MULTIPLE SUBJECT TEACHING CREDENTIAL

PROGRAM HANDBOOK

2014-2015

Department of Teacher Education

College of Education and Allied Studies
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1.0 Welcome

We are pleased that you have joined our community of learners: credential candidates, school site and university supervisors, school site and district administrators, and the teaching faculty at California State University, East Bay (CSUEB).

As a member of this community, we each have unique expertise to share and responsibilities to fulfill. We hope this handbook will help you better understand your roles and responsibilities in our professional teacher preparation program under California Senate Bill 2042.

Our credential programs assist candidates in becoming reflective, collegial professionals who exercise values of social justice, collaboration, and democracy in education. Over time we hope each candidate will become a leader in her/his educational community and will develop the skills to create a dynamic learning environment and to assess student learning in order to organize subject matter by planning and delivering effective lessons.

Our credential programs are designed to encompass both the practical teaching component (field practicum) and the curriculum component (coursework). These dual experiences provide our candidates with the opportunity to immediately implement methods and strategies. As part of a team that spends the entire program together, candidates receive unparalleled support from peers and from team faculty.

Social justice and democracy are exemplified through the Teacher Education Department (TED) credential and master’s degree programs. These ideals permeate not only the coursework and intellectual climate of our programs, but also guide credential candidates’ experiences through classroom interaction, written assignments, reading, lectures, team meetings, and field placements.

The following standards are expected of all CSUEB credential candidates:

1. A minimum grade point average of 3.0 for all program coursework;
2. Use of standard American English;
3. Basic technology literacy;
4. Use of TaskStream web-based software;
5. Successful teaching experience in the field; and
6. Professional behavior at all times.

The department is distinguished by accomplished instructors and by graduates who are powerful forces in their communities and trains new teachers in accordance with the California Teacher Performance Expectations (TPEs). Moreover, the credential programs are compliant with the federal No Child Left Behind and California state legislation.

The College of Education and Allied Studies is fully accredited by:

CAEP: Council for the Accreditation of Educator Preparation
CTC: Commission on Teacher Credentialing

This handbook is intended to provide an overview of the credential programs and to serve as a resource to candidates, master teachers, university supervisors, and site administrators. Please read this handbook carefully and thoroughly. Candidates agree to abide by the policies described in this handbook as a condition of
participation in the CSUEB Credential Programs. We look forward to helping you to achieve your career objectives in teaching. Please note that the information in the handbook is subject to change without notice.

Dr. Eric Engdahl, Chair
Teacher Education Department
Kelly Moore, Multiple Subject Coordinator

2.0 California Senate Bill 2042 Credential Programs

2.1 Elementary School Teacher Preparation

2.1.1 Standard Multiple Subject
This basic credential authorizes one to teach all subjects to a general population of students in a standard self-contained classroom, such as, those in most elementary schools in California.

2.1.2 Dual Credentials: Multiple Subject & Education Specialist (TEDSPED)
This unique, dual emphasis program enables prospective standard classroom teachers to learn additional skills to meet the needs of students with special needs. It also enables prospective special education teachers to learn the foundations of general classroom education.

Candidates can earn both a Preliminary Multiple Subject Teaching and Preliminary Education Specialist Instruction (with a specialty in Mild-Moderate Disabilities or Moderate-Severe Disabilities) credential concurrently. One can participate in the TEDSPED program and earn just the Multiple Subject credential; however, written permission from a special education advisor is required to change to TED only. More information is available on the Teacher Education Department website: http://www20.csueastbay.edu/ceas/Departments/ted/cred-programs-pro/ted-sped/index.html.

3.0 Types of Credentials

3.1 Preliminary Credential
This first teaching credential is earned upon completion of the Multiple Subject TEDSPED programs. Multiple Subject candidates must also pass the RICA (Reading Instruction Competence Assessment). This preliminary credential is valid only for five years. More instructions on how to apply for the preliminary credential is available in the program handbook for admitted candidates.

3.2 Clear Credential
Newly credentialed teachers have five years to complete an approved induction program. The Beginning Teacher Support & Assessment (BTSA) Induction program is facilitated through most school districts. For more details on BTSA Induction, see http://www.btsa.ca.gov.
For more information about the Masters in Education programs, contact the Teacher Education Department (510) 885-3027. Also visit [www.csueastbay.edu/teach](http://www.csueastbay.edu/teach) for more information.


### 4.0 Timelines & Contact Information for 2014-2015 Programs

#### 4.1 Timelines

<table>
<thead>
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<th><strong>Summer 2014 Entry</strong></th>
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<tr>
<td><strong>Last Exam Dates</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
</tr>
<tr>
<td>CBEST: May 2014</td>
</tr>
<tr>
<td>CSET: April 2014</td>
</tr>
<tr>
<td><strong>Final Document Deadline</strong></td>
</tr>
<tr>
<td>Original deadline: May 1, 2014</td>
</tr>
<tr>
<td>- Official Transcript showing Bachelor’s degree posted (if in progress, submit official status of degree completion). Degree must be posted by first day of program.</td>
</tr>
<tr>
<td>- Basic Skills Requirement (e.g., CBEST or approved option)</td>
</tr>
<tr>
<td>- Subject Matter Competency (e.g., CSET or approved waiver)</td>
</tr>
<tr>
<td>- U.S. Constitution</td>
</tr>
<tr>
<td>- Certificate of Clearance</td>
</tr>
<tr>
<td>- Negative TB Test Report</td>
</tr>
<tr>
<td>- Immunization Report (Health Center)</td>
</tr>
<tr>
<td><strong>First Day of Program</strong></td>
</tr>
<tr>
<td>Monday, June 23, 2014</td>
</tr>
<tr>
<td><strong>Supervised Field Placement I</strong>&lt;br&gt;&lt;br&gt;(<strong>Actual dates will vary</strong>)</td>
</tr>
<tr>
<td>Multiple Subject approximate dates are from the beginning of Sept. to the beginning of December</td>
</tr>
<tr>
<td>Single Subject approximate dates are from the beginning of Sept. to the Martin Luther King Holiday in January</td>
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### Supervised Field Placement II

<table>
<thead>
<tr>
<th>Subject Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Subject</td>
<td>Tuesday after Martin Luther King Day to the end of May or early June</td>
</tr>
<tr>
<td>Single Subject</td>
<td>Tuesday after Martin Luther King Day to the end of May or early June</td>
</tr>
<tr>
<td>New Haven Unified School District</td>
<td>January to the end of the K-12 school year.</td>
</tr>
</tbody>
</table>

### 4.2 Contact Information

**Credential Student Service Center**  
Art & Education Building Room 235  
California State University East Bay  
25800 Carlos Bee Boulevard  
Hayward, California 94542-3007  
Tel: (510) 885-2272  
Fax: (510) 885-3250  
[www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc)

**Teacher Education Department**  
Arts & Education Building, Room 250  
California State University East Bay  
25800 Carlos Bee Boulevard  
Hayward, California 94542-3007  
Tel: (510) 885-3027  
Fax: (510) 885-4632  
[www.csueastbay.edu/teach](http://www.csueastbay.edu/teach)

**CSUEB Financial Aid**  
Tel: (510) 885-2784

**CSUEB Student Health Center**  
Tel: (510) 885-3735

**CSUEB Accessibility Services**  
Tel: (510) 885-3868

**International Admissions Office**  
Tel: (510) 885-7571

**Contra Costa Office of Education**  
[www.ccoe.k12.ca.gov](http://www.ccoe.k12.ca.gov)

**Alameda County Office of Education**  
[www.acoe.org](http://www.acoe.org)

**Commission on Teaching Credentialing**  
[www.ctc.ca.gov](http://www.ctc.ca.gov)
5.0 2014 - 2015 Program Prerequisites

The following are non-curricular requirements for the teaching credential programs. For more details about these items, please consult the admissions handbook. These items are due as part of the admissions process:

- Bachelor’s Degree bearing Transcript
- Basic Skills Proficiency CBEST or CSET 142 (m.s.)
- Subject Matter Competency CSET or Subject Matter Waiver (s.s.)
- U.S. Constitution
- Pre-Admission Field Experience
- Letters of Recommendation
- CTC Certificate of Clearance
- Negative TB Test Report
- Immunization Report (submitted to Student Health Center)

The candidate will receive a letter of decalification from the credential program if the pre-requisites have not been met. Upon completion of the prerequisites, a candidate may re-apply to the Teacher Education Department for admission to the next entry program.

Documentation of the following prerequisites is also required for all fieldwork in K – 12 schools

Many schools require their own photocopy of the items listed below. It is the candidate’s responsibility to submit these items, if requested, to the K-12 school site. We highly suggest you keep a copy of these credentialing documents prior to submitting them for admissions.

- Certificate of Clearance
- Official Negative Tuberculosis Test Report
  - Each candidate must submit documentation of a Negative Tuberculosis Test. The test results are only valid for three years. An official, signed TB test report from a physician can be submitted as verification of one’s TB clearance
- Verification of Up-To-Date Immunizations
- Other Criteria for Full Admission
  The candidate must demonstrate:
  1. professional and ethical behavior;
  2. sound mental health;
  3. attention to physical health;
  4. GPA of 3.0 in the program (No grades of D, F, or No Credit);
  5. prompt arrival for all courses, meetings, and scheduled events;
  6. openness to feedback; and
  7. ability to meet all TPEs and PACT requirements.

  See the TPE & PACT sections at the end of this handbook.
6.0 Program Overview

6.1 Cohort Format
Candidates join a cohort and progress through the credential program with 20 – 35 fellow team members with whom they network and build professional contacts.

6.2 Concurrent Fieldwork & Coursework
The programs follow a structure in which candidates work in an elementary classroom in the morning and/or early afternoon each day. Candidates take courses in the late afternoon and/or early evening. Saturday and online courses are options, as well.

6.3 Performance Assessment For California Teachers (PACT)
Senate Bill 1209 requires all multiple subject candidates to pass a Teacher Performance Assessment prior to being recommended for a California Teaching Credential. California State University, East Bay administers the Performance Assessment for California Teachers (PACT) to meet this mandate. CSUEB candidates submit the PACT Teaching Event during their final quarter in the program. The CSUEB PACT Manual can be found at: http://www20.csueastbay.edu/ceas/departments/ted/files/docs/CSUEASTBAY%20PACT%20Manual_2014_2015.pdf

Multiple subject teaching credential candidates are required to successfully complete Content Area Tests (CATs) in Math, Science, and Social Studies in addition to the Elementary Literacy version of PACT.

For PACT related questions contact:
Dania Massey dania.massey@csueb.edu or Kelly Moore: kelly.moore@csueastbay.edu

6.4 University Policies
Candidates are subject to all CSUEB policies, including those relating to Academic Dishonesty. See the section on Academic Dishonesty herein. For information about specific policies, check the CSU East Bay catalog: www.csueastbay.edu/ecat.

