



**EDUCATION DEPARTMENT
SECONDARY EDUCATION
UNDERGRADUATE PROGRAM**

Student Handbook

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1. PURPOSE OF THE HANDBOOK

The purpose of this handbook is to provide undergraduate students with information about secondary education program policies. This handbook provides only a portion of the information necessary for success in one's studies. An understanding of the Creighton University Bulletin and **regular consultation with faculty advisors** are essential elements for successful completion of the program in secondary education. Please note that the University retains the right to make program changes at any time.

2. ADMISSION AND ADVANCEMENT IN THE TEACHER EDUCATION PROGRAM

Authority for selection and retention of students in the Education Department rests with the Selection and Retention Committee. Policies are formulated through the involvement of all members of the Education Department in accordance with university policy. Students are notified in writing regarding admission status once the Committee has reviewed their applications. The Selection and Retention Committee continues to assess a student's progress as they advance in our program.

Besides being monitored with respect to grades and fieldwork, the student will also periodically be evaluated on other criteria which bear on one's suitability to the field of education, including but not limited to, organizational skills, completion of assigned tasks, effort, motivation, professionalism, integrity, consideration for others, and interpersonal skills. In the event the student is found to be lacking in any one of these areas, he or she will be counseled by the instructor / advisor / program director on ways to improve in that area. If a student ranks low in one of these areas and does not improve, the Education Department reserves the right to dismiss from the program any student who does not meet acceptable department standards.

Our program has four levels.

- I. Student takes EDU 103, 208 & 210 to explore the education profession.
- II. Student who meets admission criteria is accepted in the program and may register for 300 level courses.
- III. Student who meets criteria is approved for student teaching.
- IV. Student who meets criteria is approved for graduation and may apply for a state teaching certificate.

2(A). ADMISSIONS CRITERIA

Undergraduate students must meet all of these criteria and submit all items in order to be accepted to level II of our program and enroll for 300 level courses.

1. Demonstrate a 2.5 or higher cumulative GPA in undergraduate course work
2. Submit notarized Felony Convictions/Mental Capacity Statements
3. Submit passing scores on the Pre-Professional Skills Test (PPST)
4. Submit department application

5. Submit two writing samples
6. Submit one letter of recommendation
7. Submit one official copy of your university transcripts including passing grades for Level One courses

2(B). ONGOING STUDENT ASSESSMENT AND REPORTING POLICIES

Notarized Felony Convictions/Mental Capacity Statements Policy

These statements are collected three times during a candidate's program: during the initial course in education, prior to admission to level II, and prior to student teaching or internship (level III). Candidates are informed in all course syllabi that should their status change, they are charged with the responsibility of notifying the Certification Officer and the Director of Field Experiences.

Minimum 2.5 Cumulative GPA Policy

- Students must demonstrate a 2.5 or higher cumulative grade point average in their undergraduate course work in order to be admitted to level II of the program. This is a State of Nebraska requirement which cannot be waived or appealed.
- Once admitted to the program, students must maintain a 2.5 or higher cumulative grade point average.
- Students will not be admitted to student teaching (level III) if they are unable to demonstrate that they have earned a 2.5 or higher cumulative grade point average in their undergraduate course work. This is a State of Nebraska requirement which cannot be waived or appealed.

Minimum Letter Grade Policy

- To be accepted for credit towards teacher certification and advancement in the education program, a student must earn a grade of (C) or higher in each required education course.
- Required education courses in which a student earns a grade of (D) or (F) must be repeated and a grade of (C) or higher obtained before a student can advance in the education program.

Field Experience Policy

As part of Creighton University's secondary education program, the pre-service teacher has a wide range of opportunities to demonstrate and learn the knowledge, skills, dispositions and values associated with a career as an educator. Students submit work samples from field experience sites that demonstrate work with students. Samples would include, but not be limited to, description of the students and learning styles, lesson plans and adaptations, evaluations of learning, student progress, and reflections regarding how to improve the teaching process in the future. These work samples must meet the criteria set by the instructor.

Prior to student teaching, pre-service secondary teachers will have had experiences in junior and senior high grades, public and parochial schools, and diverse settings with

students from many backgrounds. The student must contact the teacher at a school site and complete the practicum experience that is part of EDU 210, EDU 341, EDU 525 & and Special Methods. Failure to submit a completed time log and/or poor evaluations in the field experiences may lead to dismissal from the program.

Dismissal Policy

Decisions to retain and dismiss students from the undergraduate education program are made by the Selection and Retention Committee of the Education Department.

Level III Advancement Policy

The Selection and Retention Committee of the Education Department will review all information submitted by potential candidates for advancement to Student Teaching. Candidates must have maintained satisfactory progress throughout all education coursework and field experiences. A minimum of a 2.5 cumulative GPA and a completed student teaching application are required. In addition, the candidate must submit work samples from field experience sites that demonstrate work with students and describe students and their learning styles, lesson plans and adaptations, evaluations of learning and student progress, dispositions, and reflections regarding how to improve the teaching process in the future. Rubrics for each of the portfolio components will be supplied to the candidate prior to submission.

