



Professional Program in Education

University of Wisconsin Green Bay

August 2007

PROGRAM GUIDE FOR EDUCATION APPLICANTS

The purpose of this guide is to provide an overview of the UW-Green Bay Professional Program in Education admission and program completion process for individuals who have or are considering transferring to UW-Green Bay to complete a bachelor's degree and obtain a teaching license. If you have any questions or require additional information after reading these guidelines, please contact the Education Program office (Wood Hall 430) at 920-465-2137.

PI 34 – Wisconsin Quality Educator Initiative

The teacher education process, license requirements and professional development for Wisconsin educators are based on the ten *Wisconsin Teacher Standards* and requires demonstrated knowledge, skills and dispositions for teaching. Eligibility for licensing is based on an educator's performance as measured against these standards.

The Wisconsin Department of Public Instruction has approved a variety of license programs offered at UW-Green Bay. A complete listing of approved programs can be located on the Education Program website at www.uwgb.edu/education or by calling or stopping by the Education Program office (920-465-2137, Wood Hall 430).

Teaching licenses in Wisconsin are now based on age groups. The licenses available at UW-Green Bay along with approved majors and minors are listed below and are also available in the form of program planning sheets available in the Education Program office or on the Program's website.

- *Early Childhood (Ages Birth-8)* – requires an Education major with a Pre-kindergarten and Kindergarten emphasis
- *Middle Childhood through Early Adolescence (Ages 6-12/13)* – requires an Education major with a minor in one of the following: Biology, Chemistry, Earth Science, Economics, English, Environmental Science, French, Geography, German, History, Humanistic Studies w/Linguistics/TESL (*Teaching English as a Second Language*) emphasis, Mathematics, Physics,

Political Science, Psychology, Sociology, Spanish, Theatre

- ❖ Supplementary licenses at this age level are also available for French, German, Spanish and Humanistic Studies w/Linguistics/TESL (*Teaching English as a Second Language*) emphasis
- *Early Adolescence through Adolescence (Ages 10-21)* – requires an Education minor with a major in Biology, Chemistry, Earth Science, Economics, English, History, Mathematics, Political Science, Psychology
 - ❖ Licenses in Broad Field Language Arts, Science and Social Studies are also available at this age level
- *Early Childhood through Adolescence (All Ages)* – requires an Education minor with a major in one of the following: Art, Humanistic Studies w/Linguistics/TESL (*Teaching English as a Second Language*) emphasis, French, German, Music, Spanish, Theatre

Admission Procedures

Step 1. *Apply for admission to UW-Green Bay.* You must be admitted to the University to receive a credit evaluation, take courses, and be considered for admission to the Professional Program in Education. Application forms and information about admission to UW-Green Bay can be obtained by contacting the Office of Admissions or by visiting the website at www.uwgb.edu/admissions. Students MAY NOT enroll in Education courses until they have been admitted as a Candidate to the Professional Program in Education.



Step 2. *Contact the Professional Program in Education* (920-465-2137, Wood Hall 430). Register for one of our regularly scheduled information sessions to learn about the program and teacher license requirements. You can also request printed information about the program and specific teacher license requirements.

Step 3. *Register for and complete the PRAXIS I (Pre-Professional Skills Test-PPST).* You must receive a passing score on all three sections of the test to be considered for admission to the Professional Program in Education. You should plan to take the test at least 6 weeks prior to the Education Program application deadline indicated below. Registration information is available online at www.ets.org/praxis. UWGB's score recipient code # is 1859.

Step 4. *Apply for candidate status in the Professional Program in Education.* Application forms are available in Wood Hall 416 or on the Program's website at www.uwgb.edu/education. You must have completed at least 28 degree credits, obtained a minimum grade point average of 3.00 and passed all three sections of the PRAXIS I to be considered for admission.

- Fall semester application deadline – Third Friday in February
- Spring semester application deadline – First Friday in October

Getting Started – Candidate Status

Enroll in EDUC 290 Introduction to Educational Inquiry

Once accepted as a Candidate, you must enroll in EDUC 290. This course is required for all students seeking a teaching license. This course provides an introduction to the teaching profession, an opportunity to experience the classroom setting and an introduction to the process of developing your electronic portfolio. You will also need to register for other courses as indicated on your acceptance checklist.

Initial Education Program Advising Session

Schedule an appointment with the Education Program's admissions advisor (920-465-2137). The advisor will meet with you to clarify program requirements, discuss how your transfer courses relate to degree and license requirements, and draft your official program plan.

Your transfer courses may be used to satisfy degree and/or license requirements; however, even if a course requirement is satisfied through transfer credit, you still must provide appropriate artifacts, documenting what you have learned, for inclusion in your program portfolio.

Non-Education Major or Minor Advising

In most instances, you will be required to complete a major or minor, other than Education, to satisfy your degree or license requirements. If this applies to you, schedule an appointment with the appropriate department's advisor as soon as possible. The name, office and telephone number of the advisor are available on the website or can be obtained from the Education Program Office. You must officially declare all required majors or minors when fully admitted to the Education Program. To receive a recommendation for licensure from UWGB, you must have earned a minimum of a 2.75 GPA in your major (and minor) with no grade below a "C."