6.5 Master's Degree Option
Upon completing the Credential program, CSUEB candidates can apply to the MS in Education, Option in Curriculum, MS in Education, Option in Early Childhood Education, or MS in Educational Technology Leadership. These programs cater to the working teacher and all classes begin in the late afternoons. Candidates may apply up to 13 units of their credential coursework toward their degree pending the units are no older than 7 years when they graduate with this degree. Students can complete their studies within as little as 12 months. For more information about the Master's in Education programs, contact the TED Office: (510) 885-3028.

6.6 Tuition Fees
Graduate tuition fees are discounted for credential candidates and can be found online at: http://www20.csueastbay.edu/prospective/cost-and-financial-aid/. (This is subject to change without notice.)
6.7 GPA Requirement
All candidates must maintain a cumulative average of 3.0 in required courses to remain in the program. A candidate may never have more than 2 incompletes (I) or any grades of “D”, “F”, or “No Credit” (NC). Failure to meet this requirement may result in declassification from the program.

6.8 Personal Contact & Residence Information
It is imperative that candidates maintain current contact information. Be sure to inform CSUEB’s enrollment office of any changes to their name, address, contact telephone, etc… Specific steps and forms related to student records can be found online at: http://www20.csueastbay.edu/students/student-services/forms/index.html. Failure to do so may impact one’s field placement and delay one’s credential.

6.9 Financial Aid Opportunities
All candidates can apply for financial aid and may complete a Free Application for Federal Student Aid at: www.FAFSA.ed.gov. Any questions regarding financial aid should be addressed to: CSUEB Financial Aid at (510) 885-2784.
- TEACH Grant Program: http://StudentAid.ed.gov
- Assumption Program of Loans for Education: www.CSUSuccess.org/Scholarship
- More Financial Aid Information for Teachers: www.TeachCalifornia.org/Financial

7.0 NetID, E-Mail, & Course Enrollment: MyCSUEastBay.edu
Candidates must ensure that they are registered CSUEB students AND must activate their NetIDs and student e-mail accounts prior to course enrollment via the MyCSUEB website: https://my.csueastbay.edu. ALL candidates enroll in the courses that are specifically designated for their teams, including Student Teaching. NO candidate may enroll in a course designated for another team. Candidates are expected to enroll prior to the close of the Open Enrollment Period each quarter. It is also crucial that candidates maintain and check their CSUEB e-mail accounts daily for all credential program and university correspondences.

8.0 2014 – 2015 Multiple Subject Credential Program Coursework

8.1 TED COURSES
Foundation & Pedagogy Courses
5110 Computer Technology in the Classroom (3 units)
*5311 Classroom Environment (2 units)
*5351 Psychological Foundations of Education and Planning for Instruction (4 units)
*5355 Equity and Diversity/Teaching English Learners A (4 units)
5366 Equity and Diversity/Teaching English Learners B (3 units)
5378 Teaching Special Populations in General Education (4 units) – NOT TAKEN BY TEDSPED CANDIDATES

**Curriculum & Instruction Courses**

5350 Curriculum and Instruction: Mathematics in the Elementary School (3 units)
5357 Curriculum and Instruction: Teaching Science, Health, and Safety in the Elementary School (3 units)
5376 Curriculum and Instruction: Physical Education Methods (1 unit)
5377 Curriculum and Instruction: Visual and Performing Arts Methods (2 units)

*5352 Curriculum and Instruction: Reading/Language Arts in the Elementary School A (3 units)*
5356 Curriculum and Instruction: Reading/Language Arts in the Elementary School B (3 units)
5360 Curriculum and Instruction: Reading/Language Arts and Social Studies in the Elementary School (4 units)

*These four courses are needed in the Summer quarter before a candidate may apply for an internship teaching credential.*

**Field Practicum**

5354 Student Teaching I (5 units)
5359 Student Teaching II (6 units)
5361 Student Teaching III (6 units) – NOT TAKEN BY TEDSPED CANDIDATES

**TPA Tasks Orientation**

5372 Orientation to TPA Subject-Specific Pedagogy Task I and Reflection on Field Practice (1 unit)
5373 Orientation to TPA Designing Instruction Task II and Reflection on Field Practice (1 unit)
5374 Orientation to TPA Assessing Learning Task and Reflection on Field Practice (1 unit)
5375 Orientation to TPA Culminating Teaching Experience Task and Reflection on Field Practice (1 unit)

**TPA Submission of Tasks**

5211 TPA Subject-Specific Pedagogy Task I Assessment (1 unit)
5212 TPA Designing Instruction Task II Assessment (1 unit)
5213 TPA Assessing Learning Task III Assessment (1 unit)
5214 TPA Culminating Teaching Experience Task IV Assessment (1 unit)

**Total: 64 units; 47 instructional, 17 field**

For candidates who do not pass a TPA Task:

5061 TPA Subject-Specific Pedagogy Task I Tutorial (2 units)
5062 TPA Designing Instruction Task II Tutorial (2 units)
5063 TPA Assessing Learning Task III Tutorial (2 units)
5064 TPA Culminating Teaching Experience Task IV Tutorial (2 units)

For candidates who did not pass two TPA Tasks:

5065 TPA Intensive Instruction (2 units)

The TPA Intensive Instruction course is designed to provide additional support to candidates who are experiencing difficulty in passing the TPA. Candidates who have failed the same TPA task twice or who have failed two or more separate TPA tasks will be required to enroll in this two-unit course.

8.2 EPSY Courses for TEDSPED Program

Mild-Moderate Disabilities or Moderate-Severe Disabilities – For course sequence and advising, contact the designated special education faculty advisor.

5021 Intro to Educating all Students in Diverse Classrooms (4 units) – SUBSTITUTE FOR TED 5378
6999 Issues in Educational Psychology (2 units each, topics vary, quarterly)
5126 Special Education Law and Program Design (4 units)
5125 / 5136 Educational Practices: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
6120 Communication: Collaborative Teaming & Management (4 units)
6127 / 6137 Instructional and Behavioral Support: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
6131 / 6142 Assessments: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
6133 / 6140 Curriculum: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
6143 Positive Behavior Supports (4 units)
6860 (Year 1 Spring) Advanced Fieldwork: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
6124 Augmentative & Assistive Communication (4 units)
6862 (Year 2 Fall) Advanced Fieldwork: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
6134 Advanced Curriculum and Instruction: Mild-Moderate Disabilities (4 units)
6141 Social Networks & Communication for Students w/Autism Spectrum Disorders & Other Disabilities (4 units)
6129 Advanced Study in Collaborative Service Delivery, Education and Transition (4 units)
6880 (Year 2 Winter) Fieldwork: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
6206 / 6207 Professional Practices: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
6670 / 6671 Graduate Seminar: Mild-Moderate Disabilities / Moderate-Severe Disabilities (3 units)
6880 (Final Quarter Spring) Student Teaching: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
8.3 Plus Early Pathway to Multiple Subject Teaching (BPEPMS)

Undergrads who are interested in becoming elementary teachers should contact Dr. Nancy Thompson, Director of the Liberal Studies Department and BPEPMS, at (510) 885-3852 or nancy.thompson@csueastbay.edu. In order to complete the teaching credential program coursework, candidates must be a Liberal Studies major and admitted to the Teacher Education Department and meet all the admissions requirements by the posted deadlines. Liberal Studies majors should work closely with their major department to remit their credential admissions documents. It is the candidate’s responsibility to meet all credential admissions requirements and program requirements in a timely manner.

Ideally the admitted BPEPMS candidates would complete their Liberal Studies major by the end of their Junior year and in the Senior year (4th year), complete the full list of classes as noted for the Multiple Subject teaching credential program. Then, if additional courses for the undergraduate degree requirements are needed, BPEPMS candidates would return to their major after the TED credential courses are finished.

More information about the BPEPMS program is found at TED’s website: http://www20.csueastbay.edu/ceas/departments/ted/cred-programs-pro/ms-bpp/.

The general overview of BPEPMS varies slightly between a current CSUEB undergraduate and transfer student; however, the general timeline is as follows:

<table>
<thead>
<tr>
<th>Freshman through Junior Year</th>
<th>Complete the undergraduate major in Liberal Studies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Year (3rd Year)</td>
<td>In early fall of the Junior Year, apply for admissions to the Liberal Studies Department for the teaching track option; complete early fieldwork experience, TED 3000-level. Once selected for BPEPMS, fill out the necessary paperwork to confirm the academic plan is listed as: “Liberal St/Fast-Track Cred BA”.</td>
</tr>
<tr>
<td>Entire Senior Year (4th Year)</td>
<td>If admitted, complete the credential professional preparation program including state-required student teaching in a K-12 classroom. File for graduation from the Liberal Studies Department. Upon completion of the program, apply for the teaching credential through the CSSC.</td>
</tr>
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8.4 Team Schedules & Course Enrollment

Candidates must follow their team schedules and enroll in the courses and student teaching for their teams. It is illegal for an un-enrolled person to participate in coursework or fieldwork. Failure to enroll in any course or fieldwork will result in No Credit and may cause one to be dropped from the Program. Re-admission is not guaranteed. Candidates must arrive on time for each class meeting such that they remain on the course rosters.

9.0 Supervised Field Practicum

Traditional Student Teaching and Student Teaching Under Contract
Fieldwork is core to the philosophy of the Teacher Education Department and is threaded throughout our entire program. Field practicum provides candidates with an opportunity to apply what they have learned in their courses and to learn from exemplary K–12 classroom teachers. Field practicum also provides the setting for the site and university supervisor to certify that the candidate is on an appropriate growth path toward becoming an effective teacher. Each candidate’s field placements must specifically match his/her credential objective.

All multiple and single subject teaching candidates are required to complete a total of three (3) or more quarters of fieldwork (fall, winter, and spring) in two (2) different placements at two (2) different grade levels (K – 2 and 3 – 5; OR 6 – 8 and 9 – 12). Both placements must be in classrooms that include at least three (3) students who are English Learners. If this is not possible, the candidate must work with the principal to identify a group of students (e.g., in a resource room, other class) with whom s/he will work over time to meet this requirement. There are two types of supervised field practicum: traditional student teaching and student teaching under contract. At least one (1) of the placements must be in an Alameda County or a Contra Costa County public school (K – 12). TEDSPED candidates are required to complete two (2) multiple subject placements followed by four (4) quarters of placements in special education settings; oftentimes these placements are in general education delivering special education services. Field placements are arranged by the program coordinator.

Some districts may require additional or duplicate possession of the Certificate of Clearance and/or assess processing fees for their site. The Teacher Education Department has no control over individual school districts’ policies and is often not informed of such costs, which may arise at any time. It is not always possible for the placement coordinator to avoid placing candidates in such districts. Candidates are responsible for any such fees to districts.

### 9.1 Supervised Traditional Student Teaching

Traditional student teachers develop and practice their teaching skills by “apprenticing” in the classrooms of experienced cooperating teachers. They gain experience through a gradual introduction to classroom teaching. They observe, team-teach, design and deliver select lessons, and work with individual students and small groups, as well as the entire class. They also participate in weekly lesson planning, daily classroom preparation, and meetings with their cooperating teachers. Traditional student teachers complete a “solo teaching” experience at the end of each placement.

