

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 will be completed during an incoming advising meeting with the department admissions director or program option coordinator. The department database includes the contents of your program plan and it is used to determine the schedule of classes each semester. If you must make a change in your plan, email your program coordinator so that we can update the database accordingly.

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 must be taken with EDEL 143A (Effective Fall 2011)
- EDEL 143A must be taken before 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 update your email address by emailing or calling us at 408-924-3771. Please 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. **Late add are not approved.** The Elementary Education Department does not authorize late add requests after the University's deadline.

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 who finish coursework with a GPA below 3.0 will NOT be eligible to apply for their Preliminary Credential.

Policy Regarding the Determination of Candidate Competency in Student Teaching

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 (articulated above) 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. Two unsuccessful experiences in either EDEL 143A or EDEL 143B will disqualify a candidate from the SJSU Multiple Subject Credential Program.

CSET

The Multiple Subject CSET exam (subtest 1-3) is required before student teaching OR before registering for the second semester, whichever comes first. A registration hold will be placed on accounts of those students who do not pass the exam prior to the start of their second semester registration. The registration hold will be removed once the department receives passing results for all 3 subtests of the CSET Multiple Subject exam.

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.

Level I Technology 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 Technology Test. Information including a calendar for these once-a-month tests and a sample test are available at <http://www.sjsu.edu/elementaryed/technology/>.
2. Take a course: EDIT 122 or EDTE 214 (at SJSU) or an equivalent. Please see your advisor to discuss equivalent options.

You may complete the technology requirement at any time while completing your coursework in the Multiple Subject Credential Program. However, the department strongly advises students to fulfill this requirement early in the program so there is ample time for retaking if necessary.

RICA and PACT Requirements

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

- **The Reading Instruction Competence Assessment (RICA)** is to be taken following completion of EDEL 108A (Reading and Language Arts Curriculum). See RICA website @ www.rica.nesinc.com for registration and fee information. Effective Fall 2009,
- **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://webserver1.sjsu.edu/pact/elementaryEducation.shtml?submenutab=2>. See also the PACT website @ www.pactpa.org.

Seven Year Time Limit for Completing the Coursework

All coursework required for the Multiple Subject Teaching 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 and which will be approved on a case by case basis.