

Policies, Credential Requirements and Additional Information

Program Planning Form

The program planning form is your contract with the department. It specifies which courses you are to take and in what sequence. The form is generated based on your program pathway choice and a copy is sent to you along with your acceptance packet. The department database includes the contents of your program plan and it is used to determine the schedule of classes each semester. Any change to your program plan must be authorized in advance by the department. To request a change in your plan, email Lenette Solis at Lenette.Solis@sjsu.edu. If your request is approved, you will receive a revised program planning form and instructions on how to register for the requested course(s).

NOTE: Program plan/timelines are subject to change at any given time depending on enrollment or budget demands.

Course Sequence

When registering for classes follow your program planning form and keep the following course sequences in mind:

- EDTE 162 is a prerequisite for EDEL 108A and EDEL 143A
- EDEL 108A is offered as a pathway-specific course. Candidates are to take EDEL 108A as specified on their program planning forms.
- EDEL 143A must be taken before EDEL 143B.
- Unless otherwise noted on your program planning form, EDTE 246 must be taken with EDEL 143A or EDEL 143B.

Schedule of Classes & Registration

The Elementary Education Department's schedule of classes is never posted online. Each semester, the schedule of classes is sent via email to students on or after the date that the University schedule of classes becomes available. Please remember to notify the Elementary Ed Office immediately of any change in your email address. Be sure to register for all classes according to your Program Planning Form on or before the last day to add and pay your registration fees on time. **If you do not pay by the deadline, you will be dropped. Late adds will not be approved.** Fall class schedules are emailed to students in mid-June; Spring class schedules are emailed to students in mid-November; Summer class schedules are emailed to students in mid-April/early-May.

Grading Policy/Academic Probation

Students are expected to maintain a grade point average of 3.0 or better in their academic work in Elementary Education. Failure to maintain a cumulative GPA of 3.0 will result in disqualification. In addition, each course must result in a "CR" or a letter grade of "C" or higher. Grades of "C-" or lower will remain on your record, be computed for GPA, and require a retake of the course. Students disqualified from the University, on academic probation, or those with a GPA below 3.0 will NOT be eligible for student-teaching/intern placement. A 3.0 GPA is required to apply for their Preliminary Credential.

Policy Regarding the Determination of Candidate Competence in Student-Teaching/Field Service Practicum

According to the Commission on Teacher Credentialing (CTC), candidates must attain competency in all areas of relevant content and communication outlined in the CTC standards. The Elementary Education Department has thus adopted procedures to ensure such competence. Should a candidate perform unsatisfactorily in either phase of the practicum (EDEL 143A or 143B) by failing to achieve the expected level of performance, the Process for Remediation would be enacted. If the process of remediation is unsuccessful, or if the candidate is removed from a practicum placement, she or he will receive no credit for that phase of the practicum.

The candidate will have two opportunities to successfully complete either EDEL 143A or EDEL 143B. If time allows, the second opportunity may occur within the same semester. If there is not adequate time left in the semester, the second opportunity will occur in a subsequent semester. Candidates with two unsuccessful experiences in either EDEL 143A or EDEL 143B will be disqualified from the SJSU Multiple Subject Credential Program.

CSET

California law requires that all teachers verify subject matter competence in subjects taught in K-8 classrooms. Individuals must verify subject-matter competence by passing all three (3) sections of the California Subject Examinations for Teachers (CSET). Passing scores are valid for 5 years and must be used for certification purposes within five years of the passing test date. This limit also applies to each score independently. The five-year limit does not apply to exam scores that have previously been used for other certification purposes. Candidates must document completion of the CSET requirement specified deadlines. **A registration hold will be placed on accounts of those students who do not pass the CSET by the specified deadlines. The registration hold is removed and clear admission to the credential program is granted only after the department receives results of ALL 3 subtests of the CSET Multiple Subject exam. A hold indicates that students are not allowed to continue taking courses in the program until verification of passing CSET is submitted to the Elementary Education Department.**

Certificate of Clearance

California law requires individuals in a teacher credential program to obtain a Certificate of Clearance prior to beginning student teaching. A Certificate of Clearance is a document that verifies that the individual has completed the Commission's (CCTC) fingerprint and character and identification process. NO student may advance to student teaching or approved for an intern placement (EDEL 143A/B) without a Certificate of Clearance on file.

Technology Level I Requirement

It is required by the State of California that all credential candidates demonstrate knowledge and operational skills pertaining to the use of computers in the classroom. This can be satisfied by one of two methods: 1. Pass the SJSU or CSET Technology Test. Information for the SJSU Tech Test including a calendar of test dates and registration deadlines is available at <http://www.sjsu.edu/education/techtest/index.html>. Information on the CSET Technology Exam may be found at http://www.ctcexams.nesinc.com/about_CSET.asp or 2. Take a course: EDUC 122 or EDTE 214 (at SJSU) or an equivalent. Students may complete the technology requirement at any time while completing coursework in the Multiple Subject Credential Program. However, the department strongly advises students to fulfill this requirement early in their credential program.

RICA and PACT Requirements

The California Commission on Teacher Credentialing (CCTC) requires two assessments prior to applying for a Multiple Subject Credential:

- **The Reading Instruction Competence Assessment (RICA)** is to be taken following completion of EDEL 108A (Reading and Language Arts Curriculum). See RICA website for registration and fee information. http://www.ctcexams.nesinc.com/about_RICA.asp
- **The Performance Assessment for California Teachers (PACT)** is required. PACT includes a summative Teaching Event project conducted as part of EDEL 143B (Student Teaching) requirements. In addition, embedded signature assessments in EDTE 162, EDEL 108B (Science Curriculum), EDEL 108C (Social Studies Curriculum) and EDEL 108D (Math Curriculum) make up the department portfolio. Materials supporting the PACT process are found at <http://www.sjsu.edu/education/pact/index.html>

Seven Year Time Limit for Completing the Coursework

All coursework required for the Multiple Subject Credential must be completed within seven years preceding the application for the Preliminary Credential. This also applies to course transfers. If courses become outdated, a student may request for course revalidation. The Department Chair will review all course revalidation requests which will be approved on a case by case basis. PLEASE NOTE: Candidates who did not complete their coursework within five years will need to retake all sections of the CSET to remain in/return to the program.