

# Teacher Education Program General Handbook



**Publication Date January 2018**

## **PREFACE**

The purpose of this handbook is to present an overview of the Teacher Education Program at Western Illinois University. The University Teacher Education Committee establishes the policies and procedures to be met by all individuals enrolled in the Teacher Education Program at Western Illinois University. The Selection, Retention, and Appeals Committee is the operating arm which follows guidelines established by the University Teacher Education Committee to approve or deny individual appeals to waive or alter Teacher Education Program requirements. The University Teacher Education Committee (UTEC) hopes that this handbook will serve as a guide for candidates seeking teacher licensure. Any questions concerning the information and materials presented in this handbook should be directed to the Licensure Officer, 91 Horrabin Hall, Western Illinois University, Macomb, IL 61455 (309-298-1434).

**IT IS THE RESPONSIBILITY OF THE INDIVIDUAL CANDIDATE TO MEET THE REQUIREMENTS OF THE TEACHER EDUCATION PROGRAM.**

### Rights Reserved:

The provisions of this handbook are not to be regarded as an irrevocable contract. The Teacher Education Program reserves the right to modify, revoke, or add to any and all regulations at any time. As an Illinois recognized institution, Western Illinois University must meet the mandates issued by the Illinois State Educator Preparation and Licensure Board. State licensure requirements take precedence over the catalog of record. Information contained within this handbook was compiled from University catalog, Institutional Self Study and additional pamphlets.



WESTERN  
ILLINOIS  
UNIVERSITY

## *The Western Illinois University Teacher Education and Practitioner Preparation*

# *Conceptual Framework*

### *Commitment*

A deep emotional and intellectual investment to becoming a caring and compassionate professional dedicated to personal growth, excellence, and service to one's professional community, with the ultimate aim of empowering all learners.

### *Action*

Professional practice that embodies the focused and skillful application of knowledge and understanding informed by reflection and a deep commitment to learners and their ultimate empowerment.



### *Knowledge*

Informed, critically examined, research-based, data-driven, and experientially grounded understanding of learners, content, pedagogy, technology, and the standards associated with one's professional practice.

### *Reflection*

Analytical and thoughtful examination of one's knowledge, understanding, and practice resulting in more targeted and refined action that empowers student learning.

## *Empowerment*

*The creation of a professional community wherein candidates develop the capability, confidence, efficacy, and sense of authority, enabling them to create a community that will positively transform the lives and actions of all learners that engages them in attaining their full potential.*

## OUR VISION

Our graduates will be empowered educational professionals deeply committed to continuous learning and the empowerment of all learners.

## OUR MISSION

The WIU Teacher Education Program empowers candidates to become educational practitioners who engage in informed action that is grounded in knowledge and reflection; who are deeply committed to the highest standards of professional practice; who are able to adapt to emerging social, economic, and cultural landscapes; who are skilled in the use of technological tools that promote teaching and learning; and who are committed to empowering all learners.

## OUR VALUES

**Knowledge:** Informed, critically examined, research-based, data-driven, and experientially grounded understanding of learners, content, pedagogy, technology, and the standards associated with one's professional practice.

**Action:** Professional practice that embodies the focused and skillful application of knowledge and understanding informed by reflection and a deep commitment to learners and their ultimate empowerment.

**Reflection:** Analytical and thoughtful examination of one's knowledge, understanding, and practice resulting in more targeted and refined action that empowers student learning.

**Commitment:** A deep emotional and intellectual investment to becoming a caring and compassionate professional dedicated to personal growth, excellence, and service to one's professional community, with the ultimate aim of empowering of all learners.

**Empowerment:** The creation of a professional community wherein candidates develop the capability, confidence, efficacy, and sense of authority, enabling them to create a community that will positively transform the lives and actions of all learners that engages them in attaining their full potential.

## UNIT STANDARDS FOR THE CONCEPTUAL FRAMEWORK

1. The competent candidate knows, reflects on, acts in accordance with, and is committed to professional standards governing his or her subject matter, expectations for learners as described in the appropriate content standards, and making such content meaningful and empowering for all learners.
2. The competent candidate knows, reflects on, acts in accordance with, and is committed to research-based best practices that promote the growth, development, learning, and empowerment of all individuals representing the social fabric of our diverse society.
3. The competent candidate knows, reflects on, acts in accordance with, and is committed to research-based principles governing the planning of instruction, the creation and maintenance of positive, safe learning communities, the implementation of appropriate technological tools, and the use of varied approaches to impact, assess, and empower learning.

4. The competent candidate knows, reflects on, acts in accordance with, and is committed to the importance of professional dispositions, especially those that advance fairness and the belief that all individuals can be empowered to learn.
5. The competent candidate knows, reflects on, acts in accordance with, and is committed to the principles that govern the application of his or her knowledge of subject matter, the empowerment of learners, and the acquisition of practical and professional skills during field and clinical experiences, and to the continual improvement of professional performance.

# Table of Contents

INTRODUCTION .....	7
Historical Perspective of Western Illinois University .....	7
College of Education and Human Services (COEHS) .....	7
Licensure Programs .....	8
Middle Level Endorsements .....	9
ASSESSMENT POLICIES .....	10
Admission to the University.....	10
Transfer Students and Course Work .....	10
Admission and Retention to the Teacher Education Program (TEP) .....	10
Retention .....	12
Application to Student Teach .....	12
Clearance to Student Teach .....	13
Grading .....	15
Recommendation for Licensure .....	15
Recommendation for Licensure – Legal Issues .....	16
ACADEMIC POLICIES AND PROCEDURES .....	16
Academic Dishonesty.....	16
Advising System .....	16
Continuous Evaluation Process .....	16
Registering a Concern .....	17
UNIVERSITY GENERAL EDUCATION AND TEACHER EDUCATION PROGRAM REQUIREMENTS	17
WIU Teacher Candidate Dispositions .....	17
Reflective Paper Directions.....	19
Education Coursework.....	19
Pre-Student Teaching Field Experience.....	20
Policy on Use of Physical Restraint and Crisis Intervention.....	21
Procedures for Criminal Background Investigation.....	22
Policy for Appeal of Criminal Background Investigation Findings.....	22
Selection, Retention and Appeals Committee .....	22
Appeal Guidelines: .....	23
Appeals to Waive University Requirements.....	24
SUPPORT SERVICES.....	26
APPENDIX A.....	26
IMPORTANT APPEAL GUIDELINES.....	28
APPENDIX B .....	29
Grading Rubrics for Reflective Paper #1 .....	30

## STANDARDS FOR ALL ILLINOIS TEACHERS

- Illinois Professional Teaching Standards
- Content Area Standards for all Educators

# INTRODUCTION

## **Historical Perspective of Western Illinois University**

Western Illinois University was originally established as a teacher training institution on April 24, 1899. It was named Western Illinois State Normal School in Macomb and its mission was to prepare people to enter the teaching profession. In 1947, growth led to expansion and a name change to Western Illinois State College with an enrollment of 1,345 students. The current name, Western Illinois University became official in 1957. Although the University has undergone a series of changes with its growth, the mission of the Teacher Education Program is to prepare people to enter the teaching profession with the best possible training available.

Long recognized for its outstanding teacher education programs, Western Illinois University provides over twenty areas of licensure and involves all colleges of the University in offering approved programs. Western Illinois University has accreditation by the National Council for Accreditation of Teacher Education (NCATE) and North Central Association of Colleges and Schools.

