The following Application for Professional Semester cannot be turned into the Education Department until the student has met with their Education Advisor, who will submit an Advisor’s Sign-off Sheet verifying that the student has met the Gateway Two Requirements.
MUSKINGUM UNIVERSITY
APPLICATION FOR PROFESSIONAL SEMESTER

Name ________________________________________ SS# ______________

Last                          First                          Middle                          Phone # ______________
Home Address ____________________________________________________________ Student ID# __________

Professional Semester ______________________ Academic Year ____________ Cumulative Grade Point Average __
Expected Graduation: Month ______ Year __________ Gender: Male ____ Female _____ Other ____

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

Check and complete the appropriate licensure content section:

___ EARLY CHILDHOOD (EC) Grades PK-3
Advisor: __________________________ GPA for EC: _____ Minor(s): (1) ____ (2) __________
License Area(s): ______ Reading (Grades PK-3)

___ MIDDLE CHILDHOOD (MC) Grades: 4-9
Advisor: __________________________ GPA for License Areas: (1) __________ (2) __________
License Area(s): ______ Content (1) __________________________
          ______ Content (2) __________________________
          ______ Reading (Grades 4-9)

___ ADOLESCENT/YOUNG ADULT (AYA) Grades: 7-12
Academic Advisor: __________________________ Education Advisor: __________________________
License Content(s): (1) __________ (2) __________ GPA for License(s): (1) __________ (2) __________
Minor(s): (1) __________ (2) __________

___ MULTI-AGE (MA) Grades PreK-12
Academic Advisor: __________________________ Education Advisor: __________________________
License Content(s) (1) __________ (2) __________ GPA for License Content(s): (1) __________ (2) __________
Minor(s): (1) __________ (2) __________

___ INTERVENTION SPECIALIST (IS) (Mild/Moderate, Ages 5-21)
Advisor: __________________________ GPA for IS __________

Required signatures prior to submitting this application to the Education Department.

Academic Advisor: __________________________ Date: ______________
Education Advisor: (AYA/MA) __________________________ Date: ______________
Content Department Chair: __________________________ Date: ______________
Education Department Chair: __________________________ Date: ______________
Applicant: __________________________ Date: ______________

Rev 8/16
PROFESSIONAL SEMESTER REGULATIONS

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

1. The student teacher candidate must have met all requirements for admission to the Education program and have been accepted as a teacher candidate by the Education Department faculty.

2. The student teacher candidate must apply for the Professional Semester during the semester prior (Fall-February 28 or Spring-September 30).

3. The student teacher candidate must have a cumulative GPA of 2.5 or higher.

4. The Application for Professional Semester must have the signatures of the candidate’s advisor(s), license content(s) department chair, the Education Department chair, and the candidate’s.

5. The student teacher candidate must be formally admitted to and approved for the Professional Semester by the Education Department faculty.

6. Student teaching assignments will be made by Muskingum University Field Experience and Clinical Practice Coordinator 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.

7. A student teacher must not accept university or personal commitments that will interfere with the full-day teaching responsibilities or required student teaching seminars.

8. A student teacher must participate in the student teaching seminars and other related courses.

9. A student teacher is responsible for transportation to and from the school site.

10. Student teaching assignments are full day. Indicate the appropriate student teaching assignment(s) below:

   ____ Early Childhood: 13 weeks for prekindergarten, kindergarten, grades 1, 2 or 3.
   ____ Double Major: Early Childhood/Intervention Specialist: Co-teaching (2 teachers) in approved site for 13 weeks divided into two (2) placements for each license content.
   ____ Middle Childhood: 13 weeks divided into two (2) placements for each license content.
   ____ Intervention Specialist: 13 weeks in an intervention specialist setting
   ____ Adolescent/Young Adult: 13 weeks in license content.
   ____ Multi-Age:
      ____ 13 weeks divided into two (2) placements with one at a primary/middle level and one at a secondary level for health, physical education, music, or visual arts.
      ____ 13 weeks in a secondary placement for a foreign language.