The placement coordinator arranges each of the traditional student teaching placements in accordance with state and university requirements. Thus, candidates are **not** permitted to arrange their own placements. The placement coordinator makes every effort to locate candidates’ field placements close to their residential addresses and to accommodate documented considerations. Living in an urban region, however, traditional student teachers need to be prepared to commute up to 45 minutes to their field sites.

In some instances a student teacher may be asked to substitute for their cooperating teacher, who may be at training, ill, or away. This is permissible only if the candidate possesses a valid substitute credential and is properly registered with their district. Every district has their own policy about this – some districts prefer it while others forbid it. Under no circumstances should a candidate substitute for their cooperating teacher without receiving compensation from the district. If this happens, contact the credential coordinator immediately.
10.0 **Student Teachers Under Contract (Internships)**

Student teachers under contract often complete additional fieldwork in order to meet credential requirements.

### 10.1 University Internships

Student teachers under contract often complete additional fieldwork in order to meet credential requirements.

### 10.2 University Internships

A limited number of internships are available to CSU East Bay candidates who demonstrate a high level of maturity, time management and organizational skills, and potential teaching effectiveness. First preference will be given to internships in high demand fields including Single Subject Math, Single Subject Science, and Special Education. Internships are limited to districts that have a signed Memo of Understanding with CSU East Bay. If you believe that you are qualified for an internship, please follow these steps:

1. Complete the **Intern Screening Form**. It is a good idea to meet with Program Coordinator to discuss internships.
2. You will be informed whether your internship is approved. Please note that only approved internships fulfill credential field experience requirements.
3. Once your Intern Screening Form and Intern Applications have been approved you are free to seek a teaching position. Please understand that CSU East Bay can sponsor a limited number of interns, so all requests may not be granted.

Candidates who seek university internship credentials must teach in a district or school that has a formal memorandum of understanding with CSUEB-TED. Candidates under university internship credentials are mentored by site partners, have a university supervisor, and are also evaluated by a school or a district administrator (as any contracted teacher would be). Candidates must meet the requirements listed below before they can obtain a university internship credential. Candidates must confirm any job offers before a placement is confirmed each quarter. Enrolled candidates who desire university internship positions find their own jobs and must obtain university authorization from the credential coordinator before they are eligible to accept any job offers. University approval is not given automatically. Each internship job offer is carefully evaluated to ensure that the pupils at the school site will receive a quality education and that the candidate will engage in a fruitful teaching experience. Once a candidate accepts an approved position, he/she may **not** leave or change jobs. Candidates may not leave an assigned student teaching position to take an internship.

The Credential Student Service Center will require:

1. Departmental preapproval form
2. Documentation of 120 hours of appropriate coursework with a grade of “B” or higher in each class;
3. A copy of one’s District contract (or letter of Intent);
4. The credential coordinator’s expressed written authorization of the job offer;
5. Appropriate application and fees; and
6. 100% completion of all pre and post admission requirements.

Candidates are expected to communicate to the school district the criteria for obtaining a university internship credential through CSUEB.

Candidates must have a cumulative GPA of 3.0 exclusive of: Incompletes, No Credits, or grades lower than “B.”

The job assignment must:

1. Match candidate’s credential objective;
2. Allow for an experience at an alternate grade level (25 contiguous instructional hours);
3. Include or allow for an experience teaching in a classroom with at least three English Learners; and
4. Have district support as required by CTC regulations.

The credential coordinator must review the candidate's prior experiences in working with youth to determine the candidate's readiness for job placement under a university internship credential. The credential coordinator must also approve the job assignment as one that allows the candidate to satisfy the field practicum requirements for the credential. For example, an intern enrolled in Student Teaching III for Multiple Subjects must teach for at least eight weeks, be at the school all day, five days a week, and take full responsibility for the class for at least ten consecutive days.

Since most student teachers on intern credentials teach full-time, these requirements typically are not an issue. Candidates with 50% job assignments, however, need to work with the credential coordinator to increase their fieldwork via traditional student teaching such that they can meet program requirements.

Some candidates may find employment at parochial or charter schools where an intern credential is not required. In these cases the candidate does not need to apply for the intern credential but all other requirements remain in effect, including that the employing school have an appropriately credentialed teacher who can supervise and provide assistance as needed. Candidates who take positions at these schools must complete their Alternate Grade Level Experience in a California public school.

The Department reserves the right to terminate any Internships if the District fails to uphold all conditions of the MOU with the university.

10.3 Alternative Grade Level Experience

Public school student teachers under contract need to complete a minimum of 25 contiguous hours at an alternate grade level and includes observing, assisting, and teaching. (Multiple Subject K – 2 and 3 – 5/6.) “Contiguous hours” is defined as teaching the same class on a regular basis. “Teaching” is defined as the planning and delivery of the instructional content determined by the host teacher.

For example, if a candidate teaches 1st grade, then his/her alternate grade level would be 3rd, 4th, or 5th grade.
University supervisors may observe the candidate teaching at the alternate site, and will conduct post-observation interviews with the candidate.

Arrangements for meeting this requirement should be made by the end of the second quarter of the program

- (Fall or Spring) Candidates should:
  Approach the alternative site principal and teacher.

  Set a tentative schedule.

  Discuss the schedule with their site administrator(s).

- (TIPAC may fund substitutes for candidates’ classes.)
  Once the schedule is agreeable to all parties:

  Provide the schedule to the credential coordinator and university supervisor with the schedule.

  Arrange for observation by the university supervisor. (Optional)

The candidate, the teacher of the alternate grade level classroom, and the university supervisor must complete appropriate assessment forms.

10.4 Alternative Grade Level Summer Placement

Private school student teachers under contract must complete a public school supervised field placement.

The public school field placement must meet the requirements for:

a) alternate grade levels; and
b) teaching English Language learners.

The candidate, the teacher of the alternate grade level classroom, and/or the university supervisor must complete appropriate assessment forms.

11.0 Student Teacher Support Providers

Cooperating Teachers’ Responsibilities

In addition to the duties mentioned above, cooperating teachers acquaint candidates with the classroom by:

1. Providing a class list and seating chart to the candidate;
2. Involving the candidate in class activities; and
3. Welcoming the candidate to attend school and district professional development programs and meetings.

Cooperating teachers engage the student teacher in planning the instructional program for the class. They also:

1. Conference with the candidate at least once per week and give daily guidance and feedback;
2. Require the candidate to submit lesson plans at least one full day in advance of teaching;
3. Review lesson plans with the candidate prior to teaching;
4. Provide opportunities for the candidate to complete course assignments that may regard teaching lessons that do not correspond to the textbook program or curriculum. Cooperating teachers evaluate candidates and complete a Summative Field Experience Evaluation Form after the candidate completes his/her solo-teaching period.

At the end of the placement, cooperating teachers participate with the university supervisor and the candidate in a three-party evaluation conference at which time they share their impressions of the candidate’s growth as a student teacher and potential as a professional educator.

Cooperating teachers are expected to immediately request a three-party evaluation conference early in the CSUEB quarter, if they are concerned about the candidate’s competence or commitment to teaching. They may recommend that a candidate be suspended from student teaching if the candidate does not satisfactorily demonstrate progress in meeting the TPEs.

11.1 Site Partners’ Responsibilities

In addition to the duties mentioned at the top, site partners are also expected to maintain ongoing, close contact with the student teachers under contract. They must be able to provide on-site assistance to the candidate as needed. Finally, site partners do not evaluate student teachers. The site administrator or his/her designee conducts evaluations.

12.0 Candidates’ Roles & Responsibilities

Candidates are the most important people in our program. As such, they are expected to give 100% participation to their professional preparation program wherein they develop the knowledge, skills, and guidance to become excellent teachers of California’s elementary, middle, and secondary school students.

12.1 Professional Obligations

At all times, candidates must:

1. Adhere to the Teaching Code of Ethics (see appendix B);
2. Exercise professional, respectful, and positive behavior;
3. Show interest in both their field and coursework;
4. Demonstrate cooperation, collegiality, and flexibility;
5. Receive feedback and suggestions genially; and
6. Exhibit the ability to successfully meet the TPEs.

Failure to meet one’s professional obligations may result in disqualification from the program.

12.2 Academic Accommodations for Documented Disabilities

Candidates who have a documented disability or who would need assistance in the event of an emergency should make an appointment both with the credential coordinator, university supervisor, and with CSUEB Accessibility Services to discuss their approved accommodations as soon as possible. More information on Accessibility Services can be found at: http://www20.csueastbay.edu/af/departments/as/.
12.3 Responsibilities as Student Teachers

Candidates must provide their field site administrators and support providers:

1. A copy of their current Certificate of Clearance;
2. A copy of their valid negative TB report;
3. A copy of their immunization report;
4. Their current telephone number and e-mail address;
5. The name and contact information of their Supervisor;

In addition to adhering to school rules, policies and professional obligations, each candidate is also expected to:

1. Report for student teaching as scheduled for their team;
2. Arrive at the field site at least one half hour before school begins and to stay at least one half hour after school ends on full days;
3. Become acquainted with school personnel and facilities;
4. Arrive at the school on time, be prepared to teach, and have all lesson plans and materials ready for the day;
5. Assist in emergency situations as the school site (e.g., step in for a short-time to supervise students);
6. Attend faculty meetings, Back to School Night, Open House, and other school functions provided that the events do not conflict with courses, or if the events do conflict, the course instructor has excused the absence in advance.
7. Participate in weekly instructional scheduling and lesson planning with cooperating teacher and/or site partner;
8. Schedule lesson evaluations and conferences with university supervisor, cooperating teacher, and/or site partner;
9. Present to cooperating teacher, site partner, and/or university supervisor at least 24 hours in advance of teaching: a) courses of study; b) unit outlines; c) instructional plans; and/or d) other materials that demonstrate satisfactory evidence of lesson preparation;
10. Maintain and have accessible at all times a field site binder or file of instructional schedules, lesson plans, lesson reflections, and other materials germane to daily activity in the classroom (binder requirements are laid out in the Appendix);
11. Maintain a TaskStream account and upload all necessary documents for fieldwork evaluations.

*Failure to meet one’s student teaching responsibilities may result in disqualification from the program.*

12.4 Attendance

Each candidate is expected to be on time and attend every class session, team meeting, workshop, conference, or event that is scheduled for his/her cohort. Each candidate is also expected to stay until he/she is dismissed.

Candidates must also notify school site personnel and supervisor in advance of any absence from their field assignment. They must provide all instructional plans and materials to the school as required for the day.

Candidates are expected to schedule personal and professional appointments on their own time. Those who must miss a session of coursework or other scheduled event need to:

1. Notify their professor(s) and
2. Accept that their grade may be impacted as a result of their absence(s).

Candidates are responsible for all work covered in courses and are advised to connect with teammates to share notes and information. They should not ask their professors for individualized make-up instruction.
12.5 Guidelines for Success in CSUEB’s Program

1. About the Program: This program covers all coursework and student teaching required to be recommended for teaching English Learners. This is a full time program. As you can see from the schedule, you will be very busy with student teaching and coursework. It is best not to work at an outside job while you are in the program. Financial aid is available. Please contact the Financial Aid Office if you are eligible for grants or loans. Some programs cannot accommodate interns. Interns and others not following the usual pattern of student teaching usually require additional student teaching in the summer.