## **College of Education and Human Services (COEHS)**

The College recognizes the importance of education in society and is dedicated to the improvement of society through education. Preparing people to enter the teaching profession continues to be one of the main goals of the University today. The Center for the Preparation of Education Professionals (CPEP) oversees all teacher education requirements. CPEP is located in 91 Horrabin Hall.

While traditional aspects of teacher preparation are maintained, programs are continually assessed. The Curriculum Library located in 80 Horrabin Hall provides candidates and faculty with resources and instructional materials that are essential elements of the Teacher Education Program. New information and teaching material used in grades Pre-K-12 are available for candidates. The Science Education Center also located in Horrabin Hall provides candidates with materials, laboratory facilities, and special programs which enhance teacher preparation and educational knowledge.

The College is actively engaged in the use of technology to prepare our graduates to be able to use technology in their teaching. Several classrooms in the College have been dedicated to this use and provide the most up-to-date technology for hands-on learning.

Other spaces in the College which directly involve candidates include computer, instructional development, and video editing laboratories. These areas provide candidates, although they may have limited abilities in these techniques, the opportunity to learn the skills needed to develop curriculum materials incorporating current technologies.

The College has a well-established field experience program which focuses on the partnerships that exist between private and public schools in the areas served by Western Illinois University. Supervised field experiences are available in small and large school settings, minority group settings, rural and urban schools, agencies with migrant populations and in daycare sites. Supervised student teaching in cooperating public schools is the process whereby a prospective teacher candidate demonstrates his/her competence as an effective beginning teacher. Candidates seeking licensure are required to successfully complete one semester of full-time student teaching. Candidates are supervised by a student teaching field specialist and a mentoring teacher.

## Licensure Programs

Western Illinois University offers the following programs approved by the Illinois State Educator Preparation and Licensure Board:

### Undergraduate Programs:

- Elementary Education
  - Early Childhood Education
  - Elementary Education
- Bilingual/Bicultural Education
- Middle School Education
  - Language Arts
  - Mathematics
  - Science
  - Social Studies
- Secondary Education
  - Agriculture
  - English
  - Mathematics
  - Science/Biology
  - Science/Chemistry
  - Science/Physics
  - Social Science/History
- Special (K-12)
  - Art
  - Foreign Language
    - French
    - Spanish
  - Music
  - Physical Education
  - Special Education Learning Behavior Specialist I

### Graduate Programs

- Administrative
  - Principal
  - Superintendent
- Reading Specialist
- School Service Personnel
  - Guidance
  - Speech and Language Impaired
  - School Psychology
- Technology Specialist



## Middle Level Endorsements

*This information is designed to assist you in identifying additional endorsements for which you might qualify. Qualifications are established by the Illinois State Board of Education and are subject to change. For more information visit the Illinois State Board of Education website at <https://www.isbe.net/Pages/Licensure.aspx>*

Individuals completing elementary, secondary or K-12 programs may qualify to add “Middle” level endorsements. “Middle Grade Teachers” are defined as any teacher teaching grades 5 through 8 in a departmental setting.

Under current requirements, to qualify to teach in Illinois at the middle level (departmentalized fifth through eighth grades), an individual must hold either an elementary, secondary, or K-12 teaching certificate and qualify for middle level endorsements.

To qualify for middle level endorsements, an individual must complete the required "Middle Level" course work AND the required 18 s.h. of content course work. Information is subject to change without notice.

- The middle level course work is:
  - EIS 301 Educational Psychology – Learning and Instruction, 3 s.h.
  - EIS 201 Educational Psychology, 3. s.h. or EIS 305 Measurement and Assessment of Learning in Academic Settings, 2 s.h.
  - C&I 403 Middle Level Education 3 s.h.
- The content course work varies depending on the specific endorsement one is seeking. Check with your advisor.

Individuals in elementary, secondary, and K12 programs should discuss this option and requirements with their education advisor early in their program.

Licensure/endorsement requirements are subject to change without notice. To qualify to teach at this level, individuals will be required to meet licensure/endorsement requirements in effect at time of graduation. See Licensure Officer for additional information.

NOTE: Middle level endorsements will change in 2017 based on the Illinois State Board of Education mandates. Students graduating after Fall 2017 would have to be enrolled in an approved middle school program in order to teach at the middle school level.

## **ASSESSMENT POLICIES**

The Illinois State Educator Preparation and Licensure Board have mandated that recognized institutions must have an assessment policy in force to evaluate candidates in teacher education programs. At Western Illinois University the four phases of assessment occur:

- Admission to the University
- Admission to the Teacher Education Program
- Admission to Student Teaching
- Recommendation for Licensure

### **Admission to the University**

Admission to the University involves applicants applying to the University and meeting current standards, policies, and procedures of Western Illinois University. Notification of acceptance to the University is the responsibility of the Admissions Office.

It is the policy of Western Illinois University not to discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, ethnicity, age, marital status, disability or veteran status in its admissions, activities, educational programs and employment. Equal opportunity is granted to all applicants who meet admission standards set by Western Illinois University.

Candidates entering Western Illinois University and designating the Teacher Education Program as their choice are not automatically enrolled in the Teacher Education Program.

### **Transfer Students and Course Work**

Candidates transferring to Western Illinois University must meet the admission requirements established by WIU. Transcripts of all previous colleges and universities attended must be submitted to the Transfer Admissions Office.

Course work completed at other institutions must meet course equivalents and grade requirements established at WIU. Articulation for course work can be checked in the CPEP, major departments (for major requirement) or the Admissions Office.

Courses transferred from other institutions not accepted as being direct equivalents for EIS 202, 301, or 401 must be evaluated for equivalency by the Educational and Interdisciplinary Studies Department. Evaluation forms are available in 91 Horrabin Hall. A grade of 'C' or better is required for all directed general education courses, all core courses, and all courses in the major.

Courses transferred from other institutions to meet major requirements must be evaluated by the major departments. Catalog description, course syllabi, and additional information concerning courses being evaluated may be requested.

### **Admission and Retention to the Teacher Education Program (TEP)**

Candidates should complete all requirements for the Teacher Education Program (TEP) by the end of their sophomore year. At this point, a candidate has accumulated 30-45 semester hours of course work.

**Requirements:** To be fully accepted to the Teacher Education Program, the following conditions must be met:

1. A positive recommendation from major department/designee
2. Submission of an acceptable [Reflective Paper](#). Candidates must submit their reflective paper to their major department and have it positively evaluated (Bilingual, Elementary, Middle School, and Special Education majors will complete the Reflective Paper in the major introduction course).
3. Satisfactory completion of 30 semester hours of approved course work.
4. In accordance with the Illinois State Board of Education licensure rules, all candidates seeking teacher licensure are required by Western Illinois University to obtain a grade of "C" or better in all directed general education courses, all core courses, and all courses in the option. Minimally, this includes the completion of ENG 180, 280, COMM 241 and the required math class for each major. A transfer course equivalent must have a C grade or better. Approved by UCEP 3/27/17
5. Acquire the required major and cumulative grade point average for the program: 2.75 required for Elementary, Early Childhood, Bilingual, Middle School, Special Education and History majors. 2.50 required for Agriculture, English, Mathematics, Science/Biology-Chemistry-Physics, Art, French, Music, Physical Education, and Spanish.
6. Candidates must pass the Illinois licensure Test of Academic Proficiency. The test covers math, reading, grammar and writing. This test is offered multiple times each year. Test dates, registration information and study guides are available on the ICTS website: <http://www.icts.nesinc.com>. Students can also use scores from the ACT Plus writing ([www.actstudent.org](http://www.actstudent.org)) or the SAT (<http://sat.collegeboard.org/hom>) in lieu of the TAP test. Students can check with their education advisor on the score requirements. Test preparation information is available on the CPEP website: [http://www.wiu.edu/coehs/cpep/certification/test\\_taking\\_preparation.php](http://www.wiu.edu/coehs/cpep/certification/test_taking_preparation.php). Candidates experiencing difficulty passing this test should contact their major department for assistance.

