

## UPPER DIVISION OF TEACHER EDUCATION

**Degree and licensure requirements are subject to change beginning Fall 2010 pending NC State Board approval of revised licensure requirements. Students should consult their departmental advisor for specific program information.**

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 math; or Scholastic Aptitude Test (SAT) or American College Testing Program (ACT).
- (c) satisfactory interview,
- (d) a minimum 2.5 or better grade point average,
- (e) meeting technology competencies requirement and
- (f) essay (250 words) outlining reasons for wishing to pursue a career in education.

This 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/index.html](http://www.ets.org/praxis/index.html)), if applicable, and (3) met technology competency. 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 signs up for the departmental interview.

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

### PROCEDURES FOR *ADMISSION* TO UPPER DIVISION OF TEACHER EDUCATION

#### COMPLETION

#### DATE

\_\_\_\_ 1. Contact the Department Chairperson/Coordinator of the area in which you plan to major. You will be assigned an advisor in your program area. Change of major documents will be completed at this time, if applicable.

\_\_\_\_ 2. Satisfactorily complete "Early Experience" (minimum grade of C) by the second semester of your sophomore year or as soon thereafter as possible. Course must be taken at East Carolina University.

\_\_\_\_ 3. Present essay (250 words), outlining reasons for wishing to pursue a career in education, to advisor.

\_\_\_\_ 4. Students must attain a minimum 2.5 GPA on all coursework attempted at ECU and meet departmental requirements.

\_\_\_\_ 5a. Submit appropriate SAT or ACT scores or apply to take PPST or C-PPST of PRAXIS I by the second semester of your sophomore year or as soon thereafter as possible. (See page 5.) The application may be obtained by going to [www.ets.org/praxis/index.html](http://www.ets.org/praxis/index.html). **Request that results be sent to ECU, Code 5180.**

\_\_\_\_ 5b. Achieve individual passing scores or the total composite score on PRAXIS I.

\_\_\_\_ 6. Exhibit satisfactory performance on a written evaluation (250 word essay) and spoken English evaluation (Department/School Interview).

\_\_\_\_ 7. Verify technology competencies. (See page 3.)

\_\_\_\_ 8. Complete application for **Admission to Upper Division of Teacher Education** and **CPL Data Form**. (See Appendix 1 and 3.)

\_\_\_\_ 9. Schedule an interview. Contact your program area for interview dates. (See Page 3.)

\_\_\_\_ 10. Report for interview when scheduled.

\_\_\_\_ 11a. 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), you can view your admission status on OneStop under Courses, Teacher Education.

**OR**

\_\_\_\_ 11b. If you are notified in writing by the Office of Teacher Education that you have not been accepted into the Upper Division of Teacher Education, you are responsible for eliminating the deficiencies and notifying the Office of Teacher Education.

### ***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.

### ***SPEECH AND HEARING SCREENING***

The Speech and Hearing Screening is no longer an admission requirement for Upper Division. A notation as to a potential problem is included on the Upper Division Interview Sheet and students will be referred to a Speech and Hearing Specialist by their advisor as needed. This documentation will be in the student's file with their advisor. This was effective for Fall 2006 admits.

### ***UPPER DIVISION INTERVIEW***

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

Contact your 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 ASIP 2000 Challenge Exam\* (results will be available on OneStop under Courses, Teacher Education) **or**
- 3) successfully completing ASIP 2000, ASIP 2112, or MIS 2223 (formerly DSCI) **or**
- 4) transfer of equivalent technology course

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

### ***Technology Competencies Required for Admission to Upper Division***

#### ***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 math part of the SAT or 24+ on the math part of the ACT exempts a student from the math 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 math 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/index.html>. *Tests at a Glance* are available at the ETS website. These publications will help to familiarize you with the structure and content of the tests. Request that a copy of the test results be sent to East Carolina University, **Code 5180**.

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 your ability to understand, analyze and evaluate written messages. The one-hour PPST-Writing is designed to measure your 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-Math 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-Math                          | 10730  | C-PPST Math    | 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 Math  | To be exempt from PPST-Math                | 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 Math  | To be exempt from PPST-Math                | 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. Required tests are on page 6.

**As a State Board of Education requirement, individuals must meet the scores in effect at the time of admission to a teacher education program and at the time the recommendation for licensure is made, regardless of the score in effect at the time a test is taken. It is your responsibility to know current testing requirements.**