   Plus one (1) week diversity trip/school setting.

11. A student teacher is required to abide by all regulations established in the Student Teacher Handbook.

12. 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 assignments.

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 completing the BCI/FBI criminal background check prior to student teaching.

I assume responsibility for successfully completing all components of the Pearson OAE 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 ___________________________ (academic major), the Chair of the Department of Education, and the Chair of the Department of ___________________________ (if different than academic major) for approval to register for the teacher education professional semester.

_______________________________________  ______________________________________
Signature  Print Name

_______________________________________
Date

Required signatures to register for the teacher education professional semester.

Chair of the Department of ____________, ___________________________ Date __________

Chair of the Department of Education, ___________________________ Date __________

Chair of the Department of ____________, ___________________________ Date __________
(If different than academic major)
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 Carol Corns, Field Experience & Clinical Practice Coordinator. The student must fulfill all of the requirements including courses, weekly seminars, orientation sessions, and the week-long diversity experience. The term “satellite counties” refers to the following: Belmont, Coshocton, Fairfield, Franklin, Holmes, Licking, Monroe, Morgan, Noble, Tuscarawas, Washington.
The student teaching experience is the primary focus of the education major’s professional semester. Additional coursework and related activities scheduled during the professional semester are designed to prepare students for and enhance the student teaching placement. The purposes for these additional requirements are to provide a content knowledge base and instructional strategies that will be needed in the student teaching placement, to provide opportunities for sharing and feedback during the placement, and to provide the means through which the student can synthesize and evaluate his/her student teaching experience. The following summarizes the requirements for the various licensure areas:

A. **Early Childhood Education**
   The Early Childhood 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 cr. hr.), Co-teaching and Collaboration in Education (2 cr. hrs.), Proactive Approaches to Classroom Management and Support (2 cr. hrs.), and Professional Practices in Early Childhood Education (2 cr. hrs.) which includes a diverse teaching experience as determined by the department.

B. **Middle Childhood Education**
   The Middle Childhood 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 cr. hr.), Co-teaching and Collaboration in Education (2 cr. hrs.), Proactive Approaches to Classroom Management and Support (2 cr. hrs.), and Professional Practices in Middle Level Education. (2 cr. hrs.) which includes a diverse teaching experience as determined by the department.

C. **Adolescent/Young Adult**
   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 cr. hr.), Co-teaching and Collaboration in Education (2 cr. hrs.), Proactive Approaches to Classroom Management and Support (2 cr. hrs.), and Professional Practices in Secondary Schools. (2 cr. hrs.) which includes a diverse teaching experience as determined by the department.

D. **Multi-Age Licensure Areas**
   The Multi-Age 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 terms: Student Teaching Seminar (1 cr. hr.), Co-teaching and Collaboration in Education (2 cr. hrs.), Proactive Approaches to Classroom Management and Support (2 cr. hrs.), and Professional Practices in Secondary Schools. (2 cr. hrs.) which includes a diverse teaching experience as determined by the department.

E. **Intervention Specialist**
   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 cr. hr.), Co-teaching and Collaboration in Education (2 cr. hrs.), Proactive Approaches to Classroom Management and Support (2 cr. hrs.), Professional Practices in Special Education (2 cr. hrs.), and Professional Practices in either Early, Middle or Secondary Schools. (2 cr. hrs) which includes a diverse teaching experience as determined by the department.
TESTS AND REQUIREMENTS

Licensure tests and qualifying scores listed in the charts are subject to change by the State Board of Education of Ohio.

Prospective student teacher candidates must take and pass the OAE Content Knowledge Assessment Test(s) before starting their professional semester.

The Pedagogical Knowledge Assessment test is taken after completing the semester or toward the end of the professional semester. Foundations of Reading test is also required for Early Childhood, Middle Childhood, Early Childhood/Intervention Specialist, and Intervention Specialist M/M.