Superscoring is now available on ACT/SAT. If you do not have an overall passing composite score, we will add the highest subject scores from each test and divide by the total number of tests to for a composite score. Please email [Licensure@isbe.net](mailto:Licensure@isbe.net) if you would like your tests superscored.

Score reports that are received prior to the establishment of an ELIS account will be held for 30 days. After 30 days, the report may not be credited to your account.

Official score reports that reflect a score less than listed above or lack a writing component cannot be used for issuance of an Illinois license or endorsement. Such score reports will be shredded and therefore, cannot be used to apply for an Illinois license or endorsement.

7. The National Sex Offender, Convicted Methamphetamine, and the Illinois State Police Child Murderer and Violent Offender Against Youth registries will be checked.
8. Pass Teacher Education Technology Competency Assessment. A non-refundable charge will be applied. Refer to the following website: <http://www.wiu.edu/TCA>
9. Satisfactorily complete the ELL modules: Refer to website: [http://www.wiu.edu/coehs/cpep/clinical/ell\\_modules.php](http://www.wiu.edu/coehs/cpep/clinical/ell_modules.php).
10. Submit [TEP Admission Application](#) with appropriate department signatures.
11. Portfolio requirement where applicable. Check with advisor.

Applicants may be requested to complete additional screening tests or to meet with the Selection, Retention and Appeals Committee for a personal interview.

Candidates who have been fully accepted into TEP must maintain the required cumulative and major G.P.A. for their program.

Candidates who no longer satisfy full acceptance requirements will not be allowed to enroll in major specific courses where full acceptance to TEP is a pre-requisite or be permitted to apply to student teach or student teach.

*Note: Candidates may be advised to consider a major/career change, dependent upon deficiency.*

### **Retention**

Candidates must maintain good standing in the Teacher Education Program once admitted.

Candidates must continue to exhibit the required professional disposition at all times during their enrollment at Western. These include: collaboration, honesty/integrity, respect, commitment to learning, emotional maturity, responsibility, fairness and the belief that all students can learn.

Failure to adhere to these professional dispositions is grounds for dismissal from the program.

Candidates must exhibit the dispositions and professional behaviors needed to perform the essential functions of teaching, with or without reasonable accommodations. The Disability Resource Center, in collaboration with the Associate Dean for Teacher Education, will make the determination of reasonable accommodations.

Candidates must also maintain a record that is free of criminal offenses.

### **Application to Student Teach**

Candidates must be fully accepted to TEP to apply for student teaching. Candidates not fully accepted have the right to appeal to the Selection and Retention Appeals Committee (APPENDIX A) to apply to student teach if they have extenuating circumstances as to why they are not fully accepted. Candidates have the right to appeal the SRA Committee's decision to the University Committee for Educator Preparation.

Applications to student teach must be made one year in advance of the semester the individual anticipates student teaching. All candidates must obtain the appropriate signature(s) on their student teaching application. Meetings are typically held in September/October for those requesting student teaching assignments for fall semester of the following year and typically in January/February for those requesting assignments for spring semester of the following year. Applications are distributed during this meeting. Also, information and dates applications will be accepted are provided at this meeting.

It is strongly recommended candidates complete the State Mandated Reporter Training and status form prior to submitting the student teaching application (Refer to the following websites: <https://www.dcfstraining.org/manrep/index.jsp>).

The candidate's name will be checked against the National Sex Offender, Convicted Methamphetamine, and the Illinois State Police Child Murderer and Violent Offender Against Youth registries.

The Center for the Preparation of Education Professionals offers the following regional sites for student teaching experiences:

- Quad Cities
- Western Illinois
- Chicago City (Some high schools in the City of Chicago require a 3.0 or higher to be considered)
- Suburban Chicago (Some schools in the City of Chicago require a 3.0 or higher to be considered)

Specific student teaching sites are determined by the field supervisors charged with the responsibility for placement and supervision of student teachers in each region. Providing student teachers with quality student teaching experiences in school districts with outstanding teaching reputations is the primary objective of each field supervisor. Housing arrangements during the student teaching semester are the responsibility of each student teacher.

Candidates are required to provide their own transportation to and from pre-student teaching and student teaching field assignments. When using a personal auto, the candidate is to be covered by valid auto insurance that provides at least the limits of coverage statutorily required to legally operate a vehicle in Illinois and all other jurisdictions in which he/she may travel.

Additional information concerning student teaching should be directed to the Coordinator of Field and Clinical Experiences in Horrabin Hall 48, (309- 298-1281).

### **Clearance to Student Teach**

Student teaching credit is required for graduation in the Teacher Education Program. Students must fulfill the requirements for admission to and retention in the Teacher Education Program and are responsible for meeting the student teaching requirements listed below.

Candidates must exhibit the dispositions and professional behaviors needed to perform the essential functions of teaching, with or without reasonable accommodations. The Disability Resource Center, in collaboration with the Associate Dean for Teacher Education, will make the determination of reasonable accommodations.

Candidates must satisfactorily complete a personal interview with the Selection, Retention and Appeals Committee if requested by the committee.

The following requirements must be met for clearance to student teach:

1. Maintain the required major and cumulative GPAs for the program: 2.75 required for Elementary, Early Childhood, Bilingual, Special Education, Middle School and History majors. 2.50 required for Agriculture, English, Mathematics, Science/Biology-Chemistry-Physics, Art, French, Music, Physical Education, and Spanish.
2. In accordance with the Illinois State Board of Education licensure rules, all candidates seeking teacher Licensure are required by Western Illinois University to obtain a grade of "C" or better in all directed general education courses, all core courses, and all courses in the option. Approved by UTEC (now UCEP) 3/22/10. NOTE: *ISBE implemented this requirement February 1, 2012.*
3. Completion of all required program coursework.
4. Pass State Content Area Test(s). [Bilingual requires elementary and target language; Special Education must pass LBS1 and Special Education General Curriculum; Foreign Language must pass the content and Oral Proficiency Interview (ACTFL)]. Candidates experiencing difficulty passing these tests should contact their major department.
5. Teacher education candidates are expected to comply with the Illinois State Police and FBI fingerprint background investigation requirements as set forth by the University Committee for Educator Preparation. Prior to any field work in schools/agencies, candidates are to supply verification of having completed both an Illinois State Police and FBI fingerprint background investigation to your placement site. Refer to website: [http://www.wiu.edu/coehs/cpep/tep/background\\_invest.php](http://www.wiu.edu/coehs/cpep/tep/background_invest.php). Candidates may be prohibited from completing field work if background investigations disclose arrests and/or convictions deemed problematic. Information may be obtained in Horrabin Hall 91; questions may be directed to the Licensure Officer, 309/298-2117. *(In addition to the background investigations the National Sex Offender, Convicted Methamphetamine, and the Illinois State Police Child Murderer and Violent Offender Against Youth registries will be checked.)*
6. Candidates must complete the State-mandated Safety Training. Refer to the following website: [http://www.wiu.edu/CPEP/teacher\\_safety/](http://www.wiu.edu/CPEP/teacher_safety/)
7. Candidates must also complete the Mandated Reporter training and status form. Refer to website: <https://www.dcfstraining.org/manrep/index.jsp>. Candidates need to allow 60-90 minutes to complete this online training on a computer attached to a printer so that the certificate of completion can be printed once the training is finished. A copy of the certificate and status form must be submitted to CPEP advising.
8. Disposition Check 1 and 2. Candidates are required to exhibit the following professional dispositions at all times during their tenure at WIU: collaboration, honesty/integrity, respect,

