

MUSKINGUM UNIVERSITY
APPLICATION FOR PROFESSIONAL SEMESTER

Application due dates: Fall Semester – February 28, Spring Semester – September 30

Please complete the information on this application in BLUE or BLACK ink.

Name (print) _____ **Student ID #:** _____
First Middle Initial Last

Home Address: _____
Address City State Zip

Phone #: _____ **Email:** _____@muskingum.edu

Professional Semester _____ Academic Year _____ Cumulative GPA _____

Check all that apply: ___ African American ___ Asian American ___ White Non-Hispanic ___ Pacific Islander
___ American Indian ___ Alaskan Native ___ Hispanic ___ Latino ___ Other/Multiracial

Check and complete the appropriate licensure content section. GPA is for your major courses.

___ Primary Education P5

Advisor _____ **GPA** _____

___ Double Major: Primary Education P5/Special Education Major: Intervention Specialist

Advisor _____ **GPA** _____

___ Middle Childhood (4-9)

___ Language Arts and Mathematics ___ Language Arts and Science

___ Language Arts and Social Studies ___ Mathematics and Science

___ Mathematics and Social Studies ___ Science and Social Studies

Advisor _____ **GPA** _____

___ Adolescent to Young Adult (7-12)

___ Integrated Language Arts ___ Integrated Mathematics

___ Chemistry ___ Life Science

___ Earth Science ___ Physics

___ Integrated Social Studies

Major Option: ___ Economics ___ History ___ Political Science ___ Sociology ___ Psychology

___ Integrated Science

Major Option: ___ Biology ___ Chemistry ___ Earth Science or Geology ___ Physics

Academic Advisor _____ **Education Advisor** _____ **GPA** _____

___ Dual License – Inclusive Education (7-12)

___ AYA Social Studies and Special Education ___ AYA Language Arts and Special Education

Advisor _____ **GPA** _____

___ Multi-Age (K-12)

___ Modern Language – Spanish ___ Music

___ Visual Arts ___ Special Education Major

Academic Advisor _____ **Education Advisor** _____ **GPA** _____

List any minors here: _____

Education Advisor _____

Date: _____

Education Dept. Chair _____

Date: _____

Applicant _____

Date: _____

PROFESSIONAL SEMESTER REGULATIONS

The following are intended to assist teach student teacher candidate in preparation for and during the professional semester.

Candidates must meet all requirements for student teaching by August 1 for Fall student teachers and January 1 for Spring student teachers. This means all components listed on the student teaching application, including content and education coursework must be completed and on file in the Education office by that date. It is the student's responsibility to confirm that all documents are received by the Education office prior to the deadline.

1. The student teacher candidate must apply for the Professional Semester during the semester prior (Fall – February 28 or Spring – September 30).
2. The student teacher candidate must have a cumulative GPA of 2.67 or higher. The student teacher must have completed all education coursework with a grade of B- or above, or coursework required outside of education courses for licensure and obtain the required grade.
3. The Application for Professional Semester must have the signatures of the candidate, the candidate's advisor(s), license content(s)' department chair, and the Education Department chair.
4. The student teacher candidate must be formally admitted to and approved for the Professional Semester by the Education Department faculty.
5. **Student teaching assignments will be made by the Coordinator, Practicum and Clinical Experiences with the approval of local school systems. Student teacher candidates ARE NOT to contact local school officials or teachers for preapproval. Student teachers ARE NOT permitted to student teach in their home districts or any districts in which family members are employed.**
6. A student teacher MUST NOT accept university or personal commitments that will interfere with the required student teaching seminars or the full-day teaching responsibilities.
7. A student teacher must participate in the student teaching seminars and other related courses.
8. A student teacher is responsible for transportation to and from the school site.
9. Student teaching assignments are full day. **Indicate the appropriate student teaching assignment(s) below (circle 1):**
 - a. **Primary Education P5: 13 weeks for PreK, K, grades 1-5**
 - b. **Double Major: Primary Education P5/Intervention Specialist: Co-teaching (2 teachers) in approved site for 13 weeks divided into two placements for each license content.**
 - c. **Middle Childhood: 13 weeks divided into two placements for each license content.**
 - d. **Intervention Specialist: 13 weeks in an intervention specialist setting**
 - e. **Adolescent/Young Adult: 13 weeks in license content.**
 - f. **Multi-Age:**
 - i. 13 weeks divided into two placements with one at a primary/middle level and one at a secondary level for health, music, visual arts.
 - ii. 13 weeks in a secondary placement for a foreign language.