Level IV Advancement Policy

The Selection and Retention Committee of the unit will review all information submitted by potential candidates for recommendation of graduation and authorization for certification. Candidates will be required to submit evidence of successful completion of course work and field experiences. A minimum of a 2.5 cumulative GPA is required. In addition, electronic portfolio submissions of candidate performance will be reviewed and evaluated. Items to be included in the portfolio will be pre-determined and described in course syllabi. Rubrics for each part of the portfolio will be included so that the candidate understands the minimum satisfactory requirements of each piece of the portfolio.

2(C). SELECTION AND RETENTION APPEAL PROCESS

A student desiring an exception to the established criteria for admission, retention or program requirements may submit a completed Request for Exception in the Education Department Form to the Chair of the Selection and Retention Committee. Forms may be obtained from Education advisors, the Chair of the Selection and Retention Committee, and/or the Administrative Assistant for the Department. Committee members will evaluate the request, make recommendations for a solution, and notify those involved of their findings. The Committee will not grant exceptions to NCATE or NDE requirements.

3. STUDENT RESPONSIBILITY

Each student is personally responsible for completing all requirements established for his or her degree by the University and Department. It is the student's responsibility to inform himself or herself of these requirements. A student's adviser may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard. The University reserves the right to modify requirements at any time.

Although the University encourages the widest amount of student responsibility, with a minimum of administrative regulation, it expects each student to maintain appropriate standards in his or her academic and personal life. The University reserves the right to terminate the registration of any student who does not meet the standards acceptable to the University.

To maintain accurate records, it is essential that each student keep his/her Education advisor updated with any change in name, address, phone number, and/or employment. After graduation, Department members may wish to contact graduates regarding employment opportunities, workshops, speakers, or to evaluate programs.

4. GRADE APPEALS

The instructor has jurisdiction in determining grades; however, the student has the right to appeal a grade that the student believes to be in error. The appeal process may involve the following steps (the issue may be resolved at any level):

- The student confers with the instructor involved.
- The student and the instructor (preferably together) confer with the chair of the department or the program director.
- When the foregoing steps do not resolve the issue, the student may initiate a formal written appeal to the Dean. Normally, the Dean will forward such appeal to the appropriate committee for its review and recommendation. A formal appeal should not be entered upon lightly by a student or lightly dismissed by an instructor. A formal written grade appeal may be made no later than the sixth week of the following semester. Under ordinary circumstances, the appeal of a passing grade is not considered.

5. CAPSTONE INFORMATION

5(A). STUDENT TEACHING

The normal program provides for 16 weeks of all-day student teaching. Student teachers follow the calendar of their district.

Student Teaching Location

Students who are completing an educational certification program at Creighton University must complete their student teaching in the Omaha metropolitan area. A member of the Education Department at Creighton University or a designee will provide supervision for this experience.

5(B). LIVETEXT ELECTRONIC PORTOFLIO

All students seeking initial teacher certification at Creighton must purchase a LiveText subscription package. During the courses required for certification, students will learn how to create an electronic portfolio of their work. Questions on the LiveText electronic portfolio can be addressed to the Education Department Technology assistant at 280-2563 or in person in HCCA 109A.

5(C). DEGREE COMPLETION AND CERTIFICATION

Each candidate must file with the Registrar a formal application for the degree. This must be done in advance of the time one wishes to receive the degree, namely, by October 1 for graduation at the end of the First Semester, by February 15 for graduation at the end of the Second Semester, and by June 15 for graduation at the end of the Summer Session.

If for some reason a degree is not awarded after application is made, it will be necessary for the student to file another Application for Degree by the deadline of the term when the degree requirements are expected to be met.

Eligibility of a student for a degree depends upon successful completion of all requirements established for the degree sought. Further, to receive a degree a candidate must be of good moral character and must have discharged all financial obligations to the University.

Certification information relative to Nebraska is provided to students by the Certification Officer. Appropriate application forms and specific directions are provided for completion of these forms. Certification is not automatic upon the completion of degree and/or coursework. Students must initiate the process; obtaining and completing application forms and remitting of appropriate fees are included in this responsibility. Students who are interested in being certified in states other than Nebraska may obtain addresses, phone numbers, and web sites (if available) for other state departments of

education from the Certification Officer. Questions about this procedure may be addressed to the Certification Officer at 280-3583 or by visiting HCCA 111C.

5(D). PLACEMENT SERVICES

The Teacher Placement Office, which is housed in the Education Department, provides placement services to both undergraduate and graduate students. Seminars about establishing a credential file, creating a resume, interviewing, and obtaining recommendations are conducted during each semester. Students are encouraged to engage in the process of establishing a credential file. Questions about this procedure may be addressed to the Certification Officer at 280-3583, or by visiting HCCA 111C.

See the Department Website for

- Required courses
- Recommended class schedule
- Listing of field and subject endorsement

See the Creighton University Undergraduate Bulletin for

- Course descriptions
- University policies

See the Education Department Secondary Education Graduate Student Handbook for

- Program outcomes and department objectives
- Policies about transfer students
- Policies about adding teaching endorsements to a valid teaching certificate
- Policies about renewing a teaching certificate