commitment to learning, emotional maturity, responsibility, fairness and belief that all students can learn. Failure to adhere to these professional dispositions is grounds for dismissal from the program.

9. Department Chair/designee approval. The semester prior to student teaching, the major department will be requested to reassess each applicant's record. At that time, the department has the option to recommend or withdraw its recommendation for an individual to student teach. Candidates must have this final recommendation before clearance to student teach will be granted.
10. Portfolio requirement, where applicable. Check with your department.

Candidates are required to be registered for student teaching prior to the starting date of the student teaching assignment. Some majors require student teaching at two different levels. Check with your education advisor at either the Macomb or Quad City campuses for specific requirements.

During the semester prior to student teaching, each candidate is informed of his or her status concerning any deficiencies required by the teacher education program, course work, or cumulative or major grade point average problems.

Candidates must be cleared of all deficiencies prior to being cleared to begin student teaching. All deficiencies must be cleared by the designated deadline or the Field & Clinical Experiences Office will be notified that the individual is not clear to student teach and placement may be canceled. It is the responsibility of the candidate to be sure all deficiencies have been cleared by the Licensure Officer in 91 Horrabin Hall. Candidates must contact the Licensure Officer for approval for any extenuating circumstances which may delay clearances for student teaching.

If a candidate wishes to cancel his/her student teaching for any reason or if the candidate changes majors or minors after applying to student teach, it is the responsibility of the candidate to notify the Center for the Preparation of Education Professionals, 91 Horrabin Hall.

### **Grading**

The student teaching experience is evaluated on an S/U grading system.

### **Recommendation for Licensure**

Recommendation for licensure to the State is made by the Licensure Office. Individuals must complete an approved program and pass all Illinois Licensure Tests. Candidates for initial teacher licensure within the State of Illinois do not need to be U.S. Citizens to obtain an Illinois license, but you must hold a valid social security number to obtain employment as an educator.

The procedure for Licensure is as follows:

1. Candidates will receive information on licensure during the student teaching semester. This information will be sent via email.

2. Candidates must submit the Ed Teacher Performance Assessment (edTPA). This requirement must be passed in order for licensure to be granted.
3. Candidates must have disposition Check 3 completed by mentor teacher.
4. Candidates must have a midterm and final evaluation completed by mentor teacher.
5. Department Chair/designee must give approval in support of licensure.
6. Licensure will be released for undergraduate students once the degree is posted. Licensure for graduate students will be released once a final grade for student teaching is posted on the WIU transcript. You will be notified by the Licensure Office when your entitlement is ready. Individuals will not be able to substitute teach or begin teaching prior to licensure being issued. The edTPA must be passed in order for licensure to be granted.
7. Candidates will apply for licensure on-line. Information on how to apply will be provided during the student teaching semester.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Academic Dishonesty**

Western Illinois University is dedicated to the discovery and communication of knowledge. The University can best function and accomplish its objectives in an atmosphere where high ethical standards prevail. For this reason, and to insure that the academic work of all students will be fairly evaluated, the University strongly condemns academic dishonesty. WIUs policy on academic integrity is available at the following website: [www.wiu.edu/policies/acintegrity.php](http://www.wiu.edu/policies/acintegrity.php)

### **Advising System**

The Center for the Preparation of Education Professionals (CPEP) is located in 91 Horrabin Hall. It is open from 8:00-4:30 p.m. Monday through Friday. In addition to advising, the Center provides applications and clearance for TEP and student teaching, field and clinical information, and Licensure information. Quad Cities students are advised at the WIU Riverfront campus.

Elementary, Early Childhood, Bilingual/Bicultural, Middle School, Special Education, Secondary and K-12 education majors are advised by advisors in the CPEP.

Secondary and K-12 education majors are enrolled in the Teacher Education Program of the college housing their major. Therefore, all Secondary and K-12 majors are also advised by their major advisor. The Secondary and K-12 education advisor is available to answer questions concerning teacher education requirements for secondary and K-12 education majors.

It is the responsibility of the candidate to meet with his/her advisor and seek information to keep informed of all requirements to the Teacher Education Program and to regularly check the CPEP website: <http://www.wiu.edu/cpep>

### **Continuous Evaluation Process**

Candidates in the Teacher Education Program at Western Illinois are continuously monitored for retention in the program.

Any instructor may file a student concern form ([http://www.wiu.edu/coehs/cpep/forms/documents/student/Student\\_concern.pdf](http://www.wiu.edu/coehs/cpep/forms/documents/student/Student_concern.pdf)) if a candidate's progress and/or suitability to continue in the program is questioned. Deficiencies due to academic



performance and/or professional skills or dispositions may be evaluated. Possible discussion about remediation or discontinuing the Teacher Education Program may be required.

### **Registering a Concern (by student candidate)**

Candidates who wish to register a concern regarding the TEP program are encouraged to complete a form found on the TEP website:

[http://www.wiu.edu/coehs/cpep/forms/documents/student/Student\\_concern.pdf](http://www.wiu.edu/coehs/cpep/forms/documents/student/Student_concern.pdf). This form is submitted to the Licensure Officer who in turn addresses the issue with the appropriate administrator with a response back to the student.

## **UNIVERSITY GENERAL EDUCATION AND TEACHER EDUCATION PROGRAM REQUIREMENTS**

All teacher education candidates must meet University General Education requirements. Some majors have “specific” general education requirements. Candidates in teacher education programs are required to work with their education advisor to ensure that all general education requirements for the specific program are completed.

Candidates seeking teacher licensure also have formal assessments for dispositions. Candidates will be assessed at least three times throughout their program. Faculty with concern about a candidate’s disposition may file a concern with the Licensure Office at any time. Candidates that have concerns raised will be expected to meet with major departments and/or the Licensure Officer.

### **WIU Teacher Candidate Dispositions**

The University Teacher Education Committee at Western Illinois University believes that well prepared teacher candidates understand and can demonstrate knowledge of professional skills and dispositions. We further believe that teacher candidates must apply their knowledge skills and dispositions in school settings. The mission of Western Illinois University’s Teacher Education Program is to prepare versatile teachers who appreciate the importance of our diverse population; who adapt to emerging social, economic, and demographic patterns; and who are skilled in the use of technological tools to promote teaching and learning in our nation’s schools. We further believe that the disposition of our candidates is important for their success as a teacher and a professional.

