

# Secondary and K-12 Education Handbook



*The mission of the teacher education unit at Minnesota State University Moorhead is to prepare teachers for the 21<sup>st</sup> century, who are literate, grounded in the liberal studies, skilled in instruction and dedicated to inclusive education for all learners. They will provide leadership for education that maximizes students' opportunities to participate in a technological, diverse and rapidly changing democratic society.*

Minnesota State University Moorhead is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, religion, color, creed, veteran's status, national origin, sex, sexual orientation/affectional preference, age, marital status, physical and mental disability, status due to receipt of public assistance or any other group or class against which discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Minnesota Statutes Chapter 363 and other applicable state or federal laws. Inquiries regarding compliance should be referred to the Affirmative Action Officer at (218) 477-2229.

Welcome to the secondary education program at Minnesota State University Moorhead! Our program produces confident, well-prepared subject-area teachers with high-quality teaching skills and solid grounding in their discipline. Our program is continuously updated to reflect the changing environment in the schools and communities in the region. We look forward to working with you as you develop professional skills and prepare to contribute to youth in our region.

Dean Mollerud, Secondary/K-12 advisor  
214-I Lommen Hall, 477-4332  
mollerud@mnstate.edu

## Overview of Secondary/K-12 Education Program

### Types of licensure

Our undergraduate programs lead to provisional Minnesota licensure in the following subject areas and grade levels:

|                    |      |           |      |        |      |
|--------------------|------|-----------|------|--------|------|
| foreign languages  | P-12 | English   | 5-12 | art    | K-12 |
| social studies     | 5-12 | biology   | 5-12 | music  | K-12 |
| physical education | K-12 | physics   | 5-12 | health | K-12 |
| mathematics        | 5-12 | chemistry | 5-12 |        |      |

Students who complete our programs and receive Minnesota licensure are considered highly qualified in their subject area; any school that hires them at the approved level Federal teacher qualification requirements under the No Child Left Behind Act (NCLB), which took effect in 2006.

In choosing a licensure subject area, your first priority should be enjoyment and interest. A second consideration is supply and demand for teachers in the various licensure areas. A link to information about teacher supply and demand is provided on the Secondary Education website ([www.mnstate.edu/seced](http://www.mnstate.edu/seced)).

Many of our students also seek licensure from one or more other states. For information, check the link on the Secondary Education website.

### Course requirements

To qualify for secondary or K-12 licensure, you must complete three sets of course requirements:

- (a) MSUM *Dragon Core* program: 42 credits, with a minimum GPA of 2.25. Two courses from the Education core, AMCS 233 and CMST 100, also count toward these liberal studies requirements. Two additional courses, ED 294 and SPED 320, will be proposed in Spring 2007.

- (b) *Major* in the subject area in which you plan to teach (41 – 70 credits, depending on subject)
- (c) *Education Core* program, 36 credits (described on p. 4).

## **Advising**

When you select secondary education as a major, you will be assigned an advisor in the subject area in which you plan to teach. A complete list of subject areas, advisors, and contact information is provided on p. 3. The subject-area advisor will review liberal studies requirements and the courses required for your major. For transfer students, the subject-area advisor will review courses at your previous college to determine which ones satisfy requirements for your major at MSUM. For details, see the Transfer Student handbook available online at [www.mnstate.edu/seced](http://www.mnstate.edu/seced) .

Advisors will also provide general information about the Education Core. For more detailed information, you should consult the Secondary/K-12 Education Coordinator, Dean Mollerud can provide guidance about timing of education courses Mr. Mollerud will also help you obtain credit for education courses taken at other colleges.

## **Admission to teacher education**

Core education courses are divided into two categories. Introductory level courses, numbered lower than 300, are taken before you are formally admitted to teacher education. When you are near completion of these basic courses, you should apply for admission to teacher education. Forms, requirements, and application procedures are available on-line. You'll find a link on the Secondary Education website. Only students who have completed this procedure and are admitted can enroll in 300-level education courses. If you have not been admitted to Teacher Education, you will be blocked electronically if you try to register for advanced courses.