2. When in doubt about anything consult this handbook first! Be sure to read and refer to the Handbook. Most answers to your questions may be found there.

3. Check your email daily. All important information from the Teacher Education Department, the Credential Student Service Center and your professors is transmitted via email. Be responsible.

4. Registration: You are required to properly register for all classes including student teaching (whether or not you have an intern teaching position). Please check the schedule on line at www.csueastbay.edu. You must take all classes and field experience with your designated team. You may not take any other section of any class. Your spot on Team courses is reserved until the first day of class. It is your responsibility to pay all fees and to register on time. Please call the credential coordinator or the Teacher Education Department (510 885-3027) or speak to someone in the AS Building (for Concord) if you are blocked from registering. If you miss the first day of class without notifying the professor, you will be dropped from that class and will have to take it at another time on your own. This will usually delay your credential. Since student teaching requirements and class requirements are intermingled, this could also have other serious consequences. Everyone, including every intern, is required to register for student teaching. It is your responsibility to register for the correct section and check back to confirm that you are indeed registered.

5. This is NOT an individualized program. You are expected to take courses as scheduled. This means that you will be expected to take all courses with your Team and meet all CSUEB requirements. The placement coordinators do all of the student teaching placements. There are too many requirements involved to have student teachers do their own placements. You will not be placed at a school where you have relatives. This may be convenient but it is usually not in your best interest. INTERNSHIPS: You may only accept an internship position with the approval of the credential coordinator. All internship requirements must be met before this will be considered. On most teams this includes filling out the application form and obtaining necessary signatures. Your internship cannot count for student teaching unless your placement has been approved and all papers are signed and on file.

6. Attendance is essential. This means that interns and student teachers alike are expected to attend all class sessions on time and not leave early. They are to report for student teaching according to the schedule given to them by the credential coordinator and follow the CSUEB schedule. Student teachers and interns may not deviate from these schedules without the permission of the credential coordinator and others that will be impacted by their absence. Failure to comply may result in disqualification from the program. You are also expected to attend all team meetings, conferences, workshops and other team events. This applies to both student teachers and interns. You are expected to arrive at the school where you are teaching at least one half hour before school begins and stay at least one half hour after school, or until noon on half days. Take care of personal business on your own time. Please be sure to schedule personal (including childcare, non-emergency medical) and professional appointments accordingly. If you must miss a class or other event, we assume that you have a pressing and unavoidable reason. Usually there is a consequence to your grade if you miss or are late for a class. The procedure is as follows: A) notify the professor about why you will not be (or were not) present, do not make a lot of excuses or go into undue detail, B) accept the grade consequence graciously. Please do not embarrass yourself or the professor by arguing about why you should receive full credit even though you were not there. We understand that pressing needs do occur, however, it is not fair to those who do attend every class for one who is absent to expect the same grade as those in attendance.

Failure to comply with any portion of this attendance policy may result in disqualification from the program.
Whether in class or not, you are responsible for all work covered. Find a buddy or two in class to share notes and information. Do not ask your professor to individually cover this work with you.

7. These are graduate level courses. You are expected to read the text, participate in class, write graduate quality papers, and take all tests and examinations on time. All papers must be typed and look professional. Do not expect to receive a grade of A, unless your work is of outstanding quality and you have attended all classes. The CSUEB Academic Honesty policy is strictly enforced. Among other things this means no plagiarism, falsifying data, cheating, copyright infringement or other misrepresentation.

8. Professionalism is essential. No whining or complaining. No gossiping. Keep an open mind and do not judge others, including master teachers, professors and each other! Act like a professional. Be friendly and helpful to others. Dress in a professional manner. Do not ever take a child or other unauthorized person to class, meetings or to student teaching. Part of your professional responsibility is to take care of personal issues, such as daycare, and to make advance arrangements in the event of illness or other situations that may call you away from teaching or class. Never have an audible beeper, phone or timer go off during class or when you are teaching.

9. Your behavior in public spaces and online is subject to scrutiny by your students, master teachers, school site leaders, university instructors, parents, and potential employers. As an educator, you will be held to a higher standard. Separate the personal from the professional. Use privacy controls. Do not “friend” students. Remove or limit access to inappropriate photos and posts. Do not publically comment on your placement, students, instructors or colleagues. If your master teacher uses the internet to communicate with students and wants you to do likewise get a separate email account, preferably through the school district. If you use a website to communicate with students separate it from any personal websites. Check with your school site policies on internet communication and follow them explicitly. Most schools have strict policies against posting student names or student photos on the internet.

10. Respect your professors’ office hours and privacy. Never call a professor or supervisor at home unless specifically instructed to do so. Follow guidelines for office visits or other appointments. Email or take care of individual business during office hours. Do not corner professors at the beginning or end of class. and please let the professor have a break during break time. Never take up office hour time giving excuses about why you were not in class or could not do your work. Please follow the professor's guidelines for use of email and faxes.

11. Be flexible. The credential coordinator will try to keep you informed about upcoming events and scheduling, however, these are always subject to change. Plan for the “worst case scenario” regarding your time and do not schedule yourself too tightly. Be sure to make advance arrangements for personal responsibilities, such as childcare and driving, so that these do not infringe upon your work. Have contingency plans for the unexpected, such as illness (of yourself or your child.) Leave room in your schedule to account for traffic and unexpected delays. This will be a more realistic approach and will relieve much stress. This is not the time to take on extra activities. Try to cut down on “extra-curricular activities" this year.

12. Complete and submit PACT according to published guidelines. Take responsibility for your own professional growth. Work with others at your school site to schedule your supervisor's time. Be sure to schedule both observation time and conference time. Schedule a regular time to meet with your master/mentor teacher each week. If you have concerns regarding a class, consult the instructor immediately. Do not gossip or discuss your concerns with teammates or others at the school site. Be an adult, pleasant, and professional. You are encouraged to attend professional conferences and to participate in PTA meetings, carnivals, shows, etc… as well as in-service training at your school site; however your coursework for CSUEB must be your first priority.

13. Lesson Planning: Have lesson plans done at least a day (preferably several days) ahead of time and share these with your master teacher at least one day in advance of teaching. You must maintain a binder and have a lesson plan grid for the weekly lessons that you teach. In addition to the grid, you need to have complete lessons plans for:
A. All lessons that your university supervisor, cooperating teacher, or site provider observes
B. At least one lesson per subject area per week (e.g., one math, one language arts, one science)
C. Keep a separate section for EL lessons

14. Be sure that your supervisor sees your binder each time he or she visits. This way your supervisor will know what you have been teaching on a daily basis. If you have any concerns about your student teaching, consult your supervisor immediately.

15. Disqualification from the Program: (It rarely happens but) If you are removed from a student teaching/ internship placement for cause at the request of the school district, you will be immediately disqualified from the program. Disqualification from the program for cause may take place at any time up until the application for the credential has been approved.

16. Budget your time and your money: This is a rigorous, full time program. It is best not to work at an outside job while you are in the program. You may have the opportunity to substitute teach for your master teacher if it does not interfere with attendance in your CSUEB classes. Needing to get to work at an outside job is not considered a legitimate excuse for missing classes, teaching, or meetings. You will have class assignments to complete when you are not participating in these activities. We promise to keep you busy! Please contact the Financial Aid office if you think that you may qualify for a grant or a loan. Budget an additional $300.00 for the year for participation in professional conferences and activities.

17. Strive for excellence, not perfection! Perfection is not attainable and you will become frustrated. Excellence means doing your very best under the given circumstances. We know that you will be very successful!

13.0 Field Practicum Structure: Multiple Subject Candidates

Traditional student teachers are apprentices. They observe procedures, assist with lessons, and/or work with individual students or small groups of students in the beginning of their field placements. They gradually assume responsibility for writing lesson plans and instructing students, with the guidance of the cooperating teacher. During Placement I, the CTC requires candidates to teach reading and mathematics on a regular/daily basis. During Placement II, candidates plan and deliver instruction for all subjects.

During the “Solo Teaching” period of each placement, candidates are expected to plan and teach of the lessons, just as a regular classroom teacher does. This means that the candidate will write and submit (at least 1 week in advance) to the cooperating teacher detailed lesson plans for each lesson to be taught for the solo-teaching period. Then the candidate will review and revise the plans with input from the cooperating teacher before lessons are taught.

The cooperating teacher may leave the room or work with a student or a small group of students do other work in the classroom during the solo teaching period. CSUEB leaves the amount of time the cooperating teacher is in the classroom to his/her discretion. Cooperating teachers are encouraged to observe and assess the candidate’s teaching during the “solo” time. A candidate who fails to successfully complete the solo week/s will not receive credit for fieldwork.

13.1 Summer Entry Teams

Exact dates for the placements may change due to the needs of the individual districts in which the candidates are placed.
**Placement I** Timeline is announced by the credential coordinator usually begins approximately at the start of the K-12 district school year and ends prior to winter break. Candidates will be in the schools **one full day and four additional mornings each week**. The full day is determined by the cooperating teacher and candidate.

Candidates are required to **“solo” teach one week** (one full day and four additional mornings, for five consecutive days including Friday) Solo teaching is to be finished by the Friday before Fall Quarter finals week. *(Note: Interns follow their district or school calendar).*

**Placement II, Part A**
This placement begins the Tuesday after Martin Luther King Jr. Holiday. Student teachers will be in their placements during CSUEB finals week and CSUEB spring break. Candidates are in the classrooms **two full days and three additional mornings each week**. The full days are determined in a discussion between the cooperating teacher and candidate.

**Placement II, Part B**
At the beginning of spring quarter candidates are in the classroom for **five full days a week** until the end of May or middle of June, depending on the district. Candidates are required to **solo teach for two weeks** (ten consecutive days).

The exact sequence of student teaching is determined by the cooperating teacher, university supervisor, school district calendar and candidate.

**Placement II, TEDSPED**
This placement begins the Tuesday after Martin Luther King Jr. Holiday and ends the week before CSUEB Winter finals. Candidates are in the classroom **two full days and three additional mornings each week and solo teach for one week**. The placement ends the week before CSUEB Winter finals. The candidates will be placed in a special education placement during Spring Quarter.

### 13.2 A Day in the Life of A Multiple Subject Credential Candidate

**A Day in the Life of A Multiple Subject Credential Candidate**

**Dates are approximate.**

<table>
<thead>
<tr>
<th>SUMMER</th>
<th>Entry: Sample Multiple Subject Schedule</th>
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<tbody>
<tr>
<td>7 – 8</td>
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</tr>
<tr>
<td>8 – 9</td>
<td><strong>Field Practicum I</strong></td>
</tr>
<tr>
<td>9 – 10</td>
<td><strong>Focus: Reading &amp; Math</strong></td>
</tr>
<tr>
<td>10 – 11</td>
<td></td>
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</tbody>
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11–12
Solo-Teach in Nov/Dec:
one full day and four additional mornings each week
Solo-Teach in May:
10 consecutive full days
12–1
1–2
2–3
3–4
4–5
5–6
6–7
7–8
All Teams:
Summer
Intensive
Coursework
Coursework
Coursework
Courses
14.0 Supervision & Evaluation of Fieldwork

14.1 University supervisors
University supervisors represent the university in the schools and play a key role in the SB 2042 credentialing process. They serve as liaisons to cooperating schools and to the university. Supervisors observe and evaluate the student teacher in the classroom placement. They help the candidate to relate his/her teaching experiences to previous academic training and current professional preparation and practice. They also explain and reconcile any differences between the philosophy or methods employed by the cooperating teacher or site partner and those presented in the credential program.