Candidates are evaluated on the following dispositions at three points in their program, EIS 202, methods course, and student teaching. The assessment is completed by faculty and/or mentor teachers on WEPPAS.

Teacher Education students who receive a rating of “Fails to Meet Expectations” on one disposition will be required to meet with their program coordinator, department chair, and/or field supervisor.

Teacher Education students who receive a rating of “Fails to Meet Expectations” on two or more dispositions will be required to complete a professional dispositional improvement plan in collaboration with the Assistant Dean of Educator Preparation.

Teacher Education students who receive two or more ratings of “Fails to Meet Expectations” on a subsequent disposition check will be required to meet with the Teacher Education Selection, Retention, and Appeals Committee (SRA) who will determine whether dismissal from WIU’s Teacher Education Program is warranted.

Each indicator within each of the dispositions are rated using the following key:

Fails to Meet Program Expectations

Meets Program Expectations

Exceeds Program Expectations

**Disposition 1 Collaboration:** Collaboration is valued in education. Effective collaboration means working with other members of a group (students, parents, or peers) exchanging ideas, sharing experiences and learning processes, and building communities. Group members work together toward common goals. Collaboration is valued inside and outside the classroom as a way to create strong communities.

**Disposition 2 Commitment to Learning:** Active learning and professional development create exemplary educators. Valuing research, learning in all areas of instruction, problem solving, self-reflection and personal growth creates exemplary students and educators. Through participating in professional development, learning of best practices, and actively engaging in new ideas and knowledge building, individuals show a commitment to learning in and beyond the classroom.

**Disposition 3 Valuing Diversity and Equity:** Valuing the diversity and uniqueness of all groups and using responsive non-discriminatory practices are essential in education. Individuals implement a variety of practices and strategies that meet the needs of all learners in and outside the classroom. They develop knowledge about ways in which groups and individuals are culturally, historically, economically, and socially shaped. They provide examples of the belief that all students can learn. They show respect in both words and actions for diverse groups, including students, peers, instructors, or advisors.

**Disposition 4 Responsibility and Respect:** Responsibility and respect are vital for learners and educators. Responsible individuals are prepared, act independently, demonstrate accountability, reliability, and sound judgment. Respectful individuals are empathetic, respect others’ views, and demonstrates integrity. They prioritize health and safety to minimize absences and illness. They accurately report information and take initiative in learning, professional, and personal environments (i.e. online presence). They are engaged, on-task, and responsible in all educational and professional environments. They make ethical decisions, are reflective in all learning experiences and situations, and are responsible for their behaviors and choices. They demonstrate respect for others, including peers, students, instructors, parents, and supervisors.

Adapted from Illinois State University’s Special Education Department  
UTEC approved 10/29/01 Revisions  
Approved 12/21/17

Teacher education candidates should address the above dispositions in the reflective paper. Refer to website: <http://www.wiu.edu/coehs/cpep/tep/dispositions.php>.

## Reflective Paper for TEP Admittance Directions

**Reflective Paper** is submitted to the major department. Address each of the following items in your paper as you reflect on your decision to enter the Teacher Education Program (TEP) at Western Illinois University. Use the scoring rubric ([See APPENDIX B](#)) to organize your paper and to ensure you address each item listed below. For style and grammar, consult the APA (American Psychological Association) style manual, which is available where textbooks are sold, in the Reference section of the Malpass Library, in the back of the style manual used in ENG 180 & 280, or summarized on a website such as: [www.wooster.edu/academics/areas/psychology/](http://www.wooster.edu/academics/areas/psychology/) (APA Style Guide).

You will be evaluated on the following items:

1. Reflecting on your strengths as a potential teacher, briefly specify your primary reason for selecting teaching as your career.
2. Provide 1-2 examples of experiences working with students/children and what you have learned about teaching and learning from these experiences.
3. The WIU TEP expects you to exhibit the 4 candidate dispositions listed in the TEP handbook, including their indicators. Refer to website: <http://www.wiu.edu/coehs/cpep/tep/dispositions.php>. Carefully review each of the dispositions and the corresponding indicators. (a) Identify and discuss at least one indicator for each of the 4 dispositions that reflects an area where you most need improvement. (b) Formulate and describe your plan to improve upon the areas identified in part (a) above. Remember to address all 4 dispositions.
4. In addition to your ability to adequately address each of the above listed items, your paper will be evaluated on organization, spelling, sentence structure, grammar, and writing mechanics.

### Education Coursework

The teacher education faculty of Western Illinois University believes that a professional teacher is one who is flexible and selective and evidences continuous personal development. This belief supports the premise that knowledge of the teaching/learning process is constructed by critical learners within the fourfold process of awareness, reflection, inquiry, and action.

The Teacher Education Program provides teacher education candidates with an initial framework for making informed decisions in the professional work place. Informed teachers are effective decision makers. Effective decision-making is learned by experiencing problem-solving situations. The teacher education curriculum must also consider the characteristics of the teacher who is teaching and the learner who is learning. The teacher education model, therefore, makes the assumption that potential teachers simultaneously complete a program of formal course work to assist them in formulating a base of knowledge while experiencing early and frequent supervised field experiences that integrate actual teaching/learning situations with educational theory.

All individuals enrolled in the Teacher Education Program must obtain a minimum grade of C in all required courses.

## Pre-Student Teaching Field Experience

The Teacher Education Program requires that each person seeking teacher licensure must complete college supervised pre-student teaching field work hours in the major. A grade of "C" or above is required for all field experiences.

With any field experience in the P-12 schools, students are “guests” in the schools and must comply with the expectations set forth by the school district. Students may be asked to leave a school if unprofessional and/or inappropriate behavior is exhibited.

Candidates are required to provide their own transportation to and from pre-student teaching and student teaching field assignments. When using a personal vehicle, the candidate is to be covered by valid auto insurance that provides at least the limits of coverage statutorily required to legally operate a vehicle in Illinois and all other jurisdictions in which he/she may travel.

Teacher education candidates are expected to comply with the Illinois State Police and FBI fingerprint background investigation requirements as set forth by the University Committee for Educator Preparation. Prior to any field work in schools/agencies, candidates are to supply verification of having completed both an Illinois State Police and FBI fingerprint background investigation to your placement site. Refer to website: [http://www.wiu.edu/coehs/cpep/tep/background\\_invest.php](http://www.wiu.edu/coehs/cpep/tep/background_invest.php). Candidates may be prohibited from completing field work if background investigations disclose arrests and/or convictions deemed problematic. Information may be obtained in Horrabin Hall 91; questions may be directed to the Licensure Officer, 309/298-2117.

In addition to the background investigations, the National Sex Offender, Convicted Methamphetamine, and the Illinois State Police Child Murderer and Violent Offender Against Youth registries will be checked.

Candidates required to complete EIS 303 are required to complete EIS 301 with a grade of C or higher and full acceptance to TEP. A grade of C or higher in EIS 303 and full acceptance to TEP is required prior to enrolling in EIS 304. Secondary education majors are required to complete 2 s.h. of EIS 303 and 1 s.h. of EIS 304 where applicable. See Secondary Education Advisor for further information.