OAE Content Assessment and Pedagogical Knowledge Assessment Test and Foundations of Reading Test Requirements for Ohio Educator Licensure

Please visit:

Ohio Department of Education (www.ode.state.oh.us) in Search: Educator Licensure Testing Requirements. Update for tests required, code number and qualifying score.

and

Evaluation Systems group of Pearson (www.oh.nesinc.com/) for test information, registration dates/locations and study guides (Click on What assessments do I need to take?)

Massachusetts Test Site also has helpful test prep information.

In order to apply for your Ohio educator license, after completing student teaching, you must achieve the required qualifying scores or above in the Content Assessment and the Pedagogical Knowledge Assessment test and Foundations of Reading test (if required).
## SECTOR I: Gateways for Traditional Undergraduate Initial Teacher Licensure Preparation Program

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<th>Gateway 1: Pre-Candidacy Course and Field Work</th>
<th>Gateway 2: Initial Teacher Licensure Candidacy</th>
<th>Gateway 3: Registration for Clinical Practice</th>
<th>Gateway 4: Exit from Initial Teacher Licensure Preparation Program</th>
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<tr>
<td><strong>PROFESSIONAL CONDUCT</strong></td>
<td>To engage in required fieldwork during Gateway 1, a student must possess acceptable BCI and FBI background checks as required by the respective school district.</td>
<td>To engage in required fieldwork during Gateway 2, a candidate must possess acceptable BCI and FBI background checks as required by the respective school district.</td>
<td>To exit this Gateway, a candidate must demonstrate professional dispositions on KPA#1 Level I by the conclusion of EDUC 112 with no ratings at (1) not met or (0) unacceptable.</td>
</tr>
<tr>
<td><strong>PROFESSIONAL DISPOSITIONS</strong></td>
<td>To exit this Gateway, a candidate must demonstrate professional dispositions on KPA#1 Level I by the conclusion of EDUC 112 with no ratings at (1) not met or (0) unacceptable.</td>
<td>To exit this Gateway, a candidate must demonstrate professional dispositions on KPA#1 Level II with 80% at (3) meets and no ratings at (1) not met or (0) unacceptable by the conclusion of the field experience required during the respective methods course for his/her licensure program that is designated for the assessment of professional dispositions.</td>
<td>To exit this Gateway, a candidate must demonstrate professional dispositions on KPA#1 Level III by the conclusion of Clinical Practice with all ratings at 100% at (3) meets.</td>
</tr>
<tr>
<td><strong>GENERAL KNOWLEDGE</strong></td>
<td>To exit this Gateway, a student’s G.P.A. must fall within the admissions cohort grade point average of 3.0 or higher and a student’s ability/achievement test score must fall within the group average performance on a nationally normed test as required by CAEP guidelines.</td>
<td>To exit this Gateway, a candidate must possess a cumulative G.P.A. of 2.5 or higher whether coursework is taken at Muskingum or another HLC accredited institution. • A candidate must have no ratings at (1) not met or (0) unacceptable assessed through KP#2 Level I.</td>
<td>To exit this Gateway, a candidate must complete his/her Clinical Practice.</td>
</tr>
</tbody>
</table>
| **CONTENT KNOWLEDGE required for respective LICENSURE** | To exit this Gateway: • Grades received for each content knowledge course taken that is required for licensure, whether taken at Muskingum or another HLC accredited institution, must be grades of C- or higher. During this Gateway, a candidate must conclude the completion of all respective content knowledge coursework required for licensure (see Course of Study form). | To exit this Gateway: • Grades received for each content knowledge course required for licensure, whether taken at Muskingum or another HLC accredited institution, must be grades of C- or higher and the grade point average of the content knowledge courses required be met and no ratings at (1) not met or (0) unacceptable. During this Gateway, a candidate completes his/her Clinical Practice. | To exit this Gateway: • A candidate, for all SPA Assessments administered during this Gateway, must receive the highest possible rating on at least 80% of the proficiencies AND no ratings of unacceptable. • A candidate, for KPA#2 #5, must accumulate at least 80% at (3) meets and no ratings at (1) not met or (0) unacceptable must be
To exit this Gateway:
- A candidate must have passed EDUC 112, whether taken at Muskingum or another HLC accredited institution, with a grade of C or higher to transition into Gateway 2.