Protocol
At the start of each field placement, university supervisors visit the school site to introduce themselves and to give a brief orientation about their supervisory practices to the candidate, cooperating teacher or site partner, and the school site administrator. Then, supervisors observe the candidate facilitate four (4) or more lessons that are evenly spaced over the course of the placement. One (1) lesson of EL instruction will be observed as well as least one (1) lesson during the candidate’s culminating solo-teaching period. After the solo-teaching period concludes at the end of the field placement, supervisors return to the school site for a final Three-Party Summative Evaluation Conference. They meet with the candidate and either the cooperating teacher (traditional student teachers) or site administrator (student teachers under contract). At the conference, the supervisors and either the cooperating teacher or site administrator evaluate the performance of the candidate. (See below.)

University Supervisors:
1. Prepare a document that outlines their supervision and scheduling practices, encourages open communication among the four parties, and provides their contact information. (This document is provided to the candidate, cooperating teacher or site partner, and the school site administrator.);
2. Observe the candidate deliver lessons and review the candidate’s binder, lessons plans, plan book, and reflections every school visit;
3. Conduct a 15-minute private post-observation conference with the candidate after each lesson. If this is not possible supervisors will arrange for a conference at a later time. (Site administrators are urged to provide coverage for the classroom of the student teacher under contract when necessary to allow for a private post-observation conference between the candidate and supervisor.);

4. Provide the candidate written feedback that aligns with the TPEs, highlights commendable practices, and identifies areas in which improvement is needed and offers suggestions for improvement;

5. Use TaskStream to report both their and the Master Teacher's Summative Evaluation of the candidate's progress toward meeting the TPEs;

6. Notify the credential coordinator immediately of concerns;

7. Consult with cooperative teacher or site partner;

8. Evaluate the performance of the candidate in a Three-Party Summative Evaluation conference which includes the cooperating teacher or site administrator, the candidate, and the university supervisor; and

9. Write letters of evaluation/recommendation for the candidate's employment dossier.

14.2 Three-Party Summative Evaluation Conference

At the end of the placement, after a candidate’s solo-teaching period concludes, all three parties (candidate; supervisor; and cooperating teacher or site administrator) meet to discuss the growth attained by the candidate over the course of the placement. Prior to the conference, the university supervisor and either the cooperating teacher or site administrator each completes a Summative Field Experience Evaluation form that validates the candidate’s performance in the field. Thus, every candidate is expected to have two sets of evaluation forms per field practicum.

All parties must sign and date each of the forms. They must also retain a signed copy of each set of forms for their records. Supervisors make certain that all required signatures are on both sets of Summative Evaluation forms before sending the forms to the CSSC. Supervisors submit both sets of the forms immediately after the conference. Supervisors place information on TaskStream.

As an approximate guide, in the first placement candidates are expected to earn 3 or 4s in 7-10 TPEs on the summative evaluations from the university supervisor and the master teacher. In the second placement, candidates are expected to earn 3 or 4s in 10-13 TPEs on the summative evaluations from the university supervisor and the master teacher. Between the two placements, and the combined four evaluations from the two university supervisors and two master teachers, the candidate needs to earn at least a 3 or 4 on each TPE.

14.3 Procedures for Unsatisfactory Field Experience

Should the university supervisor determine that the candidate's performance may not warrant credit, early in the process, the university supervisor will:

1. Discuss the situation with the candidate and inform the candidate of the possibility that no credit may be awarded;

2. Discuss the situation with the credential coordinator and arrange for a formal observation of the candidate by the credential coordinator or her/his designee;

3. Conduct a three-party conference with the candidate, the cooperating teacher (traditional student teacher), and the university supervisor. If the candidate is under contract, the three-way conference will include the site administrator/designee. If appropriate, the credential coordinator and/or site administrator may also participate in this conference.
During the conference, the university supervisor and cooperating teacher/site administrator should:

1. Specify the areas in which the candidate is making unsatisfactory progress;
2. Describe, as specifically as possible, the changes that the candidate must make to earn credit;
3. Clarify what the university supervisor and cooperating teacher/site administrator will do to help the candidate succeed and describe other resources that the candidate may need to draw upon;
4. Answer all questions posed by the candidate.

If such a conference occurs, the university supervisor will also:

1. Prepare a letter to the candidate that outlines #2 above and summarizes the conference. Copies are to be sent to the cooperating teacher, site administrator, credential coordinator, the candidate's credential file, and the department chairperson, as appropriate, and
2. Ask the cooperating teacher to prepare letters that document the candidate's performance to date. Copies of this letter should be sent to the candidate and all others mentioned in #1 above.

The university supervisor and cooperating teacher or site partner should continue to observe the candidate regularly and document the candidate's performance. The site administrator may also be asked to provide additional observation/documentation.

The credential coordinator, after consultation with the university supervisor, should select from the following options:

1. Counsel the candidate to repeat the field experience in another quarter;
2. Counsel the candidate to investigate other career choices and formally withdraw from the credential program;
3. Seek to declassification the candidate from the program/university.

A student may be disqualified for cause at any time by the chair of the department with the concurrence of the dean of the College of Education and Allied Studies.

15.0 University & School Site Personnel

15.1 Credential Coordinator

The Credential Coordinator:

1. Coordinates multiple and single subject candidates from the initial admission interview period through the final evaluation, to the recommendation of individual candidates for California teaching credentials;
2. Liaises with the placement coordinator to establish field placements for each candidate;
3. Serves as advisor and counselor to candidates. (The credential coordinator helps or arranges for appropriate faculty to help candidates who may experience difficulty with a university supervisor, instructor, cooperating teacher, or site partner and guides them through the situation in a professional manner);
4. Counsels or arranges for appropriate faculty to counsel candidates who are having personal/health problems that may jeopardize their performance as student teachers or as post-baccalaureate students to make prudent choices about continuing in the program;
5. Collaborates or arranges for appropriate faculty to collaborate with the university supervisor in evaluating the student teaching performance of candidates who do not show sufficient progress in meeting the TPEs. They or appropriate faculty assist in establishing an action plan and bringing about a resolution. (The credential coordinator or appropriate faculty may serve as an additional supervisor in the classroom in such cases.).
6. Arranges guest speakers, workshops, and other activities to support candidates through the program;
7. Tracks each candidate’s progress and communicates this information to the candidate. This includes, but is not limited to:
   - Candidate's completion of prerequisites;
   - Maintenance of acceptable grades/GPA;
   - Student petitions;
   - Alternate grade level experiences;
   - English Learner experience;
   - Verification of candidate’s demonstration of Competence to enter teaching profession;
8. Confers with university supervisors to assign credit for each quarter of candidate’s fieldwork; and
9. Notifies the Credential Student Service Center in writing of situations that may affect a credential candidate’s progress towards the credential completion.

15.2 Placement Coordinator
The placement coordinator works with district office personnel, principals, vice-principals, department heads and teachers in arranging field placements each school semester. This requires individual contacts, school visitations, telephone calls, record keeping, and endless hours of coordination between the university and local school sites. Placement considerations are only given to geographic location, and documented special needs of candidates.

15.3 School Site Administrator
The school site administrator assists the placement coordinator in making appropriate placements for candidates that meet state requirement. Important considerations in this regard include:

1. Content areas taught during the time the candidate is in the placement. Multiple Subject candidates, for example, are required to teach Reading and Math during their first placement. Ideally, the site administrator will work with teachers if a schedule modification is required to accommodate the candidate’s field experience requirements.
2. The candidate must have the opportunity to teach using a variety of teaching techniques regardless of the district-adopted curriculum. If the district uses a “scripted” curriculum, the candidate must have the opportunity to teach the content using a variety of other instructional techniques.

Site administrators:

1. Know district and university policies regarding the CSUEB Program;
2. Encourage successful teachers to serve as master teachers;
3. Help orient the candidates to the school;
4. Work with university personnel in resolving problems and in evaluating the program;
5. Ensure that student teachers are not removed from their master teachers classrooms to cover other classes
6. Provide a private space for student teacher conferences; and
7. Provide coverage for in the classroom for student teachers who are under contract to step away and privately confer after observations if necessary.
16.0 Substitute Teaching & Strike Policies

16.1 Substitute Teaching Policy

Possible Situation

The district wants to employ a candidate as a substitute teacher. The candidate wants to be employed. The most “normal” instance is when the master teacher is absent and the candidate serves as substitute teacher in the classes in which s/he is a student teacher and the rest of the absent master teacher’s classes. If a student teacher is doing a field placement in classes with more than one master teacher, there is a problem. The candidate cannot teach two classes at the same time; that is, to be a student teacher in a class for one master teacher and a substitute teacher for another (absent) master teacher simultaneously.

The candidate’s primary responsibilities are to the classes to which she/he is assigned as a student teacher. Full-day substituting is only possible when all master teachers approve, and when the candidate has no university class attendance responsibilities.

Substitute Teaching Procedures

1. Substitute teaching requires that approval of each of the following parties: site administrator; university supervisor, and district personnel office
2. The candidate must complete: a district teaching position application; a 30-Day Emergency Substitute Teaching Permit application through the school district; and other requirements as specified by the district. It is the responsibility of the candidate to make sure that such substitute teaching does not interfere with university coursework.
3. The credential application covering the particular school assignment must be filed with the county office of education through the school district accompanied by a Declaration of Need Certificate provided by the school district. A fee paid by the candidate must accompany the application. Once the teaching permit is received, the candidate must register with the county office of education, and is limited to the number of authorized teaching days.

16.2 Strike Situation Policy

Student Teachers

If the teachers in a school district are involved in a strike, then the field experience placements in that district shall be suspended. Candidates shall no longer go to their school sites during the period of the strike. Candidates should contact the credential coordinator. If the length of the strike will make it impossible for candidates to fulfill the requirements of that field placement, they will be reassigned. In this case, field experience refers to assignments made by CSUEB. This policy does not pertain to paid or volunteer services outside the scope of the student teaching assignment.

Interns/Candidates Teaching under Emergency Credentials

Candidates teaching under emergency credentials and interns are employees of a school district. During collective bargaining, they must decide for themselves whether or not they will take part in any action, including a strike, related to their employment.
Status of CSUEB Supervisors
We ask that both teachers and administrators consider the dilemma a strike poses for our program. We need positive relationships with all parties in a school district. CSUEB supervisors will not enter schools during a strike situation.