The following is a list of majors and field work required:

Agri	AGED 330 (2) Summer Exp. in Ag. Occupations
Art	Provided in methods, major courses and EIS 303 (2)
Bilingual	Provided in methods, major courses and EIS 303 (2)
Early Ch.	Provided in methods and major course requirements
Elem. Ed.	Provided in methods and major course requirements
English	EIS 303 (2) and 304 (1) Field Work
French	EIS 303 (2) and 304 (1) Field Work
History	EIS 303 (2) and 304 (1) Field Work
Math	EIS 303 (2) and 304 (1) Field Work

Middle School	Provided in methods and major course requirements
Music	EIS 303 (2) Field Work plus methods and major courses
Physical Ed.	Provided in methods and major course requirements
Spanish	EIS 303 (2) and 304 (1) Field Work
Special Ed.	Provided in methods and major course requirements

### **Policy on Use of Physical Restraint and Crisis Intervention**

The Western Illinois University Teacher Education Program holds the position that no WIU student completing field experiences, including student teaching, be asked to use or engage in the use of physical restraint on any child or youth at any time during their field experience. WIU students have not been trained in the use of physical restraint techniques.

Western Illinois University requires that no WIU student be left alone in dangerous or potentially dangerous situations. All students should receive, on the first day of their field experience, written statements of the crisis intervention plans of the school and classroom and procedures related to student aggressive behavior.

If a student should find him/herself in a situation which presents dangers to self or others, the student should:

1. Take steps to protect his/her personal safety and the safety of others.
2. Immediately contact a teacher, administrator, and/or school security guard.

### **Procedures for Criminal Background Investigation**

Teacher Education candidates are expected to comply with the Illinois State Police and FBI fingerprint background investigation requirements as set forth by the University Committee for Educator Preparation. Prior to any field work in schools/agencies, candidates are to supply verification of having completed both an Illinois State Police and FBI fingerprint background investigation to your placement site. Candidates may be prohibited from completing field work if background investigations disclose arrests and/or convictions deemed problematic. Information may be obtained in Horrabin Hall 91; questions may be directed to the Licensure Officer--298-2117.

Background checks cannot be shared among districts. A new background check must be submitted to each new district.

1. All candidates must provide a state and FBI fingerprint-based criminal background check **to the district** in order to participate in the field experience placement. It is illegal for WIU to receive FBI fingerprint-based background check.
2. Your instructor for your field experience will phone the school district's main office and ask if there are procedures the district has in place to obtain the state and FBI fingerprint-based background check for candidates.
3. If the school district has procedures in place, we will follow their procedures.
4. If the school district has not established procedures for securing state and FBI fingerprint-based criminal background for field experience candidates, the instructor will ask if

candidates can complete the state and FBI background check using the services of the local Regional Office of Education (ROE). See <http://www.roe26.net/testing/fingerprinting-and-background-checks.cfm>

5. The results of the fingerprint-based criminal background check are only sent to the school district. You will not receive a copy of the background check nor will WIU.
6. If the school district indicates that there has been a “hit” on your background check, I **strongly encourage** you to contact the Licensure Office at 309-298-2117. The Licensure Officer will work with you to develop a plan for discussing the situation with your school district.
7. If the offense is one that prohibits you from licensed, you will be advised to change your major.
8. If the offense is one that will not prevent you from earning an educator license in Illinois, WIU will seek a second placement. A new background check will be conducted. **The candidate must pay all fees for initial and subsequent background checks.**
9. Accepting or rejecting a candidate for a field experience is the decision of the school district and not a decision that WIU can legally make.

Questions concerning this process may be directed to the academic advisor or the Licensure Office Center for the Preparation of Education Professionals, at (309) 298-2117.

Whenever a legal issue arises candidates are encouraged to immediately self-report the incident to the Licensure Officer. Reporting of any legal issue is handled confidentially with the Licensure Officer. When an Selection and Retention Committee appeal becomes necessary, the identity of the candidate is not revealed to the Committee. The Licensure Officer may be reached at 309 298-2117. The office is located in Horrabin Hall 91.

When the Teacher Education Program becomes aware of a legal issue involving a teacher candidate, the candidate will be encouraged to meet with the Licensure Officer to determine if an appeal to continue in the Teacher Education Program will be necessary. This practice ensures that a candidate does not progress through a licensure program only to learn later that he/she is ineligible for licensure in the State of Illinois. It also provides an opportunity for the candidate to become informed about possible delays in licensure due to court supervision, etc.

*In addition to the background investigations the National Sex Offender, Convicted Methamphetamine, and the Illinois State Police Child Murderer and Violent Offender Against Youth registries will be checked.*

### **Policy for Appeal of Criminal Background Investigation Findings**

Article 21-1 of the School Code of Illinois indicates applicants for teacher licensure must be of good character. Article 10-21.9 and Article 21-23A enumerate certain sex and narcotics offenses that prohibit licensure or employment in the public schools. Any individual with a felony conviction may be denied licensure. Therefore, an individual in Western Illinois University’s teacher education program who has been convicted of a felony or any sex, narcotics, or drug offense must contact the Licensure Officer in Horrabin Hall 91 immediately.

A candidate who has been convicted of a felony, a pattern of misdemeanors, or has been forwarded for review by the Judicial Programs Office will be required to have his/her case reviewed prior to

continuation in any teacher education program. To qualify for review, at least one year must have elapsed from the termination of the sentence or the end of probation for any felony conviction.

For this review, the candidate will be required to provide evidence of good character and rehabilitation that outweigh the offenses he/she has committed.

Documentation for the review shall include:

1. Statement in his/her own words describing the circumstances of the crime.
2. Results of the criminal background investigation, copy of the court record of conviction, and report from the WIU Judicial Programs Office.
3. Original statements attesting to good character and/or rehabilitation. These could come from employers, civic leaders, college instructors, and others in a position to attest to character and rehabilitation.
4. Other information that the candidate believes would help the committee to reach a fair decision.

The Selection and Retention Committee will review documentation provided by the candidate. A candidate who is allowed to continue in the teacher education program, must agree to have the results of the criminal background investigation provided to the district administrator prior to being placed with a school or agency. Furthermore, the candidate will be notified that while he/she will be allowed to proceed in the teacher education program, the final decision regarding teacher licensure will be made by UCEP (University Committee for Educator Preparation) and ultimately, the State.

Western Illinois University will not knowingly recommend a candidate for licensure if the candidate is on court supervision for a criminal offense or DUI. Licensure will not knowingly be released for candidates with a pending legal issue. Candidates must provide written documentation that court supervision has been successfully completed and/or charges have been dropped prior to the recommendation for licensure being submitted to ISBE. In some instances ISBE will delay licensure until one year has passed after the completion of court supervision

### **Selection, Retention and Appeals Committee**

This committee considers various appeals and requests for candidates enrolled in the teacher education program. Should an appeal to this committee be necessary, contact your advisor. Appeal forms are available in 91 Horrabin Hall or on the website, <http://www.wiu.edu/cpep>.

The student may appeal a negative decision by the Selection and Retention Appeals (SRA) Committee and/or the Field, Clinical and Internship Review Committee to the Dean of COEHS. The decision of the Dean is final.