PLUS ONE WEEK DIVERSITY TRIP/SCHOOL SETTING
10. A student teacher is required to abide by all regulations established in the Student Teacher Handbook.
11. The Education Department will register a student teacher candidate for all Professional Semester courses required for their major.

I have read the regulations and have indicated the appropriate student teaching assignment.

Signature of applicant _____ Date: _____

MUSKINGUM UNIVERSITY
DECLARATION OF INTENT FOR AN OHIO TEACHING LICENSE

I, _____, do hereby declare my intention to complete the requirements for a teaching license in the State of Ohio.

I plan to seek licensure in the following content(s):

I assume responsibility for meeting all requirements for student teaching by August 1 for Fall student teachers and January 1 for Spring student teachers. This means all components listed on the student teaching application including all content and education coursework and Gateway 2 requirements must be completed and on file in the Education office by that date. It is the student's responsibility to confirm that all documents and received by the Education office prior to the deadline.

I assume responsibility for completing the BCI/FBI criminal background check prior to the beginning of the professional semester.

I assume responsibility for successfully completing all components of the Pearson OAE content test(s) before the beginning of the professional semester as required by the State of Ohio in my licensure content(s) or disciplines.

Based upon my academic performance and professional dispositions, I petition the Chair of the Department of Education, for approval to register for the teacher education professional semester.

Required signatures to register for the teacher education professional semester.

Applicant's Signature

Print Name

Date

Chair of the Dept. of Educ _____

Date _____

STUDENT TEACHING AT MUSKINGUM UNIVERSITY

“DEVELOPING TEACHER-LEADERS WHO ENCOURAGE, EQUIP, AND EMPOWER ALL STUDENTS”

Student teaching at Muskingum University is a program of guided teaching under the supervision of a qualified cooperating teacher (one who possesses the appropriate standard certificate and has a minimum of three years of classroom teaching including one year in the field for which the service is being provided). The student teaching experience is a gradual induction process in which the student teacher assumes increasing responsibility for leading the school experiences of given groups of learners for varying lengths of time depending upon grade level of placement.

The model for student teaching can be varied for different placements including co-teaching. During this program the student teacher follows the cooperating teacher’s regular schedule and engages in activities which comprise a wide range of the teacher’s assigned responsibilities.

Public schools within a 50-mile radius of Muskingum University typically provide the setting in which student teacher placements are done. This would include, primarily, schools in Guernsey and Muskingum counties. If, however, a student teacher requests a placement in any one of several “satellite counties”, such arrangements can be made with the Coordinator, Practicum and Clinical Experiences, LIB 210.

The student must fulfill all the requirements including courses, weekly seminars, orientation sessions, and the week-long diversity experience. The term “satellite counties” refers to the following counties:

- Belmont
- Coshocton
- Fairfield
- Franklin
- Holmes
- Licking
- Monroe
- Morgan
- Noble
- Tuscarawas
- Washington