17.0 Declassification Policy & Academic Dishonesty

17.1 Declassification from the Program

1.0 A candidate shall be declassified (also known as dismissed) for failing to provide verification of all admission requirements by the appropriate deadline(s). Once all of the requirements are met, the candidate may re-apply to the Teacher Education Department at the next admissions period for the program. This is the only declassification circumstances in which an individual may reapply for the program.

2.0 A candidate shall be declassified for failing to achieve the required GPA of 3.0 in required program classes.

3.0 Grades of Incomplete (I) shall not be counted in the candidate’s GPA; however, three or more grades of Incomplete or Unauthorized Withdrawal (WU) may serve as grounds for declassification. Field Experience courses will not be counted in the calculation of GPA. Candidates must repeat any course with a grade lower than C-.

4.0 A candidate shall be declassified for repeatedly failing to enroll in program courses.

6.0 A candidate shall be declassified for failing to achieve the required level of performance in required field experience.

7.0 A candidate shall be either suspended or declassified if the school or school district requests that the candidate be removed from his/her placement.

8.0 A candidate shall be declassified for failing to demonstrate professional conduct toward any participant in the program; including university administrators, university faculty, university staff, university students, K-12 administrators, K-12 faculty, K-12 staff, and K-12 students.

9.0 A candidate shall be declassified for academic dishonesty.

10.0 A candidate shall be declassified for their third failure to submit a TPA. These must be attempted and submitted on time according to the posted deadlines.

11.0 A candidate may be disqualified from the program for cause any time up until the application for the credential has been approved.

12.0 The credential coordinator shall notify a candidate subject to declassification in writing. The notification shall include:

   1. Cite the appropriate section of this policy,
   2. Detail the specific behaviors that led to the declassification, and
   3. Notify the candidate that he/she may appeal within 10 calendar days.

Candidates may appeal declassification only once during their time in the program.
13.0 Declassified candidates may appeal their declassification to the department chair of TED who will review the
decision and uphold the declassification or re-instate the candidate with or without conditions. A candidate who
has been declassified is not eligible to reapply for the program. Declassified candidates will receive official
notification of declassification from CSUEB’s Academic Programs and Graduate Studies. Dismissed students
must withdraw from the university and must immediately notify the Financial Aid Office and return all funds
disbursed directly to you and/or credited to your student account. A full explanation of the Drop & Withdraw Policy
is found at http://www20.csueastbay.edu/students/financing-your-education/fin-aid/drop-withdraw-policy.html.

17.2 Academic Dishonesty

The university, like all communities, functions best when its members treat each other with honesty, fairness,
respect and trust. Deception for individual gain is an offense against the members of the entire community. The
Teacher Education Department adheres to all university rules regarding academic dishonesty, and feels a
particular responsibility to require the utmost professional accountability and academic honesty from students in
our teaching programs. Whenever dishonesty occurs, your instructor will take appropriate action and file an
"Academic Dishonesty Incident Report" detailing the infraction and the action taken. The report will be filed in the
Academic Affairs Office, and you will receive a copy. The report will remain on file for five years or until you
graduate, whichever comes first. If the office receives two or more reports on an individual, the Student
Disciplinary Officer is notified.

Depending on the circumstances, you may: (a) be warned; (b) be required to resubmit work or retake an exam
under specified conditions and with a possible grade penalty; (c) have your grade adjusted for the assignment; or
(d) have your grade adjusted in the course, including assignment of an "F" at the discretion of the faculty. If the
course grade is adjusted, it is not subject to Grade Forgiveness.

You may appeal an instructor's action to the Fairness Committee. Your appeal of an instructor's academic
sanction is governed by the "Fairness Document."

Depending upon the severity of the offense or the number of offenses, the instructor may directly refer the
instance of academic dishonesty to the Student Disciplinary Officer to determine if further action is necessary. (In
any instance of academic dishonesty, however, whereby an academic sanction is imposed, the instructor will file
an "Academic Dishonesty Incident Report." See three paragraphs above.) At the discretion of the Student
Disciplinary Officer, administrative sanctions such as warning, probation, suspension, or expulsion may be
imposed. As prescribed in Executive Order 970, Article V. Sanctions, paragraph 5 entitled Record Discipline,
"Probation is entered on a student's transcript, with its beginning and end date, for the period of time that the
probation is in effect. Suspension is entered on the student's transcript, with the beginning and end date, for the
period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for
longer than one academic year." Expulsion is entered on the student's transcript permanently along with the date
it takes effect. (If an appeal to the Fairness Committee regarding an academic sanction imposed by the instructor
is pending, action by the Student Disciplinary Officer will be postponed until after the adjudication of the appeal.)

The complete text of Title 5, section 41301 of the California Code of Regulations and of Chancellor's Executive
Order 970 can be accessed on the Judicial Affairs website at http://wwwsa.csueastbay.edu/~jaf/.
17.3 Standard 13

STANDARD 13 requires a field experience that meets the following requirements:

1. The candidate must teach at least three students in each placement who are classified as English Learners (EL). These students must have at least two different CELDT levels among them. Within four weeks of each placement, each candidate will complete and submit to his/her university supervisor the Standard 13/TPE 7 English Learner Verification Form. Candidates are to provide ELD instruction and sheltered content instruction to ELs throughout the day. The university supervisor and the cooperating teacher must observe the candidate providing this instruction and complete the required paperwork. If the candidate's classroom does not meet the requirements above, the candidate is responsible to locate English Learners within the school. In this case the candidate will conduct the instruction during the student teaching placement experience.

2. EL Requirements for Single Subject Candidates

A. During the first (fall) placement each single subject candidate must observe 25 hours in a sheltered English instruction classroom, preferably but not necessarily in their content area. They must participate in at least five hours co-instructing with the master teachers. If possible they should be observed by their supervisor. This requirement should be done, whenever possible, at your school site. The “Sheltered English Instruction” form should be placed in their binders and reviewed by their supervisors.

B. Interns are required to complete this by the end of their second placement.

3. The cooperating teacher or intern site support provider must have an advanced certification in teaching English Learners. The following are acceptable: a credential that meets the requirements of Standard 13 as defined by CTC, a bilingual (BCLAD) credential, the Language Development Specialist CLAD credential, or certificate, completion of a school district SB 1969 training program, or enrollment in and progress toward one of these credentials or certificates or other requirements stated by CTC.

18.0 Performance Assessment for California Teachers - PACT

Senate Bill 1209 (effective January 1, 2007), requires all Single Subject and Multiple Subject candidates to pass a Teacher Performance Assessment prior to being recommended for a California Teaching Credential. California State University, East Bay administers the Performance Assessment for California Teachers (PACT) to meet this mandate.

CSUEB Candidates submit the PACT Teaching Event during their final quarter in the program. The Teaching event entails planning a learning segment of about one week (approximately 3-5 lessons), including learning objectives for both the curriculum content and the development of academic language related to that content. Candidates submit lesson plans, copies of instructional and assessment materials, video clip/s of their teaching, a summary of whole class learning, and an analysis of student work samples. Candidates also write commentaries describing the teaching context, analyzing their teaching practices, and reflecting on what they learned about their teaching practice and student learning.

The PACT Teaching Event is comprised of five tasks, aligned to the Teaching Performance Expectations. The following are the five PACT tasks, each of which has its own set of prompts:

**PLANNING**
- Establishing a Balanced Instructional Focus
- Making Content Accessible
PACT is subject-specific. Single Subject candidates complete the PACT Teaching Event in their area of specialty. Multiple Subject candidates complete the PACT Elementary Literacy Teaching Event. Multiple Subject candidates also complete Content Area Tasks (CATs) in Math, Science and Social Studies as part of their Multiple Subject methods courses.

The PACT Teaching Events are scored by calibrated assessors using 12 subject-specific rubrics.

The CSUEB Teacher Education Department provides a great deal of support to prepare candidates for success on PACT. PACT Orientation classes conducted by trained instructor/assessors are provided throughout the year. Methods classes include Embedded Signature Assignments (ESAs) designed by faculty to prepare candidates for PACT. Additionally, video cameras can be borrowed free of charge and technical assistance workshops are offered to help candidates prepare their PACT videos.

Information including subject specific rubrics, and candidate handbooks is available on the PACT website at http://www.pacttpa.org. More information on PACT/CATs and ESAs are provided in the CSUEB classes.

19.0 California Teaching Performance Expectations

The TPE’s are core to SB2042 credentials. The design of our programs reflects the thirteen TPE’s. Candidates meet the TPE’s via their professional behavior, coursework, field practicum, portfolio, and via the California Teaching Performance Assessment. Here is a sampling of the Teaching Performance Expectations:

Developmentally Appropriate Teaching Practices for the Primary Grades (Kindergarten – Grade 3) TPE 6A Candidates:

- Design instructional activities that suit the attention span of young learners and that connect with the children’s immediate world.
- Design instructional activities that draw on key content from more than one subject area.
- Design instructional activities that include hands-on experiences and manipulatives that help students learn.
- Know how to make special plans for students who require extra help in exercising self-control among their peers.
- Know how to make special plans for students who have exceptional needs or abilities.
• Teach and model norms of social interaction such as consideration, cooperation, responsibility, and empathy.

Developmentally Appropriate Teaching Practices for the Middle Grades (Grade 4 – Grade 8) TPE 6B
Candidates:

• Build on students’ command of basic skills and understandings as defined in state-adopted academic content standards.
• Provide intensive support for students who lack basic skills as defined in state-adopted academic content standards.
• Teach from grade-level texts.
• Design learning activities to extend students’ concrete thinking and foster abstract reasoning and problem-solving skills.
• Help students develop learning strategies to cope with increasingly challenging academic curriculum.
• Assist students, as needed, in developing and practicing strategies for managing time and completing assignments.
• Develop students’ skills for working in groups to maximize learning.
• Understand students’ peer relationships and support students in trying new roles and responsibilities in the classroom.
• Support students’ taking of intellectual risks such as sharing ideas that may include errors.
• Distinguish between misbehavior and over-enthusiasm.
• Respond appropriately to students who are testing limits and students who alternatively assume and reject responsibility.

Developmentally Appropriate Teaching Practices for the High School Grades (Grade 9 – Grade 12) TPE 6C
Candidates:

• Establish intellectually challenging academic expectations.
• Frequently communicate course goals, requirements, and grading criteria to students and families.
• Provide opportunities for students to develop advanced thinking and problem-solving skills.
• Help students to understand connections between the curriculum and life beyond high school.
• Communicate the consequences of academic choices in terms of future career, school and life options.
• Encourage behaviors important for work such as being on time and completing assignments.
• Support students in assuming increasing responsibility for learning.
• Understand adolescence as a period of intense social peer pressure to conform.
• Support signs of students’ individuality while being sensitive to what being “different” means for high school students.

Monitoring Student Learning TPE 2
Candidates:

• Pace instruction.
• Anticipate, check for, and address common student misconceptions and misunderstandings.
• Re-teach content based on evidence gathered using assessment strategies such as questioning students.
• Re-teach content based on evidence gathered using assessment strategies such as examining student work and products.
• Use progress monitoring at key points during instruction to determine whether students are progressing adequately toward achieving the state adopted academic content standards for students.