#### **Candidates are required to submit an appeal for the following:**

- Waiver of teacher education course requirements and/or student teaching prerequisite
- Special consideration for student teaching with deficiency(ies)
- Special consideration for student teaching placement “out of area”
- Special consideration for submitting a late student teaching application
- Other



The APPEAL- Selection and Retention Teacher Education Program form may be found at this website: <http://www.wiu.edu/coehs/cpep/forms/documents/student/appeal.pdf>

### **Appeal Guidelines:**

#### ***Waiver of Teacher Education Course Requirements and/or Student Teaching Prerequisite***

The Selection, Retention and Appeals Committee must approve waiving teacher education requirements and/or student teaching prerequisites because frequently these requirements are mandated for licensure.

#### ***Special Consideration for Student Teaching with Deficiency (ies)***

The Licensure Officer is obligated to recommend cancellation of a student teaching placement in advance of the student teaching semester when a student has not cleared his/her program deficiencies by the specified deadline date. Students will be notified of the cancellation through their WIU email.

A request to student teach while a student has program deficiencies is considered for exceptional circumstances only. To receive this type of consideration, a student must appeal to SRA. All appeals must be well written, well documented and supported. The committee hearing the appeal will consider the following guidelines:

1. All deficiencies referenced in the student teaching cancellation notice are cleared and the clearances documented.
2. The major department's chairperson or appointed designee must provide a letter of support for the student.
3. The appeal must be submitted in its entirety at least five working days before the official beginning date of the University semester.

An approved appeal may be contingent upon the identification of an appropriate student teaching placement site, as determined by the Coordinator of Field Experience. If approved, the original student teaching placement may be changed. The student may be required to relocate. Under no circumstances is a student to arrange his/her own student teaching placement.

#### ***Special Consideration for a Student Teaching Placement "Out of Area"***

A request to student teach "out of area" is considered for exceptional circumstances only. To be considered for this type of placement, a student must appeal. All appeals must be well written, well documented and supported. The Field, Clinical and Internship Review Committee, a subcommittee of SRA will consider the following guidelines:

1. Support of department chair, academic advisor, cumulative GPA of 3.35, major GPA of 3.50.
2. Appeal must include the completed appeal form with appropriate signatures; letter attached explaining why the appeal should be considered and where placement is requested; and documented support for appeal.



3. An appeal may be submitted as early as one calendar year prior to the student teaching term but no later than the tenth day of the semester prior to the semester student teaching will be completed.

If the appeal is approved, student must assume all costs beyond usual and customary fees related to student teaching supervision and mentor teaching expenses; student must enroll in student teaching at WIU; student is responsible to work with the Coordinator of Field and Clinical Experiences to make placement arrangements. Students must complete all requirements for student teaching as identified in the course syllabus.

### ***Special Consideration for Submitting a Late Student Teaching Application***

An appeal must include the completed appeal form with appropriate signatures and letter attached explaining why the appeal should be considered. Requests to submit a student teaching application will only be considered if submitted no later than tenth day of the semester prior to the semester student teaching is intended to be completed.

Acceptance of a late student teaching application DOES NOT guarantee a placement. Furthermore, a late placement may delay identification of a WIU supervisor.

### ***Taking Courses While Student Teaching***

All course work required for the approved teacher education program, except student teaching, is required to be completed prior to the start of the student teaching semester. Candidates are discouraged from taking additional course work while student teaching. All requests to take additional course work while student teaching must be appealed to SRA. No course work will be approved if it will interfere with student teaching assignments or requirements. Should courses interfere with student teaching, the candidate will be required to withdraw from the course or face termination of student teaching.

### ***Reapplying to Student Teach After Withdrawal, Suspension or Termination***

Successful completion of a remediation plan (if required) is a precondition for reapplying to student teach. Candidates are required to pick up an appeal form from the Coordinator of Field and Clinical Experiences Office (HH48). An appeal requires approval by the program advisor, department chair, and the University Licensure Officer. Appeals (APPENDIX A) are to be submitted to the Licensure Office, HH91.

### ***Student Teaching Assignment Canceled***

The Licensure Officer is obligated to cancel a student teaching placement in advance of the student teaching semester when a candidate has not cleared his/her deficiencies by the designated deadline. Questions may be directed to the Licensure Officer for procedure and requirements.

### ***Grade Point Average***

The required “cumulative grade point average” and “major grade point average” to student teach is 2.50 for all majors except history, elementary, early childhood, bilingual, middle school and special education which require a 2.75.

## Appeals to Waive University Requirements

Appeals to waive University catalog requirements which are also teacher education requirements must first be approved by Selection, Retention, and Appeals Committee before it is submitted to CAGAS for University waiver. Appeal forms are available on the website, <http://www.wiu.edu/registrar/forms/Substitution%20Waiver.pdf>

## SUPPORT SERVICES

Western Illinois University offers a number of services to supplement the academic life of the students.

### Academic Assistance Centers

Academic assistance centers are available for the following subject areas to assist students: (check with departments for location)

- Biology
- Chemistry
- Economics
- English
- Foreign Languages
- Geography
- Geology
- History
- Liberal Arts & Sciences (African American studies, Religious Studies & Women's Studies)
- Mathematics & Philosophy
- Physics
- Political Science
- Psychology
- Sociology & Anthropology
- Writing Center

### Beu Health Center

Beu Health Center is an accredited full service medical clinic offering quality outpatient health care, student health insurance and health education and wellness education to registered Western Illinois University students. Beu Health Center 309 298-1888. Visit their website:

[http://www.wiu.edu/student\\_services/beu\\_health\\_center/](http://www.wiu.edu/student_services/beu_health_center/)

### Career Services

The Career Development Center provides placement, career planning, and occupational information to meet individual needs and capabilities. All juniors and seniors are encouraged to register prior to graduation. Registration may be completed online on the Career Development Center website <http://www.student.services.wiu.edu/careers/>. The office is located in Memorial Hall 125, 309 2981838.

### Casa Latina Cultural Center

The Casa Latina Cultural Center offers a variety of programs to enlighten the University community and surrounding area about the history and cultural aspects of the international and Latino societies. Casa

Latina also provides support services for international and Latino students that encourage and motivate them to have a successful college experience. Multicultural Center, 309 298-3379.

### **Disability Resource Center**

Advises disabled students with concerns related to academics, physical accessibility, and auxiliary aids. Disability Resource Center, Memorial Hall 143, 309 298-2512. Visit their website:

[http://www.wiu.edu/student\\_services/disability\\_resource\\_center/](http://www.wiu.edu/student_services/disability_resource_center/)

### **Gwendolyn Brooks Cultural Center**

Gwendolyn Brooks Cultural Center is named after the Pulitzer Prize-winning poetess and Poet Laureate of Illinois. The mandate of the center is to promote the rich cultural experience of African Americans. The center is committed to helping the campus community adjust to a multicultural society without regard to age, race, or economic status. Multicultural Center, 309 298-2220.