OVERVIEW OF PROFESSIONAL SEMESTER

- A. **The Primary Education P5** professional development semester consists of one student teaching term that will be 13 weeks in length. During the semester, the students are also enrolled in courses that are infused into the teaching term: Student Teaching Seminar (1 credit hr), Co-Teaching and Collaboration in Education (2 credit hrs), Proactive Approaches to Classroom Management and Support (2 credit hrs), and Professional Practices in Early Childhood Education (2 credit hrs), which includes a diverse teaching experience as determined by the department.
- B. **The Middle Childhood Education** professional development semester will consist of one student teaching term that will be 13 weeks in length. During the semester, the students are also enrolled in courses that are infused into the teaching term: Student Teaching Seminar (1 credit hr), Co-Teaching and Collaboration in Education (2 credit hrs), Proactive Approaches to Classroom Management and Support (2 credit hrs), and Professional Practices in Middle Level Education (2 credit hrs), which includes a diverse teaching experience as determined by the department.
- C. **The Adolescent/Young Adult** professional development semester will consist of one student teaching term that will be 13 weeks in length. During the semester, the students are also enrolled in courses that are infused into the teaching term: Student Teaching Seminar (1 credit hr), Co-Teaching and Collaboration in Education (2 credit hrs), Proactive Approaches to Classroom Management and Support (2 credit hrs), and Professional Practices in Secondary Schools (2 credit hrs), which includes a diverse teaching experience as determined by the department.
- D. **The Multi-Age Licensure Area** professional development semester consists of two student teaching terms, one in a primary/middle placement and the other in a secondary placement. During the semester, the students are also enrolled in courses that are infused into the teaching term: Student Teaching Seminar (1 credit hr), Co-Teaching and Collaboration in Education (2 credit hrs), Proactive Approaches to Classroom Management and Support (2 credit hrs), and Professional Practices in Secondary Schools (2 credit hrs), which includes a diverse teaching experience as determined by the department.
- E. **The Intervention Specialist** licensure sequence requires a 13-week placement in a K-12 setting that provides direct service to students with identified mild/moderate disabilities. During the semester, the students are also enrolled in courses that are infused into the teaching term: Student Teaching Seminar (1 credit hr), Co-teaching and Collaboration in Education (2 credit hrs), Proactive Approaches to Classroom Management and Support (2 credit hrs), Professional Practices in Special Education (2 credit hrs), and Professional Practices in either Early, Middle or Secondary Schools (2 credit hrs), which includes a diverse teaching experience as determined by the department.
- F. **The Dual License – Inclusive Education** professional development semester consists of one student teaching term with two placements: 7 weeks in an AYA (7-12) setting, and 7 weeks in an ISMM (7-12) setting. During the semester, the students are also enrolled in courses that are infused into the teaching term: Student Teaching Seminar (1 credit hr), Co-Teaching and Collaboration in Education (2 credit hrs), Proactive Approaches to Classroom Management and Support (2 credit hrs), and Professional Practices in Secondary Schools (2 credit hrs), which includes a diverse teaching experience as determined by the department.

OAE Testing Timeline and Requirements

Licensure Area	Test Code	Test Name	Pre-Requisite Timeline
Primary Ed (P5)	055	Primary Education	After all methods courses & prior to student teaching
	190	Foundations of Reading	After EDUC 414
	057	APK -Primary Education	End of or after student teaching
Primary Ed P5 and Intervention Specialist Mild/Moderate K-12 (P5/IS) Dual license or Dual Major	055	Primary Education	After all methods courses & prior to student teaching
	190	Foundations of Reading	After EDUC 414
	057	APK -Primary Education OR	End of or after student teaching
	004	APK – Multi Age	
Intervention Specialist Mild/Moderate (ISMM)	043	Special Education	After EDUC 340 & prior to student teaching
	190	Foundations of Reading	After EDUC 414
	004	APK – Multi-Age	End of or after student teaching
Inclusive Social Studies 7-12 AYASS/IS (INCSS)	025	Social Studies	After content courses & prior to student teaching
	043	Special Education	After EDUC 340 & prior to student teaching
	061	Dual Adolescence to Young Adult Special Ed 7-12	After EDUC 340 & prior to student teaching Pending state approval-2023
	190	Foundations of Reading	After EDUC 414
	003	APK -Adolescent to Young Adult	End of or after student teaching
Inclusive Language Arts 7-12 AYALA/IS (INCLA)	020	English Language Arts	After content courses & prior to student teaching
	043	Special Education	After EDUC 340 & prior to student teaching
	061	Dual Adolescence to Young Adult Special Ed 7-12	After EDUC 340 & prior to student teaching Pending state approval-2023
	190	Foundations of Reading	After EDUC 414
	003	APK -Adolescent to Young Adult	End of or after student teaching
AYA Integrated Language Arts 7-12 (AYALA)	020	English Language Arts	After content courses & prior to student teaching
	003	APK -Adolescent to Young Adult	End of or after student teaching
AYA Integrated Mathematics 7-12 (AYAM)	027	Mathematics	After content courses & prior to student teaching
	003	APK -Adolescent to Young Adult	End of or after student teaching
AYA Integrated Science 7-12 (AYAS)	024	Integrated Science	After content courses & prior to student teaching
	003	APK -Adolescent to Young Adult	End of or after student teaching
AYA Life Science 7-12 (AYALS)	007	Biology	After content courses & prior to student teaching
	003	APK -Adolescent to Young Adult	End of or after student teaching
AYA Integrated Social Studies 7-12 (AYASS)	025	Integrated Social Studies	After content courses & prior to student teaching
	003	APK -Adolescent to Young Adult	End of or after student teaching
Multi-Age Music K-12	032	Music	After content courses & prior to student teaching
	004	APK – Multi-Age	End of or after student teaching