## **Field experience**

The secondary/K-12 licensure program includes three field experiences:

- ED 205E, Early Field Experience (sophomore year, taken concurrently with ED 205): 32 hours in a K-12 classroom, with analytical essay and/or reflective journal)
- ED 398, Secondary Practicum (senior year, first semester): 60 hours in a classroom in your subject area. Includes biweekly seminars, analytical essays, lesson planning, and at least one class period of independent teaching experience.
- ED 461S, Student Teaching (senior year, second semester, taken concurrently with ED 443S, Classroom Management) for secondary majors; ED 460S and EECE 480E for K-12 majors.

## **Competency exams**

The Minnesota Board of Teaching currently requires that you take two sets of national exams to obtain licensure:

- Praxis I, the Pre-Professional Skills Test (PPST), which covers basic academic competencies in reading, writing, and mathematics;
- Praxis II, Test of Professional Knowledge. Includes Principles of Learning & Teaching and a

Subject Matter/Content Test in the field of licensure.

For details, see <http://www.ets.org/praxis/prxmn.html#testreg> . Your advisor can provide handbooks and registration forms for these tests. Praxis I and Praxis II are administered 6 times during the year. Praxis I (PPST) can also be taken on-line at a time of the student's choice. Refer to [www.ets.org](http://www.ets.org) for testing locations and dates.

### **Students who have earned a B.A. or B.S.**

If you have completed a B.A. or B.S. and are taking courses to obtain licensure, you will not be assigned an advisor. As soon as you enroll, you must take the initiative and make an appointment with the advisor for your subject area and with Mr. Mollerud. Bring transcript(s) of all previous college work and a proposed schedule of classes to these meetings. You should meet with the subject area advisor every semester after enrollment and with Mr. Mollerud whenever you have a question about the education core program. For more information about transfer credit, see the Transfer Student handbook available online at [www.mnstate.edu/seced](http://www.mnstate.edu/seced) .

Students with current Minnesota licensure who seek licensure in a new area are not required to apply to Teacher Education and do not need to submit SARTE forms. Students with an undergraduate degree who are not currently licensed in Minnesota *are* required to submit SARTE forms before enrolling in 300- or 400-level education courses, including ED 310, SPED 320, ED 398, and ED 443. Enrollment in most subject-area methods courses is blocked as well.

*\*phone exchange is 477 (area code 218). Email extension: @mnstate.edu*

## **Secondary/K-12 Education Core Requirements**

| <i>Course #</i> | <i>Course title</i>                                   | <i>Cr.</i> |
|-----------------|-------------------------------------------------------|------------|
| <b>ED 205</b>   | <b>Introduction to Education &amp; Technology</b>     | <b>2</b>   |
| <b>ED 205E</b>  | <b>Early Field Experience</b>                         | <b>1</b>   |
| <b>ED 294</b>   | <b>Educational Psychology</b>                         | <b>3</b>   |
| <b>AMCS 233</b> | <b>Education and Multicultural America</b>            | <b>3</b>   |
| <b>CMST 100</b> | <b>Speech Communication</b>                           | <b>3</b>   |
| <b>ED 310</b>   | <b>Social Foundations of Education</b>                | <b>3</b>   |
| <b>SPED 320</b> | <b>Ed. Services for Individuals with Disabilities</b> | <b>3</b>   |
| <b>ED 448</b>   | <b>Reading Study Skills in the Content Areas</b>      | <b>3</b>   |
| <b>ED 398</b>   | <b>Practicum (concurrently w/ methods course)</b>     | <b>2</b>   |
| <b>ED 443S</b>  | <b>Classroom Management/Consultation.</b>             | <b>3</b>   |

|                  |                                     |           |
|------------------|-------------------------------------|-----------|
| <b>ED 461S</b>   | <b>Student Teaching – Secondary</b> | <b>10</b> |
| <i>or</i>        |                                     |           |
| <b>EECE 480E</b> | <b>Student Teaching (K-12)</b>      | <b>5</b>  |
| <i>and</i>       |                                     |           |
| <b>ED 460S</b>   | <b>Student Teaching (K-12)</b>      | <b>5</b>  |
|                  | <b>Total</b>                        | <b>36</b> |

*Secondary Education advisor:*

**Dean Mollerud, 214I Lommen Hall  
477-2560, or mollerud@mnstate.edu**

## **Specialized Licensure Programs**

### **English as a Second Language (ESL)**

This program will prepare you to teach English language learners in the public schools from kindergarten through high school. The licensure program can be added to an undergraduate degree or can be completed in tandem with an undergraduate major. The program is currently being updated to match new licensing requirements, and is expected to be offered in Fall 2007.