\* Refer to the *PRAXIS* Series website, [www.ets.org/praxis/index.html](http://www.ets.org/praxis/index.html)

| <b>Area of Licensure</b>             | <b>Required Tests</b>   | <b>Required Score</b>  |
|--------------------------------------|---|--|
| <b>Art</b>                           | 20131, Art Making & 10133, Art Content Knowledge  | 162, 160 - <b>322</b> (total score) **                             |
| <b>Birth-Kindergarten</b>            | 10022, Early childhood: Content Knowledge   | 155 ***  |
| <b>Business Ed</b>                   | 10100, Business Education   | 580  |
| <b>Dance</b>                         | N/A   | N/A  |
| <b>Elementary</b>                    | 10011, Elem. Ed Curr., Instruction, & Assessment; & 20012, Elem. Ed Content Area Exercises  | 168, 145 - <b>313</b> (total score) **                             |
| <b>English</b>                       | 10041, English Content Knowledge & 30043, English Pedagogy  | 166, 155 - <b>321</b> (total score) **                             |
| <b>Family &amp; Consumer Science</b> | 10120, Family and Consumer Science  | 540  |
| <b>French</b>                        | 10171, French Productive Lang. Skills; & 20173, French Content Knowledge  | 173, 162 - <b>335</b> (total score) **                             |
| <b>German</b>                        | 20181, German Content Knowledge   | 153  |
| <b>Health Specialist</b>             | 20550, Health Education   | 640  |
| <b>Marketing</b>                     | 10560, Marketing Education  | 690  |
| <b>Math</b>                          | 10061, Math Content Knowledge & 30065, Math Pedagogy  | 141, 140 - <b>281</b> (total score) **                             |
| <b>Middle Grades Lang. Arts</b>      | 10049, Middle School English Language Arts  | 145  |
| <b>Middle Grades Math</b>            | 20069, Middle School Math   | 141  |
| <b>Middle Grades Science</b>         | 10439, Middle School Science  | 134  |
| <b>Middle Grades Soc. Std.</b>       | 20089, Middle School Social Studies   | 149  |
| <b>Music</b>                         | 30111, Music Ed Concept/Processes & 10113, Music Content  | 150, 149 - <b>299</b> (total score) **                             |
| <b>Physical Education</b>            | 10091, Phys. Ed Content Knowledge   | 158  |
| <b>Reading-bachelor level</b>        | 10200, Introduction to Reading  | 540  |
| <b>Science</b>                       | 10435, Gen. Science Content Knowledge & 30483, Phys. Science Pedagogy <b>or</b><br>10435, Gen. Science Content Knowledge & 30234, Life Science Pedagogy | 151, 154 - <b>305 or</b><br>151, 152 - <b>303</b> (total score) ** |
| <b>Social Studies</b>                | 10081, Social Studies Content Knowledge & 30084, Social Studies Pedagogy  | 162, 158 - <b>320</b> (total score) **                             |
| <b>Spanish</b>                       | 10191, Spanish Content Knowledge & 20192, Spanish Prod. Lang. Skills  | 159, 168 - <b>327</b> (total score) **                             |
| <b>Spec. Ed--Adapted Curr.</b>       | 30511, Fundamental Subjects: Content Knowledge & 10544, EES: Severe to Profound Dis.  | 148, ****144 *   |
| <b>Spec. Ed--General Curr.</b>       | 30511, Fundamental Subjects: Content Knowledge & 10542, EES: Mild to Moderate Dis.  | 148, **** 159 *  |
| <b>Theater Arts</b>                  | N/A   | N/A  |

+++ Beginning September 1, 2008, ETS will administer new versions of the following Praxis tests: Family & Consumer Sciences and Marketing Education. The new tests cover the same content as the previous tests. However, scores are reported on a different scale, so requirements will vary from the previous versions. You can click the link for more information.

|       |  |     |
|-------|--|-----|
| 10121 | <a href="#">Family and Consumer Sciences</a> (PDF) ( <a href="#">calculators prohibited</a> ) beginning 11/15/08 | 148 |
| 10561 | <a href="#">Marketing Education</a> (PDF) ( <a href="#">calculators prohibited</a> ) beginning 1/10/09           | 169 |

\* Score required for each test

\*\* 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 or General Curriculum. Test 30511 REPLACES test 20353. AS OF JANUARY 1, 2008, THIS TEST IS REQUIRED.

***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 your responsibility to know current testing requirements. PRAXIS scores are an important item in your professional file. Keep a copy. Additional copies of your PRAXIS scores may be obtained from Educational Testing Service, Princeton, New Jersey for a period of ten years.***

## **REQUIREMENTS DURING UPPER DIVISION**

\_\_\_\_12. Complete all course requirements, including class work and laboratory experiences, in your curriculum. Check with your advisor at least once each month to be certain that you are meeting all requirements for licensure and/or graduation.

\_\_\_\_13. Students must maintain a minimum 2.5 GPA on all college work attempted at ECU. In addition, certain program areas require a minimum 2.5 GPA in their major. See advisor.

\_\_\_\_14. Students who fall below the required GPA will not be allowed to enroll in upper division courses or remain in pre-registered courses, including the Senior II semester.

\_\_\_\_15. Meet department GPA requirements for major/minor fields/academic concentrations and professional education courses.

\_\_\_\_16. Check with advisor on completion of Senior Summary Form (may be completed second semester of junior year; must be completed first semester senior year).

\_\_\_\_17. Achieve passing scores on Specialty Area Tests or Subject Assessment Tests of PRAXIS, if required (see pages 5 & 6).

\_\_\_\_18. 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> after completing Senior Summary.

## **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 your signature, your advisor's and Department Chair/Coordinator's signature. A copy of the approved/disapproved petition will be returned to your advisor.

**The minimum 2.5 GPA is a state policy and no exceptions will be made.**