) at ECU with the appropriate grade point average prior to admission to Upper Division. Transfer credit from junior colleges and/or community colleges will **not** be accepted for the Early Experience course ____2123, DNCE 2190, FREN 2611, GERM 2611, or SPAN 2611.

LICENSURE ONLY STUDENTS

SDPI requires a 4-year bachelor degree from *regionally accredited* institutions. Additional prerequisites are required of students with foreign degrees.

Licensure Only Students are defined as those with degrees in fields other than education seeking initial North Carolina licensure, licensed persons who want undergraduate or graduate licensure in an additional area, or students (undergraduate or graduate) who seek licensure in addition to their non-teaching degree.

Admission Procedures for Licensure Only Students:

Students seeking licensure should send official transcript(s) to East Carolina University, Coordinator of Alternative Licensure, Office of Teacher Education, Speight 109, Greenville, NC 27858

Students will receive a letter and a Plan of Study indicating requirements needed for North Carolina licensure, and the program area advisor will be identified. A copy of the Plan of Study will be filed in the Office of Alternative Licensure also.

Students should apply for admission as a non-degree student through the appropriate office.

<http://www.ecu.edu/cs-educ/prospective.cfm>

Students currently enrolled in a teaching degree program, and wish to add an additional licensure area, should contact the appropriate program area.

Admission and Retention Requirements for Licensure Only Students:

All licensure only students seeking an initial license must be admitted to Upper Division. Procedures are the same as degree seeking students with the exception of testing requirements. Students who hold a degree from an accredited institution and achieved a minimum 2.5 GPA overall are not required to take the PPST or C-PPST of the PRAXIS. See pages 1-9 for details about admission to upper division, internship and other procedures.

Licensure Only students must complete at least 12 semester hours at ECU prior to enrolling in an internship.

Criminal Background Disclosure

It is the responsibility of the student to disclose all criminal background issues (other than minor traffic violations) to the Director of Teacher Education **prior to Admission to Upper Division and at any other point in time a crime is committed after** admission to Upper Division has been granted. Failure to disclose criminal history at any time may result in removal from the teacher education program.

Crimes to be reported include, but are not limited to: underage drinking tickets, urinating in public, public intoxication, resisting arrest, failure to stop for a blue light, open container violation, giving alcohol to or buying alcohol for a minor, DUI or DWI, assaults, larceny, possession of drugs or drug paraphernalia and all misdemeanor and felony charges. It is important for students to understand that paying a fine or ticket (such as in the case of underage drinking) is a plea of guilty.

Students should be aware that public schools will not allow placements for field experiences or internships for students with multiple and/or serious criminal background issues regardless if they have been cleared for readmission to the university or to the teacher education program. Failure to be

accepted for field experiences or internship will preclude the student from completing the degree and a change of major must be completed.

Degree completion and obtaining a license in the State of North Carolina or any other state are separate processes. A student may complete a teacher education degree and not seek a license in the State of NC for various reasons, such as moving to another state to work, not seeking employment in public schools of NC, or not having a grade of C or better in the internship.

It is possible that a student could complete a teacher education degree and not be awarded a license by the State of NC (or any other state) due to criminal background issues. **Thus, it is mandated that all potential students and current students disclose any criminal behavior as soon as it occurs so as not to risk wasting time, effort, and finances on a degree and/or licensure program, which will not allow one to teach in this state or any other.**

The Upper Division process normally begins during the second semester of the sophomore year. At this time, students have (1) either completed or are enrolled in the Early Experience course, (2) applied to take the PRAXIS I (www.ets.org/praxis/nc/requirements), if applicable, and (3) met the technology competency. When the student has met the above criteria, the student should contact their advisor for an interview. The completed Application to Upper Division, copy of SAT or ACT scores (if being used in lieu of any or all of the PRAXIS I test scores), and CPL Data Form should be given to the department chair or coordinator when the student registers for the departmental interview.

After satisfactorily completing requirements for admission to Upper Division (early clinical experience, appropriate GPA, adequate scores on PPST or C-PPST or SAT or ACT, technology competencies, and satisfactory interview), students can view their admission status on OneStop under Profile, Student Profile.

OR

Students not admitted to Upper Division are notified in writing (email) by the office of Teacher Education. It is the student's responsibility to eliminate the deficiency and notify the Office of Teacher Education.