PROFESSIONAL KNOWLEDGE and SKILLS required for respective LICENSURE

To exit this Gateway:
- A candidate must complete required course of study for the respective licensure area(s) during this Gateway.

To exit this Gateway:
- All required 300-level and above professional Education courses taken, whether at Muskingum or another HLC accredited institution must have been completed with a grade of B- or higher.
- A candidate must have at least 80% at (3) meets with no ratings at (1) not met or (0) unacceptable of the candidate proficiencies assessed through KPA #3 during the field work of the respective methods course(s).

A candidate must complete the respective Clinical Practice(s) and Professional Semester coursework required for the specific licensure area during this Gateway (EDUC 418, 419, 420, 432, 449, 450, 451, 455, 457, 461, 465, 466, and 468; MUSC 482 and 483; and PE 490).

To exit this Gateway:
- Clinical Practice must be completed with a grade of B- or higher.
- All professional semester coursework must be completed with grades of B- or higher.
- 80% of the ratings received on KPA #5, #4 and #2 Level III must be at (3) meets with no ratings at (1) not met or (0) unacceptable

To exit the initial teacher licensure preparation program, and be considered a program completer, a candidate:
- Must have completed all professional education course requirements.
- Must have no 300 level and above professional Education course grade below B-
- Must have passed the respective pedagogical/professional knowledge licensure test as set forth by the State Board of Education and implemented by the Ohio Department of Education.

NOTE: Evidence of completion of Key Program Assessments and Key SPA Assessments must be documented whether the associated course(s) is taken at Muskingum or at HLC accredited another institution.

1 For example: ACT, SAT, CASE, or GRE
2 CAEP = Council for Accreditation of Educator Preparation
3 The group average must fall within the top 50 percent during 2016 and 2017, within the top 40 percent during 2018 and 2019, and within the top 33 percent by 2020 and beyond.
4 Assessments aligned with respective SPA standards
5 Assessment aligned with InTASC Standards (2013) and Statement of Beliefs and Values of the Educator Preparation Provider
TO: Muskingum University Student Teachers (including MAP students)  
FR: Education Department  
RE: BCI&I and 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 Education Dept. office or contact Bureau of Criminal Investigation (BCI) at 740-845-2375.

The fingerprint and background checks must be completed before beginning to student teach.

Please ask that the background checks be sent to:  
Muskingum University Education Dept., 163 Stormont St., New Concord, OH 43762.

1. Go to **Muskingum University Police Department**.
   A. Form is attached for you to fill out plus take 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 Educational Service Center**, 205 N. 7th St., Zanesville, OH.  
   740-452-4518  Open Monday-Friday 8:00-3:30  No appointment necessary.  
   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**, 128 E. 8th St., Cambridge, OH.  
   740-439-3558  Open Monday-Friday 8:30-3:30 closed 12-1  No appointment necessary.  
   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 ________________________________
State/Province ________________________
Zip/Postal Code ________________________
Email Address ________________________
Phone # ________________________

Type of Photo ID and ID # ________________

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

Sex Race Height Weight Eyes Hair

Reason for background check:

__________________________________________________________________________

Direct Copy to (circle only one):

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) ____________________________
Applicant’s Signature ____________________________ (date)
Parent/Guardian Name ____________________________
Parent/Guardian signature (Minor Applicants only)

Witness Name (please print) ____________________________
Witness Signature ____________________________

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.