### **Coaching Concentration**

The coaching concentration, which appears on the transcript, is available to students pursuing a teaching or a non-teaching degree. Program requirements include the following:

|          |                                              |            |                            |
|----------|----------------------------------------------|------------|----------------------------|
| HLTH 125 | First Aid and CPR (2)                        | PE 370-379 | Coaching Theory (3)        |
| HLTH 220 | Prevention and Care of Athletic Injuries (2) | PE 460     | Principles of Coaching (2) |
| PE 350   | Mechanical Principles of Sport (3)           | PE 461     | Practicum (1)              |
| PE 351   | Physiology of Sport (2)                      |            |                            |

The coaching concentration exceeds minimum requirements for head coaches of interscholastic sports in Minnesota, which include HLTH 125, HLTH 220, and either PE 370-379 or PE 460. For more information, contact the Health and Physical Education Department at (218) 477-2445.

## **Secondary/K-12 Education Methods Courses**

| <b>Department</b>                     | <b>Course</b>                                                                          |
|---------------------------------------|----------------------------------------------------------------------------------------|
| <b>Art</b>                            | <b>ART 350<br/>ART 375<br/>ART 402</b>                                                 |
| <b>Biology/Chemistry/<br/>Physics</b> | <b>BIO 440<br/>BIO 442</b>                                                             |
| <b>English</b>                        | <b>ENGL 280<br/>ENGL 365<br/>ENGL 394<br/>ENGL 491<br/>ENGL 493<br/>ENGL 494</b>       |
| <b>HPE</b>                            | <b>PE 360<br/>PE 361<br/>PE 362<br/>HLTH 311<br/>HLTH 335<br/>HLTH 340</b>             |
| <b>History</b>                        | <b>HIST 440</b>                                                                        |
| <b>Languages</b>                      | <b>LANG 441<br/>LANG 442</b>                                                           |
| <b>Math</b>                           | <b>MATH 306<br/>MATH 316<br/>MATH 406<br/>MATH 416</b>                                 |
| <b>Music – Instrumental</b>           | <b>MUS 231<br/>MUS 232<br/>MUS 233<br/>MUS 234<br/>MUS 235<br/>MUS 333<br/>MUS 335</b> |
| <b>Music – Vocal</b>                  | <b>MUS 333<br/>MUS 334</b>                                                             |

## **Overview of Student Teaching**

Student teaching is the culminating experience of the teacher education program. You will work full-time in a classroom in your licensure area for approximately 12 weeks. During that time, follow the calendar of the school in which you are placed. Classroom responsibilities will be gradually expanded until you assume full responsibility for all planning and teaching.

Information on requirements and procedures is provided in the **Student Teaching Handbook**, available at

the bookstore.

### **Application**

The student teaching application is available online at [www.mnstate.edu/fieldexp](http://www.mnstate.edu/fieldexp) . Print out the directions before filling out the application form. When the form is complete, print it and have your advisor sign it. Turn in the complete packet (as described in the directions) to the Field Experience Office, LO 213. **Keep copies of all forms turned in.**

### **Placement Process**

All placements are arranged through the Field Experiences Office. Students may request a specific site, but should not make arrangements on their own. Because competence must be demonstrated in an unbiased setting, student teachers will not be placed in schools from which they graduated, where they have held employment, where they have children in school or where they have close friends or relatives as students or employees.

The student teaching packet will list your placement location and the date, time and place for your student teaching orientation meeting. If the school you are placed at requires an interview, that information will also be included.

Within two weeks of receiving your placement, call your cooperating teacher and schedule an introductory meeting. Take your Student Teaching Handbook to that meeting and discuss requirements at that time.

### **Deadlines**

Fall semester – February 1      Spring Semester – September 15      Summer Session – December 1

### **Transportation**

For all field experiences, transportation is *your responsibility*. You must make arrangements to get the site reliably and on time.