**Interpretation and Use of Assessments TPE 3**

Candidates:

• Know about and can appropriately use informal classroom assessments.
• Know about and can appropriately analyze student work.
• Teach students how to use self-assessment strategies.
• Provide guidance and time for students to practice self-assessment strategies.
• Give students specific, timely feedback on their learning.

**Making Content Accessible TPE 4**

Candidates:

• Explain content clearly.
• Model active listening in the classroom.
• Prioritize and sequence essential skills and strategies in a logical, coherent manner relative to students’ current level of achievement.
• Reinforce content in multiple ways.
• Provide opportunities and adequate time for students to practice and apply what they have learned.
• Vary instructional strategies according to purpose and lesson content.
• Motivate students and encourage student effort.
• Take additional steps to foster access and comprehension for all learners.

**Student Engagement TPE 5**

Candidates:

• Clearly communicate instructional objectives to students.
• Ensure the active and equitable participation of all students.
• Ensure that students understand what they are to do during instruction.
• Monitor student progress toward academic goals.
• Make instruction relevant and use community resources.
• Use strategies to re-engage students who are struggling.
• Use strategies to re-engage students who are off-task.
• Teach students to respond to questions.
• Teach students to frame meaningful questions.

**Teaching English Learners TPE 7**

Candidates:

• Can apply instructional practices and pedagogical theories and principles for comprehensive instruction of English learners.
- Are familiar with the philosophy, design, goals, and characteristics of programs for English language development, including structured English immersion.
- Implement an instructional program that facilitates English language development, including reading, writing, listening and speaking skills, that logically progresses to the grade level reading/language arts program for English speakers.
- Draw upon information about students’ backgrounds and prior learning, including students' assessed levels of literacy in English and their first languages, as well as their proficiency in English, to provide instruction differentiated to students’ language abilities.
- Understand how and when to collaborate with specialists and para-educators to support English language development.
- Select based appropriate assessment information, instructional materials and strategies, including activities in the area of visual and performing arts, to develop students' abilities to comprehend and produce English.
- Use English that extends students’ current level of development yet is still comprehensible.
- Know how to analyze student errors in oral and written language in order to understand how to plan differentiated instruction.
- Use systematic instructional strategies, including contextualizing key concepts, to make grade-appropriate or advanced curriculum content comprehensible to English learners.
- Allow students to express meaning in a variety of ways, including in their first language, and, if available, manage first language support such as para-educators, peers, and books.
- Use questioning strategies that model or represent familiar English grammatical constructions.
- Take in to account the cognitive, pedagogical, and individual factors that affect students’ language acquisition when planning lessons for English language development and for academic content.

**Learning About Students TPE 8**

Candidates:

- Assess students’ prior mastery of academic language abilities, content knowledge, and skills.
- Maximize learning opportunities for all students.
- Learn about students’ abilities, ideas, interests and aspirations through interpersonal interactions.
- Identify, based on assessment data, classroom observation, reflection and consultation, students who need specialized instruction, including students whose physical disabilities, learning disabilities, or health status require instructional adaptations and students who are gifted.

**Instructional Planning TPE 9**

Candidates:

- Plan how to explain content clearly and how to make abstract concepts concrete and meaningful.
- Plan differentiated instruction to accommodate varied students’ needs.
- Sequence instruction so the content to be taught connects to preceding and subsequent content.
- Improve their successive uses of instructional strategies based on experience and reflection.
- Meet student learning goals and needs by selecting and/or adapting: instructional strategies; grouping strategies; and/or instructional materials.

**Instructional Time TPE 10**

Candidates:
• Allocate instructional time to maximize student achievement in relation to:
  1. State-adopted academic content standards for students and
  2. Instructional goals and/or scheduled academic tasks.
• Manage transitions to maximize instructional time.
• Establish procedures for routine tasks to maximize instructional time.
• Adjust the use of instructional time to optimize the learning opportunities and outcomes for all students based on lesson reflections and consultation.

Social Environment TPE 11
Candidates:

• Promote student effort and student engagement.
• Create a positive climate for learning.
• Develop and maintain clear expectations for academic and for social behavior.
• Know how to write and implement student discipline plans.
• Know how to establish rapport with all students (and their families) for supporting academic and personal success through caring, respect, and fairness.
• Help students learn to work responsibly with others and independently.
• Recognize how well the social environment maximizes academic achievement for all students and make necessary changes based on observations of students and consultation with other teachers.

Professional, Legal, Ethical Obligations TPE 12
Candidates:

• Take responsibility for student academic learning outcomes.
• Maintain a non-hostile classroom environment.
• Model ethical behaviors for students and resist racism and acts of intolerance.
• Understand and honor all laws relating to professional misconduct and moral fitness.
• Are aware of and act in accordance with ethical considerations.
• Are aware of their own personal values and biases and recognize ways in which these values and biases affect the teaching and learning of students.
• Appropriately manage their time spent in teaching responsibilities to ensure that academic goals are met.
• Understand and implement school and district policies and state and federal law in responding to inappropriate and/or violent student behavior.
• Understand important elements of California and federal laws and procedures pertaining to the education of English learners, gifted students, and individuals with disabilities, including implications for their placement in classrooms.
• Can identify suspected cases of child abuse, neglect, or sexual harassment and carry out laws and district guidelines for reporting such cases.
• Understand and honor legal and professional obligations to protect the privacy of students, families, and other school professionals.
• Understand and honor legal and professional obligations to protect the health and safety of students, families, and other school professionals.
Professional Growth TPE 13
Candidates:

- Evaluate their own teaching practices and subject matter knowledge in light of information about the state-adopted academic content standards for students and student learning.
- Improve their teaching practices by soliciting feedback and engaging in cycles of planning, teaching, reflecting, discerning problems, and applying new strategies.
- Use reflection and feedback to formulate and prioritize goals for increasing their subject matter knowledge and teaching effectiveness.

20.0 Credential Student Service Center (CSSC)

Credential Student Service Center (CSSC) supports all credential programs at CSUEB. It is important to familiarize yourself with CSSC’s main services:

- Advisement regarding credential requirements in all programs;
- Initial screening for credential program requirements;
- Housing of student records;
- Monitoring of progress towards credentials;
- Verification of credential program completion;
- Making the official credential recommendation to the Commission on Teacher Credentialing (CTC).

20.1 Maintenance of Candidate Credential Files

In general, credential files that are kept in our office are retained for up to seven years beyond the term of program completion or for one year after non-enrollment (if you have not completed the program), whichever occurs first. Re-admission is subject to the prevailing requirements for entry into the program. Acceptance is not automatic. Re-admitted candidates join a new team and complete their coursework with the new team. They are also subject to all of the credentialing requirements of the new team. Re-admitted candidates are not permitted to deviate from their new team’s schedule.

If a credential candidate moves from the teaching credential program to another credential program, the admissions documents DO NOT automatically get transferred to the new program. Please check with the prospective program to verify whether original or photocopies will be acceptable. If photocopies are acceptable, please follow the CSSC procedures regarding how to request copies of items from a credential file. The procedures along with most credential forms and documents are found on CSSC’s website under the link for Credential Forms and Documents.

20.2 Admissions

All candidates remit department admissions documents to CSSC by the posted deadlines. Deadlines are subject to change without notice, so please monitor the website for the most current deadline dates. Consult the admissions handbook for more details about the admissions process and document requirements.
20.3 Final Credential Processing

For all credential programs and types, please review the instruction sheet found on CSSC’s website to confirm the list of items required for the credential. You do not need to remit any document that was previously submitted for program admissions.

The CTC has instituted a policy whereby all universities are required to submit credential applications online. In the final quarter of the program, candidates should remit documents required for the credential recommendation to CSSC. The issuance date for the credential will be the last day of the quarter or the last day that an outstanding item was met, whichever is later.

A valid email address and Visa or MasterCard debit/credit card is required to apply for a credential. Our office will submit your application online to CTC upon verification that all requirements have been completed. You will be notified via email by CTC for your payment and additional information. After receiving this information, CTC will issue you an electronic document for you to print. This is your official verification that you will be issued a credential, and you will not receive a hardcopy of your credential document. The official credential will be posted on the CTC’s website, www.ctc.ca.gov.

20.3.1 The Credential Filing Process:

- Please submit the required materials as a complete packet either by mail or in person to the Credential Student Service Center in AE 235. Note: It is your responsibility to make sure you have completed all the necessary items in order to begin the application process. Keep in mind that incomplete items will create delays in the processing of your credential. The list of required materials is found on the credential application packet. You can obtain the credential application online at CSSC’s website under the Credential Forms and Documents link.

- The Credential Student Service Center will check documents, verify eligibility and recommend for the credential. Requests will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your application is processed. Requests submitted with coursework in progress will be partially processed, then held. Processing will be completed at the end of the quarter when grades are posted and all requirements have been met. If additional documentation is required, you will be notified in via email or on the phone.

- Once the Credential Student Service Center has submitted the online recommendation you will be emailed by CTC to complete the personal and professional fitness questionnaire and payment portions of the process. Usually within a day, CTC will forward you a payment confirmation number. Provided there are no extenuating circumstances, CTC will send you an email confirming that the credential has been issued. You may want to print this “issuance” email for employment purposes. The web version of your document is considered the official document. It is your responsibility to confirm accuracy. Contact our office immediately if there are errors.

- Your credential and all information relating to it will appear on the Commission website as granted once processing by CTC is complete.

20.4 Verification of Credential Eligibility

If a prospective employer is in need of verification of a credential, a candidate may request a letter of good standing from CSSC. These letters are processed along with all credential processing, so please plan carefully to meet any necessary deadlines. More information on the required steps to obtain credential verifications, including Out-of-State Verifications, are found at: http://www20.csueastbay.edu/ceas/cssc/admitted/verification.html.
20.5  Other Credential Issues or Concerns
For any credentialing question or concern not addressed in this handbook, please contact CSSC. If it is a matter regarding your curriculum or student teaching, please contact the credential coordinator first.
21.0 Appendices

For the official forms, please retrieve them at the CSSC website under Credential Forms and Documents Related to Multiple Subject Credentials, [http://www20.csueastbay.edu/ceas/cssc/forms-and-docs/index.html](http://www20.csueastbay.edu/ceas/cssc/forms-and-docs/index.html).

The attached forms are used just for a reference, however, they should not be used to remit to the program.

21.1 Appendix A: Observation and Conference Report Form

Student Teacher/Intern: ____________________________ Date: ___________________
School: ________________________ Grade: ________ Subject: ________________________
Period: ________________________ Time: from: ______________ to: ______________
Placement: ______ 1st ______ 2nd

REMARKS:

________________________________________
University Supervisor Printed Name

________________________________________
University Supervisor Signature and Date
21.2 Appendix B: TEACHING CODE OF ETHICS

PREAMBLE
The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one’s colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designed by the NEA or its affiliates.

PRINCIPLE I
COMMITMENT TO THE STUDENT
The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator -

- Shall not reasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonably deny the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student’s progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement.
- Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly –
  a. Exclude any student from participation in any program
  b. Deny benefits to any student
  c. Grant any advantage to any student.
- Shall not use professional relationships with students for private advantage.
- Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II
COMMITMENT TO THE PROFESSION
The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator -
• Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

• Shall not misrepresent his/her professional qualifications.

• Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.

• Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

• Shall not assist a noneducator in the unauthorized practice of teaching.

• Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

• Shall not knowingly make false or malicious statements about a colleague.

• Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
21.3 Appendix C: Application for Intern Status

CSU EAST BAY INTERNSHIP APPLICATION

A limited number of internships are available to CSU East Bay candidates, who demonstrate a high level of maturity, time management and organizational skills, and potential teaching effectiveness. First preference will be given to internships in high demand fields including Single Subject Math, Single Subject Science, and Special Education. Internships are limited to districts that have a signed Memo of Understanding with CSU East Bay. Internships must be at least 40% FTE. The Commission on Teacher Credentialing (CTC) requires that Credential Programs and Districts provide 189 hours of mentoring and support annually to each intern. The hiring District agrees to pay CSU East Bay $2000 per intern to cover the costs of CTC-mandated support. The District may cover its costs by withholding 10% of the intern’s salary, providing half of these funds to CSU East Bay retaining the rest to pay for district-provided intern support.

If you believe that you are qualified for an internship and have received the approval of your program coordinator, please submit this Intern Application to the Credentials Student Service Center (AE 235) by the following date: ____________

Intern Applicant’s Name: ____________________________ Net ID: ____________
Cell phone #: ____________________ Email: ____________________________

Subject:
___ Multiple Subject
___ Single Subject (Specify subject) _________________
___ Special Education Mild/Moderate Disabilities
___ Special Education Moderate/Severe Disabilities

The Commission on Teacher Credentialing requires all candidates to meet specific requirements prior to entering an internship. Please check off each requirement that you have met:

___ BA from an accredited institution of higher learning
___ Passage of CBEST
___ Demonstration of knowledge of US Constitution
___ Subject Matter Competence
___ Completion of Intern Pre-service Preparation (summer quarter credential coursework)

Special Education Intern Applicants Only
___ First year of TED SPED program completion (required)
___ Please check here if you have a valid multiple subject teaching credential (not required)
___ Please check here if you have a valid single subject teaching credential (subject) ________________ (not required)

Internships require candidates to function as the teacher of record for a group of students in addition to fulfilling credential program requirements. Please answer the following questions regarding your experience with students:

1) How long have you worked with students?
2) In what setting did you work with students?

3) What age/grade students have you worked with?

4) How would you evaluate your ability to manage student behavior?

5) How would you evaluate your ability to be an effective teacher?

6) Internships require candidates to work long hours, meet deadlines, and fulfill responsibilities to their students and to the CSUEB Credential Program. Please evaluate your stamina, time management and organizational skills in terms of your readiness to take on this commitment:

Please sign below indicating your belief that you have the maturity, time management and teaching skills to be an effective intern and credential student. Your signature signals your acknowledgement that 10% of your salary may be retained to cover the cost of intern supervision and support.

Candidate’s Signature: _____________________________________________
Date__________________

Program Coordinator’s Signature: ____________________________  Date _________________

Once approved, this form will be returned to you and you may seek an internship. If you receive a job offer complete the following (include a copy of the job offer):

Internship Specifications:

District: _____________________________ School: ________________________________
Principal: ___________________________ Principal email: _____________________________
Mentor: _____________________________ Mentor email: _____________________________
% Time (minimum 40%): ____________ School phone #: ____________________________
Teaching Responsibilities: _______________________________________________________

Please do not write below the line
-  

___ Internship approved  
___ Internship not approved  

Candidate informed by:  
___ Email  
___ Phone  
___ Face-to-face communication  

Signature: _____________________________  Date: ___________
21.4 Appendix D: Standard 13 Program Requirement: English Learner Form

Candidate’s Last Name (print): ________________________________

Candidate’s First Name: _______________________________________

Team Number: _______________________________________________

Placement: School/District/Grade: _______________________________

Date: ________________________________________________________

Standard 13/TPE 7 -2042 Program Requirement

In the 2042 program, Standard 13/TPE 7 (as noted in the Program Handbook) requires that you teach students who are classified as English Learners (ELs). It is important for you to know the ELs you are working with in this assignment, so that you can focus planning and instruction on their needs. In order to do this, please provide the following information for each of your ELs: the name (first name and last initial only), the first language and the CELDT level. In order to meet the Standard 13/TPE requirement, at least three of your students must be ELs, with at least two different CELDT levels among them. If you do not have three EL students, then you need to make arrangements to work with a group of at least 3. This could be done with a resource teacher, ESL teacher, or with a group of students after school. You should meet this requirement in both placements.

English Learners (list by first name and initial of last name) and the primary language:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>First Language CELDT Level</th>
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</tbody>
</table>

This form is to be submitted to CSSC prior to the end of both placements. A copy should be placed in your portfolio, TPE 7.

Supervisor or Credential Coordinator Signature: ________________________________

Date: ________________________________
21.5 Appendix E: Requirements for Candidate Binders
(To be placed in the Candidate’s Three-Ring Binder)

All multiple and single subject candidates are required to keep binders during their placement. These binders must be available for supervisors during site visits.

These binders should not be considered an additional burden, but an artifact that documents your experience as a student teacher. Many candidates go on to use their binders as a valuable reference source. Writing out your lesson plans is part of being a teacher and while with experience you may be able to condense them, at this point in your learning it is necessary to do so. If your supervisor approves, the binders may be kept in a digital format.

You do not have to use the PACT lesson format for these lessons; there are many valid lesson plan formats from which you can select. Talk to your cooperating teacher and university supervisor. Some of the lesson plans may originate with your master teacher or district.

The binder at a minimum must include the following:

- For first placement: 30 lesson plans total (i.e. 21 regular lessons, 9 lessons to fulfill TPE 7). This should be spread out over the entire placement. (This number can be raised at the discretion of the supervisor.)
  - For multiple subject candidates:
    - 3 SDAIE lessons
    - 3 listening/speaking lessons
    - 3 literacy lessons
  - For single subject – 9 SDAIE lessons

- For second placement: 36 lesson plans total (i.e. 27 regular lessons, 9 lessons to fulfill TPE 7). This should be spread out over the entire placement.
  - For multiple subject candidates:
    - 3 SDAIE lessons
    - 3 listening/speaking lessons
    - 3 literacy lessons
  - For single subject – 9 SDAIE lessons

- These must include all observed lessons.

- The lesson plans should represent a variety of content areas, i.e., for multiple subject it should include, math, language arts, science, art, etc., for single subject it might include different grade levels.

- A unit plan.

- All supervisor and master teacher observation notes.

- Summative evaluations

- For both first and second placement: nine lessons to fulfill requirements for TPE 7. (These may be the same lessons included in the above only if the candidate has added appropriate adaptations.)

It is recommended that the binder also contain:

- School information
- School directory
- School policies
- Schedule
- Campus map
- Emergency procedures
- Seating chart
21.6 Appendix F: Multiple Subject Summative Field Experience Evaluation

Candidate ____________________________ Placement □ 1st □ 2nd Year _____ Grade _____
Team Number: _______ □ Student Teacher □ Intern
District __________________________ School __________________________ Content Area ______________

Form completed by: Master Teacher (student teachers) ___ University Supervisor (both student teachers and interns) ___
School or a district administrator (interns) ___

1 = little or no evidence n/a = indicates that the candidate did not have an
2 = partial evidence opportunity to meet the TPE, or that the
3 = clear evidence University Supervisor did not have an
4 = clear, consistent and convincing evidence opportunity to observe the TPE

The candidate needs to meet TPE-FEC 7 in only one of the two field assignments. All other TPE-FEC’s must be met during the second assignment. Please consult the Multiple Subject Credential Program Handbook for complete descriptors of each Teaching Performance Expectation-Field Experience Component.

Teaching Performance Expectations – Field Experience Components

_______ 1A(1) – Teaching Reading/Language Arts in a Multiple Subject Assignment

The candidate demonstrates the ability to teach state-adopted academic content standards in English-Language Arts (K – 8).

_______ 1A(2) – Teaching Mathematics in a Multiple Subject Assignment

The candidate demonstrates the ability to teach state-adopted academic content standards in mathematics (K – 8).

_______ 1A(3) – Teaching Science in a Multiple Subject Assignment

The candidate demonstrates the ability to teach state-adopted academic content standards in science (K – 8).

_______ 1A(4) – Teaching History-Social Science in a Multiple Subject Assignment

The candidate demonstrates the ability to teach state-adopted academic content standards in history-social science (K – 8).

_______ 2 – Monitoring Student Learning During Instruction
The candidate monitors student behavior at key points during instruction to determine whether students are progressing adequately toward achieving state-adopted content standards.

_____ 3 – Interpretation and Use of Assessments

The candidate uses a variety of informal and formal, as well as formative and summative assessments, to determine students’ progress and plan instruction.

_____ 4 – Making Content Accessible

The candidate selects instructional strategies and activities that proceed in a logical sequence, align with students’ level of achievement, and make state academic content accessible to students.

_____ 5 – Student Engagement

The candidate clearly communicates instructional objectives to students, ensures equitable participation of all students, and implements strategies to keep all students on task.

_____ 6 – Developmentally Appropriate Teaching Practices

The candidate implements teaching practices that are appropriate for students’ level of cognitive, emotional, and physical development.

_____ 7 – Teaching English Learners (ELs)

The candidate implements instructional strategies that promote: (1) the English listening and speaking abilities of ELs, (2) English literacy abilities of ELs, and (3) ELs’ acquisition of grade-level academic content.

_____ 8 – Learning About Students

The candidate uses a variety of formal and informal methods to understand students’ mastery of academic language, content knowledge, academic skills; to understand students’ abilities, ideas, interests, and aspirations, and the candidate uses this information to identify students needing specialized instruction.

_____ 9 – Instructional Planning

The candidate writes both long-term and short-term instructional plans that teach state-adopted academic content standards and are based on students’ current level of achievement.

_____ 10 – Instructional Time

The candidate allocates instructional time to maximize student achievement.

_____ 11 – Social Environment

The candidate develops and maintains clear expectations for students’ academic and social behavior and creates an equitable, positive, and productive climate for learning.

_____ 12 – Professional, Legal, and Ethical Obligations
The candidate is aware of personal values and biases that could affect student learning, promotes equity and fairness in the classroom, manages professional time effectively, and understands the relevant California and federal laws that govern the teaching profession.

13 – Professional Growth

The candidate evaluates her/his own teaching practices, solicits and accepts feedback, and uses that information to increase subject matter knowledge and teaching effectiveness.

Comments:

____________________________________________
____________________________________________
Master Teacher or Intern Supervisor Printed Name

____________________________________________
____________________________________________
University Supervisor Printed Name

____________________________________________
____________________________________________
Master Teacher or Intern Supervisor Signature and Date

____________________________________________
____________________________________________
University Supervisor Signature and Date

____________________________________________
Candidate Signature and Date