In alignment with NC Program Approval Standards, students must be admitted to upper division and submit their Senior I application to the Office of Clinical Experiences by:

- July 1 for Fall/Spring internships or the last business day prior to July 1, if July 1 is a Saturday or a Sunday.
- By 5:00 p.m. on the first day of classes for the Spring semester for Spring/Fall internships

EARLY CLINICAL EXPERIENCE

Early clinical experience is provided in departmental courses designated 2123-Early Experience for Prospective Teachers, DNCE 2190, FREN 2611, SPAN 2611, or GERM 2611. It is designed to provide prospective teachers with the

opportunity to observe various school activities in the actual teaching/learning setting. This course must be taken at East Carolina University.

A minimum of sixteen (16) clock hours must be spent in guided observation or limited non-instructional participation in public schools or agencies.

Students are required to keep a journal of their activities during classroom observations, to keep a record of their observation hours and have it verified by the classroom teacher or other appropriate individuals at the school, to complete observation form provided by the instructor, and to evaluate their experiences (use forms provided by the instructor).

Observation and non-instructional experiences will be determined by the university instructor and the classroom teacher. In addition to the observations, a minimum of eight (8) hours of class meetings are required.

UPPER DIVISION INTERVIEW

The interview process provides the committee (advisor plus two teacher education faculty members) an opportunity to know the student better. It allows them to assist in identifying and proposing options for problems or concerns that may deter admission into Upper Division and/or completing degree/licensure requirements.

Contact the appropriate department for the interview schedule. An Interview Report Sheet is completed by each of the interviewers. (See Appendix 2.)

TECHNOLOGY COMPETENCY

The technology skills needed for admission to teacher education are 1) word processing, 2) spreadsheet, and 3) database.

Certification of technology competencies is achieved in one of four ways:

- 1) existing coursework in program area (check with advisor in program area); **or**
- 2) successfully demonstrating the competencies by passing the BITE 2000 Challenge Exam* (results will be available on OneStop under Profile, Student Profile) **or**
- 3) successfully completing BITE 2000, BITE 2112 (formerly ASIP), or MIS 2223 (formerly DSCI) **or**
- 4) transfer of equivalent technology course as determined by the Office of Teacher Education.

* Contact the Dept. of BITE, 2318 Bate Bldg. The challenge exam may be attempted only once. Those failing or voluntarily quitting must take one of the above courses.

Word Processing

Demonstrate basic skills and knowledge through practical application of the following: Enter and edit text, copy and move blocks of text; change text format and style, set margins, line spacing, tabs; check spelling, grammar, word usage; create header and footer; insert date, time and page number; and add columns to a document.

Spreadsheet

Demonstrate basic skills and knowledge through practical application of the following: Interpret and communicate information in an existing spreadsheet; enter data in an existing spreadsheet; create a spreadsheet with rows, columns, headings; create/copy formulas and functions to perform calculations; and create a graph from spreadsheet data.

Database

Demonstrate basic skills and knowledge through practical application of the following: Use information from an existing database; sort a database by specific fields, add and delete records; and create databases with multiple fields and records.

TESTING

SAT and ACT scores may be used in lieu of **or** in combination with PRAXIS I scores. Students with a score of 1100+ on the SAT or a composite score of 24+ on the ACT will be exempt from PRAXIS I. A score of 550+ on the mathematics part of the SAT or 24+ on the mathematics part of the ACT exempts a student from the mathematics section of PRAXIS I. A score of 550+ on the verbal part of the SAT or 24+ on the English part of the ACT exempts a student from the reading and writing parts of PRAXIS I (the writing section of the SAT or the reading section of the ACT does not count in any way). It will be the student's responsibility to supply a copy of the scores (either a printout from OneStop, if available or a copy of the score) to their advisor to attach to the Upper Division application. **Deadlines in the Office of Teacher Education will not be extended, nor will conditional admits to Upper Division be made, pending the receipt of scores.**

THE PRAXIS SERIES

The *PRAXIS* consists of two parts: *PRAXIS I*, Pre-professional Skills Tests (PPST) or Computerized PPST (C-PPST)* in reading, writing, and mathematics and *PRAXIS II*, Subject Assessment or Specialty Area Tests. Although the mode of delivery for *PRAXIS I* is different, both formats cover similar content and measure similar academic skills. Application forms for the PRAXIS I and II and information booklets may be downloaded from <http://www.ets.org/praxis/nc/requirements>. *Tests at a Glance* are available at the ETS website. These publications will help individuals with the structure and content of the tests. A copy of the test results should be sent to East Carolina University, **Code 5180**.