### **Liability insurance**

All student teaching and practicum students are required to have liability insurance, which can be obtained through a private carrier or by joining the Education Minnesota Student Program (EMSP). EMSP membership forms are available at the Field Experiences Office. You must also complete an **insurance verification form** before starting your field experience. Submit this form to the Field Experience Office.

### **Out of Area Placements**

You will need to contact the Lynn Mahlum one year in advance of your student teaching experience. If you plan to student teach outside the area, you should enroll in Classroom Management, ED 443 S, the semester before student teaching.

### **Student Teaching Abroad**

Student Teaching Abroad has been reinstated for the academic year 2006 – 2007. Contact Lynn Mahlum ([mahlumly@mnstate.edu](mailto:mahlumly@mnstate.edu)) for details.

### **Texas Multicultural Experience**

The Aldine school district, outside of Houston, welcomes M.S.U.M. student teachers. This high-performing school district has a student body that is 55% Hispanic and 34% African-American, includes a variety of specialized programs, and provides many services to student teachers. Brochures are available in the

Field Experience office, 213 Lommen. To apply, contact Dr. Mahlum one year before the semester you plan to student teach.

**Twin Cities Special Placement**

This unique placement is located in the multicultural community of Minneapolis, St. Paul. Student teachers work in an integrated setting with a strong focus on thematic curricula. Parents, community agencies, post-secondary institutions, and business all work together to support student learning. This is an excellent choice for student teachers who would like to gain experience teaching in a supportive urban environment. If you are interested, see Dr. Mahlum for a special application to be added to your regular application. You will also need to enroll in Classroom Management, ED 443 S, the semester before student teaching.

## Suggested plan of study

| <i>year</i>                         | <i>courses</i>                                                                                                                                                                      |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 1                              | Dragon Core (A, B, C, D, E, F)<br>CMST 100 (E) (3 cr.)                                                                                                                              |
| Year 2                              | AMCS 233 (F1) (3 cr.)*<br>Complete Dragon Core<br>Begin major<br>ED 205 (2 cr.) and ED 205E (1 cr.)<br>ED 294 (3 cr.)<br>Take PPST (Praxis I)<br>File SARTE application             |
| Year 3                              | ED 310 (3 cr.)<br>SPED 320 (3 cr.)<br>Continue major courses                                                                                                                        |
| Year 4,<br>1 <sup>st</sup> semester | Complete major<br>ED 398 (2 cr.)<br>SPED 320 (3 cr.)<br>Subject-area methods course<br>Apply for student teaching (Feb. 1 or Sept. 15)<br>Submit licensure papers<br>Take Praxis II |
| Year 4,<br>2 <sup>nd</sup> semester | ED 443S (3 cr.)<br>Student teaching (10 cr.)<br>Submit graduation papers                                                                                                            |

\*Student must have earned 32 credits before enrolling in MCS 233.

## Graduation Application Procedures

Application forms for graduation are available in the Registrar's Office. Forms must be completed one semester prior to graduation. Questions about completing graduation papers may be directed either to the Assistant Registrar, Shawn Soderberg (477-2566, [soderbrg@mnstate.edu](mailto:soderbrg@mnstate.edu)) or to your subject area advisor.

### **Licensure requirements**

To be licensed, you need to complete requirements in your major field and complete the education core. You must also pass Praxis I and Praxis II exams. See details on page 2. You must complete the licensure application form (green form) which may be obtained from the Registrar's Office. You must fill out the graduation application form after completing Praxis II.

### **Applying for licensure**

Licensure forms may be obtained from the Records Office, 104 Owens. After you have filled out the form, including required attachments, you must obtain three signatures: from the subject area coordinator (for the teaching field), from the Director of Foundations of Education, currently Dr. Williams (for the education core), and from the Director of Teacher Education.

You will need to supply a set of fingerprints. Contact your local law enforcement agency or the Moorhead Police Department for assistance. Before submitting the application, be sure to fill in all blanks on the fingerprint card and include a money order in accordance with the instructions. Note that *separate* fingerprint cards are provided for Minnesota and North Dakota licensure. If you seek licensure in both states, you will need to provide two sets of fingerprints.