Full Admission to the Program

Near the completion of EDUC 290, apply for full admission to the Professional Program in Education. Application forms and instructions will be available through your EDUC 290 course instructor. You must receive a grade of "BC" in EDUC 290 and have completed at least forty degree credits with at least a 2.75 cumulative grade point average to be considered for full admission to the Education Program. You must also earn a minimum of a 2.75 GPA in your major (minor) with no grade below a "C."

Completion of Degree and License Requirements

To graduate from UW-Green Bay and obtain your teaching license, you must successfully complete all of the following requirements. Specific



requirements for your chosen degree and license can be obtained from the Education Program Office (Wood Hall 430) or by calling 920-465-2137.

General Education Requirements

To satisfy both your degree and teaching license requirements you must complete all of UW-Green Bay's General Education Program requirements. A complete description of these requirements can be found in the UW-Green Bay Undergraduate Catalog.

Education Major or Minor

Depending upon the license you are seeking, you will be required to complete either the Education major or minor. Because Education is an interdisciplinary program, it satisfies the UW-Green Bay graduation requirement that all students must have completed an interdisciplinary major or minor.

Additional Major or Minor

Most teaching licenses require the completion of a major or minor outside of the field of Education. If you are completing a minor in Education, you must also complete a major to satisfy your degree and license requirements.

Other Education Program Course Requirements

Depending on the license you are seeking, you will be required to complete one or more additional courses to satisfy Wisconsin Department of Public Instruction requirements. These requirements will be listed on your Education Program Plan.

Pre-Clinical Field Experience

You will be required to document completion of supervised classroom field experience hours before you begin your student teaching. If you complete all coursework requirements for an Education major or minor at UW-Green Bay, this requirement will be satisfied automatically. However, if you have satisfied some of the major or minor course requirements through transfer credit, additional documentation that you have met this field experience requirement may also be necessary.

PRAXIS II

This is a Wisconsin Department of Public Instruction teacher license requirement. To be certified for a license to teach, you must pass the appropriate PRAXIS II test. The PRAXIS II assesses your knowledge in the specific content area(s) you are being licensed to teach. Your passing scores must be on file in the Education Program office before you will be allowed to begin your student teaching assignment. You should plan to pass the PRAXIS II and have your scores sent before you apply for student teaching. UWGB's score recipient code # is 1859. *All test scores (PRAXIS I and PRAXIS II) must be sent directly from ETS to UWGB. Copies are not accepted.*

Student Teaching

Student teaching is a full semester of full-time teaching according to the K-12 school district calendar. Student teachers are expected to follow the local school calendar, vacation dates, and building policies of the school in which they are placed. The student teacher is expected to function as a regular staff member of the school in terms of arrival and departure times, and attendance at school functions such as team and faculty meetings, in-service sessions, and parent-teacher conferences. You will need to apply for your student teaching assignment near the beginning of the semester prior to the semester you want to student teach. Complete information about student teaching can be found in the *Student Teaching Handbook*. A sign-up meeting is scheduled at the beginning of each semester. Applications are available at the sign-up meeting. A copy of the *Student Teaching Handbook* is provided at the sign-up meeting or is available at www.uwgb.edu/education.

During the student teaching semester, you will also be required to enroll in the two-credit Student Teaching Seminar (EDUC 414). The seminar is designed to help you make the most of your student teaching experience through regular meetings and discussion with your student teacher colleagues.

Wisconsin Teacher Standard E-Portfolio

All students are expected to complete an approved Electronic Portfolio based upon the ten Wisconsin



Teacher Standards and the UW-Green Bay framework of knowledge, skills, and dispositions that has been developed for each license. Development of the E-Portfolio begins in the EDUC 290 and EDUC 280 courses with the purchase of access rights to a software product called *Chalk and Wire*. The E-portfolio, developed as you progress through the program using the *Chalk and Wire* system, will contain the evidence that you possess the teaching ability and knowledge to be an effective teacher. Carefully chosen artifacts and reflections will help demonstrate your competency in acquiring

the knowledge, skills, and dispositions necessary for teaching licensure.

Apply for Your Wisconsin Teaching License

The final step of the teacher certification process is to apply for your Wisconsin Teaching license. This will involve a complete review of your Education Program file, university transcripts and e-portfolio by the Program's Certification Officer to verify that all licensure requirements have been met.

Steps to Teacher Licensure

- 1) Apply and be accepted to UWGB
- 2) Pass PRAXIS I--PPST Exam (Pre-Professional Skills Test)
- 3) Apply to Professional Program in Education for candidate status when 28 university credits and a 2.75 cumulative GPA have been earned, plus a 2.75 GPA or better in your disciplinary major
- 4) Upon acceptance to program as a candidate, enroll in EDUC 290, EDUC 280, and EDUC 295
- 5) Upon completion of EDUC 290, EDUC 280 and EDUC 295, with "BC" or better and all other related major/minor courses with a minimum of a "C", apply for FULL Admission to the program
- 6) Complete course work and field experiences and maintain a minimum overall GPA of 2.75 or better and a 2.75 GPA or better in your major/minor field of licensure
- 7) Complete an E-Portfolio meeting the Ten Wisconsin Teacher Standards
- 8) Pass Praxis II Exam(s) in your content area(s).
- 9) Apply for and complete Student Teaching
- 10) Apply for Teaching License when all requirements are met