Student Score Reports

Official score reports for students will be available online via their praxis account, [My Praxis account](#), approximately three to four weeks after the test date. Online scores are downloadable for 45 calendar days. After 45 days, they will no longer be available and students will need to request additional score reports for a \$40 fee (per request). ETS recommends saving a copy of the score report for future reference. *Paper copies are no longer mailed to students.*

Students may receive scores by phone for a fee (1-877-386-8322); however a hard copy of the score is needed for East Carolina University.

Each *PRAXIS I* test to be taken is described in the following paragraph.

PRAXIS I

The PPST-Reading is a one-hour test that assesses the ability to understand, analyze and evaluate written messages. The one-hour PPST-Writing is designed to measure the student’s ability to recognize standard written English. The multiple-choice section consists of two types of questions; usage and sentence correction. The remainder of the test consists of writing an essay on an assigned topic. The one-hour PPST-Mathematics measures mathematical skills and concepts that an educated adult might need. The C-PPST tests are longer to allow time for tutorials and collection of background information. The three-part PPST or C-PPST* are taken as a prerequisite for admission to Upper Division of Teacher Education, if used in lieu of the SAT or ACT. If scores on one or two tests of PRAXIS I are less than the minimum, a composite score of 522 may be used.

Test Name	Test #	Test Name	Test #	Minimum Score
PPST-Reading	10710	C-PPST Reading	5710	176
PPST-Writing	20720	C-PPST Writing	5720	173
PPST-Mathematics	10730	C-PPST Mathematics	5730	173
Composite Score on all three tests				522

SAT	To be exempt from all three tests	1100
SAT Verbal	To be exempt from PPST-Reading and Writing	550
SAT Mathematics	To be exempt from PPST-Mathematics	550
The writing section of the SAT does not count in any way.		

ACT	To be exempt from all three tests	24
ACT English	To be exempt from PPST-Reading and Writing	24
ACT Mathematics	To be exempt from PPST-Mathematics	24
The reading section of the ACT does not count in any way.		

Students needing assistance in preparing for **PRAXIS I** may use the Plato® Pre Professional Skills Simulated Test Prep Package *with* referral from the program area coordinator or advisor.

PRAXIS II

Twenty-four (24) hours of content area courses or PRAXIS II test(s) are needed to be licensed. Students seeking a license in elementary and special education do not have an option. Students must take and pass the required tests. If Specialty Area Tests or Subject Assessment Tests are required, schedule testing during the senior year internship. Tests are listed on page 7.

* Refer to the *PRAXIS* Series website, <http://www.ets.org/praxis/nc/requirements>

Area of Licensure	Required Tests	Required Score
Art (00810)	0131, Art Making & 0133, Art Content Knowledge	162, 160 - 322 (total) **
Birth-Kindergarten (00014)	0022, Early childhood: Content Knowledge	155 ***
Business Ed (00760)	0100, Business Education or 0101, Business Education (<i>effective 9/1/10</i>)	580/154
Dance (00805)	N/A	N/A
Elementary (00025)	0011, Elem. Ed Curr., Instruction, & Assessment *; & 0012, Elem. Ed Content Area Exercises	168, 145 - 313 (total) **
English (00100)	0041, English Lang, Lit. & Composition: Content Knowledge & 0043, English Lang, Lit. & Composition: Pedagogy	166, 155 - 321 (total) **
Family & Consumer Sci. (00710)	0121, Family and Consumer Sciences	148
French (00511)	0171, French Productive Lang. Skills; & 0173, French Content Knowledge or 5174, French: World Language (<i>effective 9/1/10-computer only</i>) *	173, 162 335 (total) ** 162
German (00531)	0181, German Content Knowledge or 5183: German: World Language (<i>effective 9/1/10—computer only</i>) *	153 163
Health & Physical Ed (00095)	0856, Health and Physical Education (<i>projected for 9/1/2012, see advisor</i>)	149
Health Specialist (00098)	0550, Health Education	640
Marketing (00730)	0561, Marketing Education	169
Mathematics (00200)	0061, Math Content Knowledge & 0065, Math Pedagogy	141, 140 - 281 (total) **
Mid. Grades Lang. Arts (78180)	0049, Middle School English Language Arts	145
Mid. Grades Math (78200)	0069, Middle School Mathematics	141
Mid. Grades Science (78300)	0439, Middle School Science	134
Mid. Grades Soc. Std. (78400)	0089, Middle School Social Studies	149
Music (00800)	0111, Music Ed Concept & Processes & 0113, Music Content Knowledge	150, 149 - 299 (total) **
Physical Education (00090)	0091, Physical Ed Content Knowledge	152
Reading-bachelor level (00190)	0200, Introduction to Teaching of Reading or 0204, Teaching Reading (<i>effective 9/1/10</i>)	540 159
Science (00300)	0435, Gen. Science Cont. Knowledge & 0483, Phys. Science Pedagogy or 0435, Gen. Science Content Knowledge & 0234, Life Science Pedagogy	151, 154 - 305 (total) ** or 151, 152 - 303 (total) **
Social Studies (00400)	0081, Social Studies Content Knowledge & 0084, Social Studies Pedagogy	162, 158 - 320 (total) **
Spanish (00531)	0191, Spanish Content Knowledge & 0192, Spanish Prod. Lang. Skills or 5195, Spanish: World Language (<i>effective 9/1/10-computer only</i>) *	159, 168 - 327 (total) **