Multi-Age Visual Arts K-12	006	Art	After content courses & prior to student teaching
	004	APK – Multi-Age	End of or after student teaching
Middle Childhood Education			
Language Arts	028	Middle Grades English Language Arts	After content courses & prior to student teaching
Mathematics	030	Middle Grades Mathematics	After content courses & prior to student teaching
Science	029	Middle Grades Science	After content courses & prior to student teaching
Social Studies	031	Middle Grades Social Studies	After content courses & prior to student teaching
All middle childhood candidates additionally take	190	Foundations of Reading	After EDUC 414
	002	APK Middle Childhood	End of or after student teaching

*APK – Assessment of Professional Knowledge

*OAE Pearson Testing Site: www.oh.nesinc.com

**Ohio Department of Education Current Testing Requirements:

<https://education.ohio.gov/Topics/Teaching/Licensure/Prepare-for-Certificate-License/Educator-Licensure-Examinations>

Gateways for Traditional Undergraduate Initial Teacher Licensure Preparation Program

YOU ARE HERE ↓

	Gateway 1 Pre-Candidacy	Gateway 2 Candidacy	Gateway 3 Recommendation for State Licensure
PROFESSIONAL CONDUCT	BCI/FBI background check completed; acceptable by Ohio Department of Education Assurance of Good Moral Character	Must possess acceptable BCI/FBI background checks as required by the respective school district.	Must possess current acceptable BCI and FBI background checks in accordance with state licensure requirements.
PROFESSIONAL DISPOSITIONS	Practicum 101 Dispositions with 100% of scores at "Prepared".	Practicum 201 Dispositions with 100% of scores at "Developing". Practicum 301 Dispositions with 100% scores at "Developing" and "Prepared".	Practicum 401 Dispositions with 100% scores at "Prepared" or "Well Prepared".
CONTENT KNOWLEDGE required for respective LICENSURE	<p>Cumulative GPA of 2.67 OR 2.67 GPA during the most recent completed semester.</p> <p>Minimum of B- or higher in EDUC 110 and EDUC 112.</p> <p>Students eligible for the transfer module must complete EDUC 101 and EDUC 112 by the end of their first semester but MAY register for upper-level coursework.</p>	<p>Maintain a cumulative GPA of 2.67.</p> <p>Maintain a content area GPA of 2.67.</p> <p>Grades received for content knowledge courses required for licensure must be B- or higher. Any course with a grade lower than a B- requires discussion with your advisor prior to the next semester to determine further action (if necessary).</p> <p>The accumulation of all SPA¹ assessments administered during this gateway, must receive the highest score on/at least 80% of the proficiencies AND no scores of (0) unacceptable.</p> <p>Candidates must pass the respective licensure area content knowledge OAE* as set forth by the Ohio Department of Education** to be eligible for the student teaching semester.</p>	<p>Completers must hold a cumulative GPA of 2.67.</p> <p>Must have completed all content area requirements with a GPA of 2.67.</p> <p>The accumulation of the SPA Assessments completed during the student teaching semester [Ability to Plan Lessons (#3), Student Teaching (#4), and Effect on Student Learning (#5)] must be completed with 80% proficiency at highest score and no scores of (0) unacceptable.</p>

<p>PROFESSIONAL KNOWLEDGE and SKILLS required for respective LICENSURE</p>	<p>A candidate must have passed EDUC 110 and EDUC 112, whether taken at Muskingum or another HLC accredited institution, with a grade of B- or higher to transition into Gateway 2.</p> <p>Candidate must provide a copy of the certificate for Computer Science and Computational Thinking.</p>	<p>All required 300 and 400 level EDUC courses taken, whether at Muskingum or another HLC accredited institution must have been completed with a grade of B- or higher.</p> <p>The Practicum² Assessments completed during this Gateway must meet the following ratings:</p> <p>General Methods: Lesson Plan Level I – no score at (0) ineffective.</p> <p>General Methods: Practicum 201 Course Instructor Assessment – all items scored at “Developing” or above with a minimum score of 16 points.</p> <p>Content Methods: Lesson Plan Level II – no score at (1) “Developing” or below.</p> <p>Content Methods: Practicum 301 Course Instructor Assessment – all items scored at “Prepared” or above with a minimum score of 40 points.</p>	<p>Must have completed all EDUC course requirements with grades of B- or above.</p> <p>The Practicum 401 Assessment completed during the student teaching semester requires all items scored at “Prepared” or above with a minimum score of 51 points.</p> <p>The accumulation of the Lesson Plan Level III and the Environmental and Behavioral Support Project must be completed with 80% proficiency at (2) “Well Prepared” and no scores at (0) ineffective.</p> <p>Must pass the respective Assessment of Professional Knowledge (APK)* licensure exam and any additional exam(s) as set forth by the Ohio Department of Education.</p> <p>Baccalaureate degree must be confirmed by the University.</p>
<p>TECHNOLOGY KNOWLEDGE</p>			