The licensure application includes questions about criminal convictions and revocations of occupational licenses. You should answer these questions honestly. If in doubt about whether an infraction counts as a criminal offense, write it on the form. If you have been convicted of a criminal offense or have had an occupational license suspended, denied, or revoked, check with the Director of Teacher Education before proceeding. Not all convictions or previous revocations will prevent licensure. The Personnel Licensing Section of Teaching investigates and evaluates these items on a case-by-case basis.

To graduate in Secondary Education, you need a minimum GPA of 2.50, 45 Liberal Studies credits, and a minimum of 128 credits.

## **Student Organizations**

### **Kappa Delta Pi**

[Kappa\\_delta\\_pi@mnstate.edu](mailto:Kappa_delta_pi@mnstate.edu); for information, contact the Education office at 218-477-2216.

Kappa Delta Pi is an honor society founded in 1911 to recognize excellence in education. Kappa Delta Pi selects members who exhibit ideals of scholarship, high personal standards, and promise in teaching. Today, there are approximately 50,000 members in more than 400 universities, colleges and alumni chapters. MSUM is part of the Gamma Gamma Chapter.

### **Education Minnesota Student Program (EMSP)**

[emsp@mnstate.edu](mailto:emsp@mnstate.edu)

The EMSP is every education student's service organization. The EMSP offers speakers, workshops and events about issues of interest to education majors. Liability insurance for student teachers

and practicum students can be secured by joining the EMSP.

## **CONCEPTUAL FRAMEWORK OF THE EDUCATION UNIT**

MSUM candidates are professionals who are knowledgeable, reflective, humanistic and creative.

**Knowledgeable:** MSUM candidates display competence in their subject matter, built upon a strong grounding in liberal studies. MSUM candidates understand the principles of learning, assessment and technology. They understand and apply legal and ethical considerations to all aspects of their work. MSUM candidates are able to integrate theory and practice and view learning as an active process. MSUM candidates demonstrate the ability to model connections between philosophical foundations and best practices in the field. As life-long learners, MSUM candidates engage in research and complex thinking. They design opportunities for others to seek knowledge and to understand themselves as members of the world community.

**Reflective:** MSUM candidates engage in thoughtful analysis of the meaning and significance of their actions, decisions and results with regard to their work in order to assess progress in meeting this guiding principle. It is through this reflective process that candidates improve instruction, implement new ideas, abandon ineffective methodologies and enhance learning outcomes for their students. MSUM candidates are skilled at analyzing their teaching from a variety of perspectives and identifying connections between teaching strategies and student learning. In addition, candidates utilize a variety of techniques to question their procedures and consider alternatives for instruction and student growth. MSUM candidates recognize learning, motivational and developmental variables and relate those dimensions to their teaching practices. Finally, MSUM candidates bring a questioning spirit to received wisdom and conventional practice when needed.

**Humanistic:** MSUM candidates value the personal worth of each individual. This is based on a belief in people's potential and innate ability to develop to his/her fullest. MSUM candidates' actions are grounded in knowledge of different cultural and ethnic groups within the world community and in the knowledge of the influence of culture and history, ethnicity, language, gender and socio-economics on one's life. This knowledge base informs candidates' decision-making as they create environments that promote freedom, compassion and success for all learners. MSUM candidates are fair-minded in their interactions with others as well as sensitive to and accepting of individual differences. Further, MSUM candidates have an understanding of aesthetics and the diversity that is part of the human experience and will incorporate this knowledge into their work. MSUM candidates recognize and accommodate a variety of linguistic and nonlinguistic interpersonal skills in their actions with others. MSUM candidates foster resiliency in the students with whom they work and model these qualities in their work.

**Creative:** MSUM candidates understand the powerful resources of the arts and sciences and use their knowledge of these areas to bring the best of their imaginative and creative acts into the classroom. MSUM candidates recognize the important role creativity plays in the design of instruction and classroom environment. They will, for themselves and for their students, meet new situations with resourcefulness, excitement and curiosity, with an investigative attitude and with the ability to pose, seek and design solutions to problems. MSUM candidates are cognizant of the aesthetic elements of the world and draw on that knowledge to make curricular decisions designed to help students not only learn about aesthetics, but to also learn how to think about the world at large.