

ART EDUCATION

THE THREE STEP PROCESS

Dear Applicant: To accommodate the legal requirements of Chapter 354 as well as various restrictions placed upon programs throughout the State University System a Three Step Process for teacher education programs is now in place. To help you plan for a teaching career please read and understand the following guidelines. Retain this guidance form and bring it with you each time you pick up your pin number for registration or whenever you meet with your advisor.

STEP 1: ADMISSION TO TEACHER EDUCATION

(Record the date when you have completed each of the following)

- _____ Upon completion of 48 semester hours apply for admission to the Teacher Education Program (TEP). Application materials can be picked up in Rm 104 Stouffer Hall.
- _____ You must retain a 3.0 GPA to be admitted into the TEP.
- _____ You must pass the state required PRAXIS I EXAMS. Test dates are posted on the Art Ed display board and on-line at the Teacher Education website. There are reading, writing and mathematics tests in this block of exams. The original copy of your results must be placed in your application file.
- _____ You must take two college level math courses and achieve a grade of "C" or better in each course.
- _____ You must take one English composition (3 cr) course and one English literature (3 cr) course and achieve a grade of "C" or better in each course.
- _____ You must secure and keep current an ACT 34 clearance. This clearance is valid for one year. You must have a valid clearance in order to be placed in any K-12 school in Pennsylvania. Results must be placed in your TEP application file.
- _____ You must secure and keep current an ACT 151 clearance. This clearance is valid for one year. You must have a valid clearance in order to be placed in any K-12 school in Pennsylvania. Results must be placed in your TEP application file.
- _____ You must secure and keep current an ACT 111 clearance. This clearance is valid while you are enrolled at IUP. You must have a valid clearance in order to be placed in any K-12 school in Pennsylvania. Results must be placed in your TEP application file.

_____ You must pass a tuberculosis test as well as a Speech and Hearing Test. The Pechan Health Center will complete a TB test and you can make arrangements With the Speech and Hearing Clinic in Davis Hall to complete the Speech and Hearing Test. These tests can also be done through a private doctor. Results must Be placed in your application file.

_____ You must complete the following courses and obtain a “C” or better in each:
Communications Media (COMM 103)
Educational Psychology (EDSP 102)

_____ You must submit with your application an evaluated digital portfolio. The Coordinator of Art Education will do the assessment. You must achieve a passing score. The portfolio will be submitted on a CD. It must be presented in a paper sleeve with your name and Banner ID recorded on both the CD and sleeve. Two copies should be submitted.

_____ Any Science and/or ARED prefix course taken must be passed with a “C” grade or better.

_____ Written and approved essay must accompany the application.

It is the candidate’s responsibility to submit a completed application by the end of the 4th semester to the Coordinator of Art Education. The portfolio will be reviewed and evaluated. If the application is found “not adequate” it will be returned to the student for further work. Upon acceptance the material will be submitted to the Associate Dean of Education in 104 Stouffer Hall. You will receive a letter of acceptance to the TEP and will be able to move on through STEP 2 of the TEP.

Transfer students from within IUP or from another institution will have their transcripts reviewed to determine the sequence of courses needed to complete Step 1. Every transfer student or second degree student will have to be monitored and screened to make sure all requirements are properly met. The typical transfer student completes all course work, including student teaching, in four semesters.

STEP 2 ADMISSION TO STUDENT TEACHING

Only upon completion of STEP 1 may you enroll in the following upper division education courses. **Plan your time well!**

- _____ EDUC 242 Pre-Student Teaching Clinical: Elementary
- _____ EDUC 342 Pre Student Teaching Clinical: Secondary (taken *after* EDUC 242)
- _____ EDUC 442 School Law
- _____ EDEX 301 Education of Students with Disabilities: Secondary

_____ You must pass the state mandated Praxis II Exams.
Art Content Knowledge 10133 _____

Fundamental Subjects: Content Knowledge _____

_____ You must complete all art education courses with a “C” or better.

ARED 315		ARED 318
ARED 317		ARED 320
ARED 321	or	ARED 322

_____ You must make application to student teaching during the semester prior to your assignment. An application meeting is held within the first two weeks of the previous semester and attendance is **mandatory**. At the meeting you will complete the application forms. (Note: It is important for you to realize that you are responsible for transportation and housing during the student teaching assignment. Make sure you plan in advance to have adequate financial resources as there is no guarantee that you will be placed near campus or your hometown.)

The following two courses constitutes your student teaching practicum.

_____ You must enroll in EDUC 421 **and** EDUC 441 as separate courses. Each course is 6 cr for a total of 12 credits during your student teaching semester.

STEP 3 APPLICATION FOR GRADUATION

Follow the departmental requirements. Make sure you obtain an assessment of your transcripts **PRIOR** to student teaching. You don't want to have to return to IUP to take course work after you have completed student teaching. You must also obtain a “C” or better grade in each student teaching assignment. Certification will be processed only if you have completed all requirements for your degree and for certification. You can protect yourself by having frequent advisement sessions and keeping good records. We suggest you keep a personal file with copies of all necessary paperwork just in case human error occurs. At mid-term of student teaching a final digital portfolio will be submitted and evaluated.