

Undergraduate Teacher Education Advising Guide



“Who dares to teach must never cease to learn.”

– John Cotton Dana

Meeting with Your Advisor

When you meet with your advisor each term, he/she can help you:

- Decide which grade levels and subject areas you want to teach.
- Differentiate between a Bachelor of Arts (BA) and a Bachelor of Science (BS) degree.
- Determine math and writing sequence (based on placement tests or previous coursework).
- Understand the requirements to get accepted into the Professional Licensure Program.
- Set a time frame for completing your two 30-hour experiences and licensure exams.
- Utilize DegreeWorks to keep track of your progress towards meeting graduation requirements.
- Select classes for each term, taking into consideration pre-requisites and courses offered only once a year.
- Lift your registration hold each term.
- Apply to the Professional Licensure Program.

Ways to schedule an advising appointment:

- Check your WOU e-mail regularly for messages from your advisor.
(many advisors have a link to schedule an appointment in every e-mail).
- Use Google Calendar to schedule an appointment.
- E-mail your advisor to request an appointment.
- Walk in to your advisor's office, during office hours, and schedule an appointment or see if they take drop-ins.

Teacher Preparation

In order to be accepted into the Professional Licensure Program, you will need to demonstrate knowledge, skills, and dispositions of a successful teacher candidate.

Here are some specific items to keep in mind:

Maintain GPA Requirements

- Keep a minimum cumulative GPA of 2.75
- Keep a minimum GPA of 3.0 in ED courses, with no ED course below a B-
- Keep a minimum GPA of 3.0 in concentration/focus area courses (for Elementary/Middle and Middle/High preparations only)

Demonstrate Professionalism

During your 30-hour experiences, in your classes, and in life:

- Respect others and value differences
- Build collaborative relationships with peers and instructors
- Communicate respectfully
- Graciously accept feedback for improvement
- Keep your social media accounts, e-mail accounts, voicemail, as well as your physical appearance professional
- Attend classes consistently and be punctual
- Turn in assignments on time
- Ask professors for help when you don't understand or need clarification on an assignment
- Notify your professors if you absolutely have to miss a class; make up all missed assignments

Keep a Clean Record

- Follow college standards for academic honesty
- Adhere to codes of ethics and laws
- If you have any previous criminal history, check with TSPC (<http://www.tspc.oregon.gov/forms/0004.pdf>) to determine eligibility for employment prior to moving forward in the Teacher Education Program.

Teacher Licensure Exam Information

Preparation Level	Exams Required	Cost of Exam	Passing Score
Early Childhood Only	Civil Rights Exam	\$95	240
	Elementary Education Subtest 1	\$50	\$95* for both
	Elementary Education Subtest 2	\$50	
Early Childhood/Elementary	Civil Rights Exam	\$95	240
	Elementary Education Subtest 1	\$50	\$95* for both
	Elementary Education Subtest 2	\$50	
Elementary/Middle	Civil Rights Exam	\$95	240
	Elementary Education Subtest 1	\$50	\$95* for both
	Elementary Education Subtest 2	\$50	
	Content Exam: (take one)		
	Middle Grades English Language Arts	\$95	220
	Middle Grades Mathematics	\$95	220
	Middle Grades General Science	\$95	220
	Middle Grades Social Science	\$95	220
	Spanish	\$95	220
Middle/High	Civil Rights Exam	\$95	240
	Content Exam: (take one)		
	Biology	\$95	220
	Chemistry	\$95	220
	English Language Arts	\$95	220
	General Science	\$95	220
	German	\$95	220
	Health	\$95	220
	Mathematics	\$95	220
	Physical Education	\$95	220
	Social Science	\$95	220
	Spanish	\$95	220

- ALL required exams need to be ***passed prior to applying*** to the Professional Licensure Program (keep a printed copy of your score reports in your advising folder and a PDF back-up)
- It is highly recommended that ALL Teacher Education students attend a general test preparation session prior to taking their first exam (Civil Rights). To register for a prep session, go to: <http://research.wou.edu/ORELA/Workshops>
- For details about how to study, when to take your exams, and how to register for your exams, use the LibGuide: <http://research.wou.edu/ORELA>
- If you do not pass an exam, you can retake it again in 30 days (you will need to pay again). Remember to print your score report even if you did not pass; this report will help you target your studying more effectively.