### **Scholarship Information**

For scholarship information and applications, contact any of the following offices:

- Dean, College of Education and Human Services, 117 Horrabin, 309 298-1690.
- CPEP, 91 Horrabin, 309 298-2117, Website: <http://www.wiu.edu/cpep>
- Major Department
- WIU Scholarship Office, 303 Sherman Hall, 309 298-2001, Website: <http://www.wiu.edu/Scholarships/>

### **Student Development Office**

Student Development Office (SDO) assists students through their transitional periods focusing on academic and personal development. Our developmental approach emphasizes personal responsibility and helping students learn to help themselves. University Union, 1<sup>st</sup> Floor, 309 298-1884. Refer to their website: [http://www.wiu.edu/student\\_services/student\\_development\\_and\\_orientation/](http://www.wiu.edu/student_services/student_development_and_orientation/)

### **University Counseling Center**

The University Counseling Center provides personal, vocational and educational counseling services. Programs in study skills, interpersonal communications, personal problems, and career counseling are offered at the Center, 1<sup>st</sup> Floor Memorial Hall, 309 298-2453. Refer to their website:

[http://www.wiu.edu/student\\_services/ucc/](http://www.wiu.edu/student_services/ucc/)

### **Veterans Resource Center**

The Veterans Resource Center is committed to assisting those who served or are currently serving in the U.S. military, and their family members. In collaboration with an array of University departments and community organizations, the center provides coordinated services and resources in a one-stop location to ensure that all military service members are afforded the greatest opportunities for success. Wright Residence, 309 298-3505. Refer to their website:

[http://www.wiu.edu/student\\_services/veterans/](http://www.wiu.edu/student_services/veterans/)



## APPENDIX A

### IMPORTANT APPEAL GUIDELINES

#### Waiver of Teacher Education Course Requirements and/or Student Teaching Prerequisite\*

The Selection, Retention and Appeals Committee must approve waiving teacher education requirements and/or student teaching prerequisites because frequently these requirements are mandated for licensure.

#### Special Consideration for Student Teaching with Deficiency(ies)\*

The Licensure Officer is obligated to recommend cancellation of a student teaching placement in advance of the student teaching semester when a student has not cleared his/her program deficiencies by the specified deadline date. Students will be notified of the cancellation by student's WIU email.

A request to student teach while a student has program deficiencies is considered for exceptional circumstances only. To receive this type of consideration, a student must appeal. All appeals must be well written, well documented and supported. The committee hearing the appeal will consider the following guidelines:

1. All deficiencies referenced in the student teaching cancellation notice are cleared and the clearances documented.
2. The major department's chairperson or appointed designee must provide a letter of support for the student.
3. The appeal must be submitted in its entirety at least five working days before the official beginning date of the University semester.

An approved appeal may be contingent upon the identification of an appropriate student teaching placement site, as determined by the Coordinator of Field Experiences. If approved, the original student teaching placement may be changed. The student may be required to relocate. Under no circumstances is a student to arrange his/her own student teaching placement.

#### Special Consideration for a Student Teaching Placement "Out of Area"\*

A request to student teach "out of area" is considered for exceptional circumstances only. To be considered for this type of placement, a student must appeal. All appeals must be well written, well documented and supported. The committee hearing the appeal will consider the following guidelines:

1. Support of department chair, academic advisor, cumulative GPA of 3.35, major GPA of 3.50.
2. Appeal must include the completed appeal form with appropriate signatures; letter attached explaining why the appeal should be considered and where placement is requested; and documented support for appeal.
3. An appeal may be submitted as early as one calendar year prior to the student teaching term but no later than the tenth day of the semester prior to the semester student teaching will be completed.

If the appeal is approved, student must assume all costs beyond usual and customary fees related to student teaching supervision and mentor teaching expenses; student must enroll in student teaching at WIU; student is responsible to work with the Coordinator of Field and Clinical Experiences to make placement arrangements.

#### Special Consideration for Submitting a Late Student Teaching Application\*

An appeal must include the completed appeal form with appropriate signatures and letter attached explaining why the appeal should be considered. Requests to submit a student teaching application will only be considered if submitted no later than tenth day of the semester prior to the semester student teaching is intended to be completed.

Acceptance of a late student teaching application DOES NOT guarantee a placement. Furthermore, a late placement may delay identification of a WIU supervisor.

\* The student may appeal a negative decision by the Selection and Retention Appeals (SRA) Committee, and/or the Field, Clinical and Internship Review Committee to the Dean of COEHS. The decision of the Dean is final.



WESTERN ILLINOIS UNIVERSITY

**SAMPLE**

**APPEAL – SELECTION AND RETENTION  
TEACHER EDUCATION PROGRAM**

Please return to Horrabin Hall 91

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Major \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

- Indicate the nature of your request.
  - \_\_\_ Waiver of teacher education course requirements/student teaching prerequisite
  - \_\_\_ Special consideration for student teaching with deficiency(ies)
  - \_\_\_ Special consideration for a student teaching placement “out of area”
  - \_\_\_ Special consideration for submitting a late student teaching application
  - \_\_\_ Other (please state) \_\_\_\_\_

2. Attach a complete and concise description of your request.

3. Obtain all applicable signatures.

Candidate’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor’s Signature _____	Approve ___ Deny ___
Supplemental information attached by advisor _____	No Recommendation ___
Chairperson’s Signature _____	
Major Department _____	Approve ___ Deny ___ No Recommendation ___
Secondary/K-12 Education Advisor Signature (if applicable) _____	Approve ___ Deny ___ No Recommendation ___

<i>For Office Use Only:</i>		
Cumulative GPA: _____	Major GPA: _____	Minor GPA: _____
TAP/ACT/SAT Results: _____	Content Test Results: _____	
SRA ___	Field, Clinical, Intern ___	Dean’s Office ___
Licensure Officer Signature _____	Date _____	

## APPENDIX B

### Grading Rubrics for Reflective Paper #1

	Unacceptable (1)	Acceptable (2)	Target (3)
Teaching as a career	Failed to specify sufficient or relevant reason(s) for selecting teaching as a career.	Clearly specified and discussed sufficient and relevant reason(s) for selecting teaching as a career.	Contained a well-defined and in-depth discussion of reason(s) for selecting teaching as a career.
Examples (1-2) of experiences working with children	Failed to provide specific or appropriate example(s) of working with students/children and/or an adequate discussion of what was learned about teaching and learning from the experience(s).	Provided appropriate and sufficient example(s) of working with students/children and an adequate discussion of what was learned about teaching and learning from the experience(s).	Provided highly relevant example(s) of experiences working with students/children and an insightful discussion of what was learned about teaching and learning from the experience(s).
Dispositions – indicators needing improvement	Failed to identify and/or discuss at least one indicator for EACH of the 4 TEP dispositions.	Identified and adequately discussed at least one indicator for EACH of the 4 TEP dispositions.	Provided a detailed and thoughtful discussion of at least one indicator for EACH of the 4 TEP dispositions.
Improvement plan for dispositions	Failed to describe an adequate or relevant plan to improve upon the identified areas for EACH of the 4 TEP dispositions.	Described a clear and appropriate plan to improve upon the identified areas for EACH of the 4 TEP dispositions.	Described a detailed and thoughtful plan to improve upon the identified areas for EACH of the 4 TEP dispositions.
Organization of content	Content lacks logical organization and is difficult to follow.	Content is sufficiently organized, cohesive, and coherent within each section.	Content is well organized, cohesive, and coherent throughout the paper.
Spelling, grammar, sentence structure, and writing mechanics	Paper is not written well; it contains excessive errors in spelling, punctuation, and/or grammar. Common errors include incomplete sentences, sentence fragments, run-on sentences, comma splices, noun/pronoun disagreement, incorrect word forms, etc.	Paper is written well; it contains appropriate paragraphing, complete sentences, and no or few errors in spelling, punctuation, or grammar.	Paper is exceptionally well written; it contains no mechanical, spelling, or grammatical errors and includes a variety of sentence structures.