		168
Spec. Ed--Adapted Curr. (88092)	0511, Fundamental Subjects: Content Knowledge & 0544, Education of Exceptional Students: Severe to Profound Dis. or 0511, Fundamental Subjects: Content Knowledge & 0545, Special Ed: Core Knowledge and Severe-to-Profound Applications (<i>effective</i> <i>9/1/10</i>)****	148, 144 148, 158 ****
Spec. Ed--General Curr. (88091)	0511, Fundamental Subjects: Content Knowledge & 0542, Education. of Exceptional Students: Mild to Moderate Dis. or 0511, Fundamental Subjects: Content Knowledge & 0543, Special Ed: Core Knowledge and Mild-to-Moderate Applications (<i>effective</i> <i>9/1/10</i>)****	148, 159 148, 158 ****
Theater Arts (00108)	N/A	N/A

* Elementary Ed Curr., Instruction, & Assessment will also be offered in a computer delivered version also at a Prometric Testing Center beginning 10/12/2010. The test number is 5011 and the score is the same as the paper test. Beginning 10/15/2010, world language tests will be offered ONLY by computer.

** Conjunctive Model - Individual must earn the total required score; no minimum score on each test required.

*** New test for B-K is not required for license. It is required for B-K licensed individuals to teach kindergarten.

**** New test for Adapted and General Curriculum, score required for each test

As a State Board of Education requirement, individuals must meet the score requirement in effect at the time recommendation is made, regardless of the score in effect at the time a test is taken. It is the individual's responsibility to know current testing requirements. PRAXIS scores are an important item in a professional file. Keep a copy. Additional copies of PRAXIS scores may be obtained from ETS for a period of ten years.

REQUIREMENTS DURING UPPER DIVISION

Students should check with their advisor at least once each month to be certain that they are meeting all requirements for licensure and/or graduation. Students must maintain a minimum 2.5 GPA on all college work attempted at ECU. In addition, certain program areas may require a minimum 2.5 GPA or higher in the major. Students must meet department GPA requirements for major/minor fields/academic concentrations and professional education courses.

Students who fall below the required 2.5 GPA will not be allowed to enroll in upper division courses or remain in pre-registered courses, including the Senior II semester.

Students should check with their advisor on completion of Senior Summary Form (may be completed second semester of junior year; must be completed first semester senior year). After completing the Senior Summary,

students should apply for graduation. Forms may be obtained from the Registrar's Office or printed from <http://www.ecu.edu/cs-acad/registrar/upload/UGradApp.pdf>

Passing scores on PRAXIS II tests may be needed for licensure (see page 7).

REQUEST FOR EXCEPTIONS

**NOTE: PETITIONS FOR EXCEPTIONS ARE GRANTED ONLY IN EXTREME, DOCUMENTED
EXTENUATING CIRCUMSTANCES.**

To request an exception to procedures and policies, file a Petition for Exception with the Director of Teacher Education. (Forms are available in the Office of Teacher Education). Petitions must include the student's signature, the advisor's and Department Chair/Coordinator's signatures. A copy of the approved/disapproved petition will be returned to the student's advisor.

Exceptions shall not be made for the minimum 2.5 GPA or passing PRAXIS I (ACT, SAT) scores.