30-Hour Experience Requirements

First 30-Hour Experience:

- Who: ALL Education Program students who plan to be a licensed teacher
 - *Early Childhood Only Preparation**
 - Early Childhood/Elementary Preparation
 - Elementary/Middle Preparation
 - Middle/High Preparation
- Why: early experience working with youth
- When: Freshman or Sophomore year in college
- Where: after-school programs, coaching, youth groups, camps, tutoring, working in a school or child care center, etc.
- How to document: obtain a letter verifying your 30 hours of experience, on letterhead, signed by your supervisor (keep in your advising folder)

**Early Childhood Only Preparation requires this experience to be with birth-5 year olds in an inclusive early childhood setting (Head Start, Family Building Blocks, etc.).*

Second 30-Hour Experience:

- Who: ALL Education Program students who plan to be a licensed teacher
 - *Early Childhood Only Preparation**
 - Early Childhood/Elementary Preparation
 - Elementary/Middle Preparation
 - Middle/High Preparation
- Why: experience with youth in a public school classroom setting
- When: within 18 months of applying to the Licensure Program
- Where: in a K-12 public school setting, within the grades of your preparation level and the subject(s) you want to teach, during regular school hours and in a regular (not pull-out) classroom
- How to document: use the Request for Letter of Documentation provided in this packet (keep in your advising folder)

**Early Childhood Only Preparation requires this experience be within K-4 classrooms in a public school.*

Frequently Asked Questions About the 30-Hour Experiences:

Q: Can I get paid for my experience?

A: Yes, as long as you are meeting the rest of the requirements.

Q: Can I use an experience from high school for my first 30-hour experience?

A: No, your first 30-hour experience should be done in your Freshman or Sophomore year in college.

Q: How do I set up my second 30-hour experience with a K-12 school?

A: Contact the principal's office the term before you want to start; get your paperwork/background check completed; identify which teacher you will assist; set your schedule and start/end date.

Q: Does tutoring college students count?

A: No, it must be working with youth (under the age of 18).

Q: Can I do both of my 30-hour experiences in another state?

A: Yes

Q: Can I do both of my 30-hour experiences in the same place?

A: Yes, but your experiences need to be in different classrooms.

Q: What is my role during my second 30-hour experience?

A: During your second 30-hour experience your role is to observe and assist the teacher.

Request for Letter of Documentation

(Second 30-hour experience)

INSTRUCTIONS TO STUDENT:

Give this to your supervisor at the beginning of (or before) your second 30-hour experience, and ask if he or she can have the letter ready for you when you have completed your 30 hours. Put the letter in your advising folder so you will have it when you apply to the program. Keep it in the original, SEALED, envelope.

INSTRUCTIONS TO SUPERVISOR:

Thank you for providing the opportunity for future teachers to get valuable experience working with youth at your school. As part of the application for admission into the Professional Licensure Program at Western Oregon University, students need to get a confidential letter documenting 30 hours of classroom experience. During this time, the student's role is to observe and assist you. Would you be willing to write a letter using the following format, and give it to the student in a sealed envelope on the last day of their experience with you?

LETTER TEMPLATE

(Must be written by supervisor, on school letterhead, and given to student in a sealed envelope that is signed across the seal)

School Letterhead

DATE

To Whom It May Concern:

In the first paragraph, please include the name of the student, a description of his or her time commitment (must be a minimum of 30 hours), setting, and dates of participation.

In the second paragraph, please include the student's specific responsibilities and tasks, as well as a basic evaluation of his or her performance.

In the third paragraph, please give any additional information you wish to share about the student's responsibilities from paragraph two.

In the fourth paragraph, please give your prediction of the student's future success as a teacher, based upon your personal observations. Include whether or not you recommend this student for the Professional Teacher Licensure Program at Western Oregon University, and why or why not.

In the last paragraph, provide your contact information in case follow-up is needed.

Sincerely,

Original Signature Here

Type your name here