1 – SPA Assessments: Licensure Assessments created from standards from the respective SPA from each content area. Example: NCTM-National Council of the Teachers of Mathematics.

2 – Practicum Assessments: Assessments created from the Ohio Standards of the Teaching Profession and InTASC Standards and AAQEP.

*OAE Pearson Testing Site: www.oh.nesinc.com

**Ohio Department of Education Current Testing Requirements: <https://education.ohio.gov/Topics/Teaching/Licensure/Prepare-for-Certificate-License/Educator-Licensure-Examinations>

**MUSKINGUM UNIVERSITY
DEPARTMENT OF EDUCATION**

To: Muskingum University Student Teachers (including MAP students)
From: Department of Education
RE: **BCI & FBI Background Checks for Student Teachers Seeking Ohio Licensure**

Ohio law now requires all individuals applying for a new licensure to have their fingerprints submitted to the Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI) that will indicate any criminal background (Ohio Revised Code 190).

It is the **student's responsibility** to have the fingerprinting and background check completed as stated in the requirements of Gateway Three – Registration for Clinical Practice.

The following procedures have been developed to facilitate this process. If you have questions about these procedures, please stop by the Educator Preparation Suite (LIB 227) or contact the Bureau of Criminal Investigation (BCI) at 740-845-2375.

The fingerprint and background checks must be completed before beginning the student teaching assignment.

**Please ask that the background checks be sent to:
Muskingum University Education Department
260 Stadium Drive
New Concord, Ohio 43762-1837**

1. Go to the Muskingum University Police Department
 - a. Form is attached for you to fill out. Please take your driver's license with you.
 - b. The BCI/FBI report fee is \$60.00. You may charge the cost to your student account or pay in advance in the Business Office.

2. Go to the Muskingum Valley Education Service Center. They are located at 205 N. 7th St. in Zanesville. They are open Monday-Friday 8 am – 3:30 pm. No appointment necessary. 740-452-4518.
 - a. Take driver's license with you.
 - b. The BCI/FBI report fee is \$65.00. They will accept cash, credit or debit card.

3. Go to the Ohio Valley Educational Service Center. They are located at 128 E. 8th St. in Cambridge. They are open Monday-Friday, 8:30 am – 3:30 pm (Closed from 12-1). No appointment necessary. 740-439-3558.
 - a. Take driver's license with you.
 - b. The BCI/FBI report fee is \$66.00. They will accept only cash or money order.

NOTE: Cost of BCI/FBI fee is subject to change.

Request for a Background Check via Electronic Fingerprinting

BCI

FBI

BCI and FBI

Personal Information (please print)

Name _____

Date of Birth _____ SSN _____

Address _____

City _____

Type of Photo ID and ID # _____

State/Province _____

Zip/Postal Code _____

Email Address _____

Phone # _____

Complete this portion only if an FBI background check is needed:

Sex Race Height Weight Eyes Hair

Reason for background check: 5104.013

Direct Copy to (circle only one):

Address for results to be mailed to:

Muskingum University

Education Department

260 Stadium Dr.

New Concord OH 43762-1837

Ohio Department of Education

Ohio Board of Nursing

Ohio Department of Public Safety

Ohio Department of Liquor Control

Ohio State Racing Commission

Ohio Department of Insurance

OPOTA

BMV Dealer Licensing

BMV Deputy Registrar

Child Care Ctr – Type A – ODJFS

Dietetic Board

Lottery Commission

Respiratory Care Board

NONE

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigation to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to _____. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

Applicant's Name (please print)

Witness Name (please print)

Applicant's Signature (date)

Witness Signature

Parent/Guardian Name

Parent/Guardian signature (Minor Applicants only)

By signing this form the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant.