

**LIBERAL STUDIES TEACHER PREPARATION MAJOR**  
**Traditional and ITEP Pathways to Teaching in an Elementary School Classroom**  
**ADVISEMENT GUIDE**

**LSTP Program Vision**

The Liberal Studies major provides a rich, rigorous, cross-disciplinary liberal arts program of study in education. We prepare ethical and social justice oriented teachers who create relevant and transformative educational experiences, attuned to students’ academic, cultural, linguistic, social, and emotional needs. All Liberal Studies pathways are approved by the California Commission on Teacher Credentialing (CCTC) for waiver of the subject matter examination (CSET for Multiple Subjects) required to earn a teaching credential (See Appendix H).

**LSTP Program Pathways**

There are three pathways in the Liberal Studies program. In the Traditional Pathway (LSTP), students earn their Bachelor’s (BA) Degree in 120 units. In the Integrated Teacher Education Pathways (ITEP and ITEPB), students earn their BA plus Credential (ITEP) in 130 units or their BA plus Credential plus Spanish Bilingual Authorization (ITEPB) in 131 units. All programs can be completed in four calendar years.

	<b>Degree/Certification</b>	<b>Units</b>	<b>Time</b>
<b>Traditional (LSTP)</b>	BA	120	8 semesters
<b>Integrated (ITEP)</b>	BA plus Multiple Subject Credential	130	8 semesters plus 2 summers
<b>Spanish Bilingual Integrated (ITEPB)</b>	BA plus Multiple Subject Credential plus Authorization to teach in a Spanish Bilingual Classroom	131	8 semesters plus 2 summers

Students can enter the pathway of their choice upon admission to SJSU. ITEP students apply to, and are accepted into, SJSU’s credential program in their junior year, provided they meet the entrance requirements which include a cumulative 2.75 GPA. To remain in the program, students must continue to meet all credential admissions requirements, including course and program GPA requirements. ITEP students can transfer to the traditional pathway and earn their BA at any time, and students who enter SJSU in the traditional pathway can move into an ITEP. If a student wants to enter an ITEP after having earned 90 undergraduate units, they must concurrently be admitted to the credential program.

**Academic Advising**

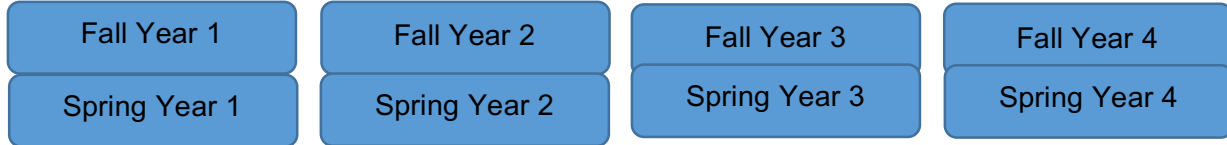
All Liberal Studies students are advised to meet with their major advisor each and every semester, and with an advisor in the Humanities and the Arts Student Success Center (HASSC) once at the end of their sophomore year and during the semester they apply for graduation (typically the end of their junior year). HASSC advisors ensure students are on track to meet general education and university requirements. Major advisors guide progress toward meeting major requirements, applications for entering the credential program, and graduation. Advisors in the Credential program guide ITEP students in the earning of the credential. Major advisors serve as the primary coordinator of all LSTP student advising.

## LIBERAL STUDIES PATHWAYS COMPARISON

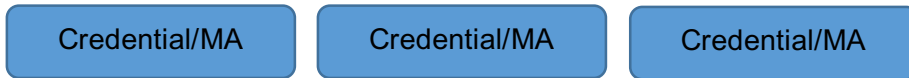
### Traditional LSTP Pathway

165 units total

BA - 120 units

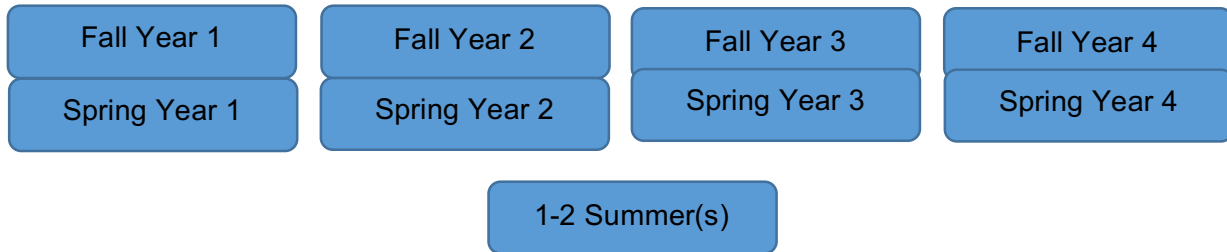


Post BA - Credential & Masters - 45 units



### ITEP Pathways

BA & Credential Integrated - 130-131 units



BA Pathway	ITEP Pathways (Integrated Teacher Education Programs)
<b>Bachelor of Arts in Liberal Studies</b> (120 Units)	<b>BA in Liberal Studies + Credential</b> (130 units) OR <b>BA in Liberal Studies + Credential + Spanish Bilingual Authorization</b> (131 units)
<b>Shared Courses</b>	
AMS 1A (6), * AMS 1B (6), * CHAD 60 or CHAD 70 (3), ENGL 1A (3), ENGL 2 (3), ENGL 112A (3), LING 107 (3), GEOG 137 or GEOG 138 (3), HIST 139 (3), MATH 12 (3), MATH 105 (3), MATH 106 (3), CHEM 30A (3), PHYS 1 (3), GEOL 103 (3), BIO 21 (3), ENVS 158 (3), CA 70 (3), CA 75 (3)*, CA 177 (3), CHAD 149 (3), LSTP 10 (3), LSTP 85ABC (3), HUM 100W (3), and LSTP 185 (3)	

\*ITEPB students substitute CCS 10A (3), CCS 10B (3), and CCS 30 (3) for AMS 1AB.

**Distinct Courses**

CHAD 150 (3), CHAD 151 (3), additional GEOG 137 or GEOG 138 (course not taken above) (3), 4 Area of Specialization courses (12), and HUM 190 (3)

LSTP 139 (3), EDEL 102 or EDTE 224 (3), EDEL 108A (3), EDEL 108B (3), EDEL 108C (3), EDEL 108D (3), EDEL 294 (3), EDTE 260 (3), EDTE 162 or EDTE 262 (3), EDEL 143A (4), EDEL 143B (10)

ITEPB students must also take SPAN 101A (4) (This requires students to meet the prerequisites of four semesters of college Spanish or equivalent)

ITEPB students take three of the above classes in Spanish (LSTP 139, EDTE 162, EDEL 108A) and will do their student teaching in bilingual classrooms (EDEL 143A and EDEL 143B). Before taking any of these courses, ITEPB students must either have successfully completed SPAN 101A *or* passed the CSET: Spanish (LOTE).

**Similarities and Differences in Educational Experience**

All pathways provide the opportunity for students to meet the State’s Elementary Subject Matter (ESM) Requirements through successful completion of the program. Students completing all the ESM courses do not have to take the CSETs (California Subject Examinations for Teachers).

Must pass the CBEST before first credential course

Before the first semester of student teaching, students must either have completed 80% of the ESM courses *or* have successfully completed the CSETs. See Appendix H for list of ESM courses.

ITEPB students must pass the technology requirement at time of application to the credential program (see Appendix C for information)

All courses required for the credential must be completed with a grade of C or higher, unless otherwise noted. The cumulative GPA for all credential courses must be 3.0 or higher.

**Differences in Admission to SJSU’s Credential Program**

- Must re-apply to SJSU as a post-bac (graduate) students to enter the credential program. The cost of the application is \$70.
- Upon reapplying to SJSU, student will receive a new registration date & time for the semester they are returning. Continuing students have priority registration.

- Students apply to the credential program in the second semester of their junior year.
- There is no application fee.
- On Credential Application, mark “ITEPB” or “ITEPB” for pathway.
- ITEPB(B) students receive partial post-bac credit for credential courses on transcripts, due to utilizing units for BA graduation minimum.

<ul style="list-style-type: none"> <li>All credential coursework completed post-bac are recognized as post-bac on transcripts.</li> </ul>	
<b>Tuition Considerations</b>	
Tuition – Undergraduate Fees and Tuition for BA, Graduate Fees and Tuition for Credential Program	Tuition – Undergraduate Fees and Tuition
Summer School – Summer Sessions Tuition	Summer School – Regular Session Tuition for Credential courses only, all Undergraduate courses are Summer Sessions Tuition
<ul style="list-style-type: none"> <li>Financial aid, scholarships, and/or grants are available for eligible students</li> <li>Be sure to complete a Free Application for Federal Student Aid (FAFSA) application</li> <li><a href="#">SJSU's Financial Aid and Scholarship office</a> is your contact and resource for any questions <ul style="list-style-type: none"> <li><a href="#">SJSU's Bursar's office website</a> provides tuition information</li> </ul> </li> <li>For scholarships available for credential students, see Lurie College of Education</li> </ul>	

### **ITEP(B) pathways – Entering the Multiple Subject Credential Program (MSCP)**

#### **Credential Program Guiding Principles**

The Teacher Education Department is committed to: preparing a diverse community of teachers, across factors including race, culture, class, language, gender and sexual orientation; serving a diverse range of communities, including underserved and under-resourced schools; and promoting equity and social justice oriented perspectives. Four key principles drive these commitments:

- **Teaching as a Political Act:** Teaching is a political act. The credential program engages candidates to develop an educational philosophy, grounded in theory, research, and the socio-political context of schooling, towards challenging social and educational injustice.
- **Teaching as Praxis:** Teaching should be informed by both theory and research. Our program develops candidates' abilities to 1) reflect deep content knowledge of the disciplines, 2) make student centered pedagogical choices informed by theory and research, 3) leverage cultural wealth toward student empowerment, and 4) engage with teachers, students, and communities to co-create dynamic changes within schools, curriculum and neighborhoods.
- **Teaching as a Reflective Practice:** Teachers must be reflective and collaborative. The credential program offers candidates continuous, collegial and dynamic learning opportunities. Candidates develop an orientation toward reflection and inquiry.
- **Teaching as a Complex Activity:** Teaching is a complex, challenging profession. The credential program develops candidates' academic, political, social, and emotional resilience.

These principles are foundational to the credential program. Certain dispositions are embedded within these principles. The program expects that students entering the MSCP will recognize the importance of these principles and dispositions and will strengthen and demonstrate their understanding of them as they progress through the program:

- **Commitment to Ethical Conduct:** Demonstrates professional presentation of self, honesty, fairness, responsibility, compassion, collaboration, and collegiality;
- **Commitment to Equity and Social Justice:** Recognizes and opposes social injustice in themselves, their institutions, and professional environments and strives to improve the social conditions that promote equity;
- **Commitment to Reflective Practices and Continuous Learning:** Systematically and regularly reflects on personal practice with an aim to engage in continuous improvement; and
- **Commitment to the Belief that All Children can Learn, and to Promote Academic Excellence:** Values diversity and accepts responsibility to facilitate learning for all students.

These principles and dispositions must be demonstrated at all times in courses as well as field experiences with peers, instructors, advisors, cooperating teachers, and supervisors. Credential candidates are expected to demonstrate progress in developing these dispositions. Those who fail to do so will be disqualified from the credential program and return to the traditional pathway of the Liberal Studies Teacher Preparation program.

### **ITEP Credential Pathways**

#### *Multiple Subject Credential Program Model*

- Field study in K-8 classrooms occurs in the following courses: LSTP 85ABC; LSTP 185; CHAD 60; CHAD 149; CHAD 150; CHAD 151; and ENVS 158.
- Candidates are placed in K-8 classrooms in two or more grade spans during their student teaching.
- First semester of student teaching is part time (1 full day and 2 half days, all consecutive) and increases to full time during the second semester of student teaching (5 full days).
- Students are responsible for Summative Teacher Performance Assessment (CaTPA).
- Candidates may pursue an additional Foundational or Single Subject credential to enable them to teach in departmentalized settings at the middle school level.

#### *Multiple Subject Credential Program with Bilingual Authorization Model*

In addition to the above criteria, the ITEPB:

- Is designed for candidates who are bilingual/biliterate in English and Spanish.
- Candidates are required to take 3 credential courses taught in Spanish.
- Student teaching placements are in bilingual classrooms.
- In addition to meeting the credential requirements (3 courses + student teaching), candidates need to pass CSET III: Spanish (LOTE), test code 147.

## ITEP Required Coursework for a California Preliminary Credential

**Important:** Students must be admitted to the Multiple Subject Credential Program before taking credential courses offered through the Teacher Education Program.

**Table 1: Required Credential Courses.**

Course	Title	Units
<b>FOUNDATION COURSES</b>		
<b>LSTP 139*</b>	Education and (In)Equality in the U.S.	<b>3</b>
<b>EDTE 102/EDTE 224</b>	Seminar in Educational Psychology	<b>3</b>
<b>EDTE 162/262*</b>	Classroom Issues in the Language/Literacy of L2 Learners	<b>3</b>
<b>EDEL 294</b>	Research and Practices in Health and Special Education	<b>3</b>
<b>CURRICULUM COURSES</b>		
<b>EDEL 108A*</b>	Curriculum: Reading/Language Arts (Pre-requisite: EDTE 162/262)	<b>3</b>
<b>EDEL 108B</b>	Curriculum: Science	<b>3</b>
<b>EDEL 108C</b>	Curriculum: Social Studies	<b>3</b>
<b>EDEL 108D</b>	Curriculum: Mathematics	<b>3</b>
<b>FIELD EXPERIENCE</b>		
<b>EDEL 143A*</b>	Field Practicum: Phase I // Pre-requisite: EDTE 162/262.	<b>4</b>
<b>EDEL 143B*</b>	Field Practicum: Phase II // Prerequisite: EDEL 143A.	<b>10</b>
<b>EDTE 260</b>	Critical Perspectives on Schooling in a Pluralist Democracy	<b>3</b>

\*Spanish Bilingual students must enroll in specific sections of these courses that are taught in English and Spanish.

**Notes:**

1. Some courses are offered in both fall and spring terms. Summer session course offerings are contingent upon enrollment, faculty availability, and budget. Most credential courses in Fall and Spring are offered at either 4pm or 7pm, and meet once a week. Student Teaching Practicum (EDEL 143A and EDEL 143B) are not available in summer. EDEL 143A requires 1 full day plus 2 half days of student teaching. EDEL 143B requires 5 full days of student teaching. The field placement coordinator matches students desire about locality with our school partnerships and supervisor availability.
2. All courses at the 200 (graduate) level require permission codes from the Teacher Education Department.
3. EDEL 108A, 143A and EDTE 260 must be taken together.
4. EDEL 143 B and EDEL 108C must be taken together.
5. All courses required for the credential must be completed with a grade of C or higher, unless

otherwise noted. The cumulative GPA for all credential courses must be 3.0 or higher.

6. Candidates must complete credential courses within seven years of their initial entry into the credential program. Candidates who extend their credential program beyond 10 years will need to retake the Multiple Subject CSET (if they have not earned an ESM waiver), RICA and/or update their Certificate of Clearance and TB Clearance to remain in or return to the credential program.

### **Credential Application Requirements for ITEP Students**

**Attend an Applicant Orientation Session:** If you have completed LSTP 185, you have already met this requirement.

#### **Teacher Education Department Application for the Credential**

Application deadlines are posted on the [Teacher Education website](#).

Scan and submit your Department application and required documents to the Teacher Education Office, send *completed* application as a packet in the order of the checklist to Deb Codioli via [deb.codioli@sjsu.edu](mailto:deb.codioli@sjsu.edu). KEEP COPIES FOR YOUR RECORDS! If you have questions regarding your admission, email Deb Codioli at [deb.codioli@sjsu.edu](mailto:deb.codioli@sjsu.edu)

- Your initial department application must include:
  - MSCP – ITEP(B) Application Checklist (see Appendix E)
  - Multiple Subject Credential Program Application Form (see Appendix F)
  - Resume (description in Appendix A)
  - Statement of Purpose (description in Appendix A)
  - Second Statement of Purpose for Bilingual Authorization Spanish applicants written in Spanish (description in Appendix A)
  - 3 dated and signed letters of recommendation. Must be signed/dated within 2 years of application submission. Only 1 letter may be from a personal friend.
  - CBEST Basic Skills Requirement – Score report (see Appendix A)
  - Unofficial SJSU transcript (be sure all your transfer units are accounted for in it). GPA cumulative minimum requirement is 2.87
  - Verification of 45 Pre-professional hours completed (or in progress) through LSTP 185 (Appendix G)
  - Verification of Subject Matter Competency by supplying either:
    - 1) Passing CSET scores for Multiple Subjects
    - 2) Proof that 80% of the Elementary Approved Subject Matter requirements are complete: Appendix H completed by the Liberal Studies Advisor.
  - Liberal Studies Advising Worksheet (Appendix I signed by your Academic Advisor)
  - Certificate of Clearance (see Appendix B)
  - Proof of technology requirement as met or in progress (see Appendix C)
- An admission interview will be scheduled with an advisor
  - If no response is received to our scheduling request via email/phone message, the Teacher Education Department will assume the application has been voluntarily withdrawn.
  - If you are an applicant to the ITEPB pathway, your interview will be conducted in Spanish.

**Appendix A**  
**ITEP - Credential Application Process Information**

**Multiple Subject Credential Program Application**

The application packet must include all of the items listed in Appendix E.

1. Complete the Department Application Form (See Appendix F).
2. Prepare a brief (one page) resume that details your college-level academic, employment, and volunteer experiences. In describing a position you held (employment or volunteer service), highlight the duties you performed and any awards/accomplishments you would like us to know about.
3. In your Statement of Purpose, explain how you arrived at your decision to become a teacher and your commitment to complete the requirements for the credential. Your essay should be one to two pages in length (double spaced, 10-12 font type).
4. For bilingual program candidates a second Statement of Purpose is required, written in Spanish explaining why you want to teach in a bilingual classroom. Your essay should be one to two pages in length (double spaced, 10-12 font type).
5. Three (3) Letters of Recommendation must accompany your initial application. Your letters should speak to your qualities as a teacher. Only one letter of recommendation may be from a personal friend or acquaintance. Letters written by family members will **not** be accepted as letters of recommendation. The remaining two letters should be from those who know you in a work or voluntary service environment (e.g., supervisor) or academic environment (e.g., professor). All letters must be written within the past 2 years). All letters of recommendation must include the date the letter was written, the handwritten signature of the recommender, and contact information of the recommender.

Photocopies may be submitted in place of original documents for the following requirements, #'s 6, 7, 8, 9 and 10.

6. Provide score report verifying completion of Basic Skills Requirement. Applicants may satisfy the basic skills requirement by submitting score reports documenting successful completion of **ONE** of the following options:
  - **Pass the California Basic Educational Skills Test (CBEST):** To pass the CBEST, one must obtain a minimum score of 41 in each of the three sections—reading, writing, and mathematics. However, a score as low as 37 on an individual section is acceptable if the total score is at least 123. Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score. CBEST passing scores remain valid indefinitely for all credential purposes.
  - **Pass the CSET: Multiple Subjects plus the CSET: Writing Skills Examination:** Passing the CSET: Multiple Subjects examination in combination with the CSET: Writing Skills examination meets the basic skills requirement. Passing exam scores on the CSET: Multiple Subjects examination used only for purposes of meeting the basic skills requirement remain valid

indefinitely. The CSET: Writing Skills may not be used alone and must always be used in combination with the CSET: Multiple Subjects examination.

- **Pass a Basic Skills Examination from Another State:** There is no requirement for the date the examination was passed. The list of Basic Skills examinations from other states accepted by the Commission can be found at: <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>.
- **Achieve the minimum acceptable scores on the College Board SAT examination:** Must achieve a score of at least 500 on the SAT English exam and a score of at least 550 on the SAT mathematics exam.
- **Achieve the minimum acceptable scores on the ACT examination:** Must achieve a score of at least 22 on the ACT English exam and a score of at least 23 on the ACT mathematics exam.
- **Achieve the minimum acceptable scores on selected College Board Advanced Placement (AP) examinations.** Individuals who achieve: 1) a score of 3 or higher on the College Board AP English exam; and 2) a score of 3 or higher on the AP Calculus exam or AP Statistics exam, are determined to have met the basic skills requirement.

7. Provide unofficial transcripts from ALL colleges & universities you attended, including SJSU. The minimum cumulative GPA required for admission into the Multiple Subject Credential Program is 2.87.

8. Provide documentation verifying minimum of 45 hours of Pre-Professional Experience. Verification of 45 Pre-professional hours completed (or in progress) through LSTP 185. Fill out Appendix G (may need to be signed by current LSTP 185 instructor)

9. Provide verification of Subject Matter Competency by supplying either:

- 1) Passing CSET scores for Multiple Subjects (See Appendix D for more information).
- 2) Proof of having completed 4/5 of an Elementary Approved Subject Matter Preparation Program. Form provided and completed by the current Liberal Studies coordinator (see Appendix H)

10. Provide Certificate of Clearance documentation (see Appendix B).

11. Proof of having met the Technology Requirement (see Appendix C).

12. Liberal Studies Advising Worksheet (documenting ESM and University required courses completed and anticipated courses scheduled) (See Appendix I)

13. Submit **complete** Department Application packet to [deb.codiroli@sjsu.edu](mailto:deb.codiroli@sjsu.edu) in the Teacher Education Department by application due date.

**Appendix B**  
**Additional Department Program Requirements & Explanations**

**Certificate of Clearance (CoC)**

A CoC is a document that verifies that the individual has completed the Commission's (CCTC) fingerprint and character and identification process. If you did this for LSTP 185 and received the Certificate of Clearance, you can use that for the ITEP application).

**Instructions (3 steps) on how to obtain the Certificate of Clearance (CoC):**

**Step 1 – Live Scan Service**

1. Make an appointment for Live Scan Service at SJSU Police Department by calling (408) 924-2172. For additional Live Scan Service Locations: <https://oag.ca.gov/fingerprints/locations>.

2. Print three copies of [Livescan 41-LS form](http://a.cms.omniupdate.com/10/#sjsu/sjsu/elementaryed/preview/docs/LiveScan%20Form.pdf) and take with you to the Live Scan appointment. (<http://a.cms.omniupdate.com/10/#sjsu/sjsu/elementaryed/preview/docs/LiveScan Form.pdf>)

**Step 2 – Certificate of Clearance Application via CCTC**

1. After Live Scan is done, complete online application for the CoC via the CCTC website: <https://www.ctc.ca.gov/credentials/apply>.

2. The fee for a CoC is payable by credit card only.

3. Immediately following the successful submission of the online application, an email will be sent containing a confirmation number and a link to the Track Payment web page.

4. Once the CoC application is submitted, the system will search for your LIVESCAN electronic fingerprints, which is sent electronically to CCTC by the Live Scan Service.

5. When requirements for issuance of the CoC are completed an email will be sent informing the individual that the document has been granted and can be viewed in 48 hours on the Look-up and Status page: <https://www.ctc.ca.gov/credentials/online-services>.

**Step 3 - Email a copy of the online Certificate of Clearance to the Record Specialist at [deb.codiroli@sjsu.edu](mailto:deb.codiroli@sjsu.edu).**

**District-Level Fingerprint Clearance** (required prior to student teaching in EdEl 143A)

Although candidates are required to have a CoC on file with the CCTC, *some* of our participating districts require district-level clearance as well. Candidates should arrange an appointment with the participating district's Human Resources Department at least 10 working days before the start of the field placement/ student-teaching experience to ensure district-level fingerprint clearance is completed. Candidates may not begin their field placement without having both CCTC and if required, district-level clearance.

## Appendix C

### **Additional CTC Requirements to be met During or After Completing the ITEP and Before Applying for Preliminary Multiple Subject Credential**

**Unless otherwise noted, the requirements listed below may be completed before, during, or after completion of the credential program coursework. However, all requirements must be completed before applying for your Preliminary Multiple Subject Credential at the end of the program.**

#### Elementary Subject Matter Requirements (ESM) and the CSET Waiver

The ESM requirements can be met through by successful completion of the CSET for Multiple Subjects or specific courses in the LSTP and ITEP pathways (See Appendix H for a list of courses). For students in the traditional pathway, these requirements must be met *prior to applying for the credential program*. For ITEP students, these requirements must be met *prior to applying for a preliminary credential*. All students who desire the CSET waiver should contact the Liberal Studies coordinator when the last ESM course is successfully completed. The coordinator will assess your records and request the waiver from SJSU's credential analysts. If any of the courses for the waiver are not indicated complete in your MySJSU account, include a copy of an unofficial transcript that shows the missing course(s) in your request to the coordinator. Make this request as soon as you can show successful completion of your final ESM course, as the process takes time. Although you may apply for the waiver upon completion of the final course, it will be granted only when your degree is conferred.

#### U.S. Constitution

California law requires individuals to verify completion of a course (two semester units or three quarter units) in the provisions and principles of the U.S. Constitution OR pass an examination given by a regionally-accredited college or university. All ITEP students will have completed this in their lower division US 123 requirements.

#### Technology Level I Requirement (Standard 11 Using Technology in the Classroom)

Applicants for the credential program must demonstrate knowledge that includes general and specialized skills in the use of computers in educational settings. All applicants will be required to complete the Technology Requirement by completing the following on-line course and provide certificates of completion to the Department of Teacher Education [SH 305].

[Google Educator, Level 1](#) (Important: In order to complete the Google Educator, Level 1 you must register using your official sjsu.edu email)

**Submit a copy of the course certificate you receive from Google Educator to the Teacher Education Department.** You should also print and keep these certificates for your records; you will need them when you apply to the state for the Preliminary Credential after completing the program.

#### CPR

All applicants for a Preliminary Certification must include certification of having completed Infant, Child and Adult CPR. Certification must be valid at the time of applying for the credential. See the [How To](#)

[Meet The Adult-Child-Infant CPR Requirement](#) information listed at the LCOE Credentials Office webpage.

### **Tuberculosis (TB) Test**

It is essential that every student-teacher provide documentation of the TB test taken within the last 3 years. In cases where the results were positive, we also need a copy of the X-ray report that verifies that TB is not present in your lungs. This documentation will be required in order to enroll in student-teaching (EDEL143A or EDEL143B). We do not accept the TB Risk Assessment. Email a copy of your official test results to [deb.codiroli@sjsu.edu](mailto:deb.codiroli@sjsu.edu).

### **Reading Instruction Competence Assessment (RICA)**

RICA is to be taken following completion of EDEL 108A (Reading and Language Arts Curriculum course). Candidates may not apply for their preliminary credential without having successfully passed the RICA. Passing scores for the RICA are valid for 10 years. See [RICA website](#) for registration and fee information.

### **Summative Teacher Performance Assessment (CalTPA)**

CalTPA includes a summative Teaching Event project conducted as part of EDEL 143A and 143B (Student Teaching) requirements. In addition, embedded signature assessments in EDTE 262, EDEL 108B (Science Curriculum), EDEL 108C (Social Studies Curriculum) and EDEL 108D (Math Curriculum) make up the department portfolio.

### **Bilingual Authorization (Spanish)**

Candidates in the Bilingual Authorization must satisfy second language requirements before student teaching in EDEL 143B. The requirement is met by passing the CSET Spanish Subtest III exam (test code 147). Additional testing information about the CSET LOTE exams for Bilingual Authorizations is available at:

[https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML\\_FRAG/CA\\_CSET145\\_TestPage.html](https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_CSET145_TestPage.html)

Email a copy of your official test results to [deb.codiroli@sjsu.edu](mailto:deb.codiroli@sjsu.edu).

## Appendix D **Policies, Credential Requirements and Additional Information**

### **Program Planning Guide (PPG)**

The PPG is your course and requirement contract with the MSCP program. 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 will be provided to you. The PPG also provides a snapshot of the other CTC requirements. Any change to your PPG must be authorized in advance by the MSCP Program Coordinator/Advisor. To request a change in your plan, email Linda Sizelove at [linda.sizelove@sjsu.edu](mailto:linda.sizelove@sjsu.edu). If your request is approved, you will receive a revised PPG.

### **Course Sequence**

When registering for classes follow your Program Planning Guide and keep the following course sequences in mind:

- EDTE 262 is a prerequisite for EDEL 108A and EDEL 143A
- Bilingual candidates take pathway-specific sections of EDEL 108A, EDTE 208, EDTE 262, EDEL143A and EDEL143B from designated professors. These sections are indicated on the schedule with a “B” for bilingual.
- EDEL 143A must be taken before EDEL 143B.
- EDTE 260 must be taken with EDEL 143A or EDEL 143B.

### **Schedule of Classes & Registration**

Each semester the schedule of classes is sent via email to students. Email Marie Kochevar [marie.kochevar@sjsu.edu](mailto:marie.kochevar@sjsu.edu) if you have questions. The schedule of classes is never posted online. You will need to register for all classes in accordance with your program plan 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. Class Adds will not be approved after the Late Registration Period.

### **Grading Policy/Academic Probation**

Students are expected to maintain a grade point average of 3.0 or better in their credential courses and failure to do so will result in academic probation and possible 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 placement.

### **Candidate Competence in Student-Teaching/Field Service Practicum**

Candidates must attain competency in all areas of relevant content and communication outlined in the CTC standards. Should a candidate perform unsatisfactorily in either phase of the practicum (EDEL 143A or EDEL 143B) by failing to achieve the expected level of performance, the process for remediation, through the Professional Dispositions Remediation Plan 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. Candidates with two unsuccessful experiences in either EDEL 143A or EDEL 143B will return to the LSTP traditional pathway.

### **Subject Matter Competency Requirement**

Can be satisfied by either completing:

1) CSET Multiple Subject subtests I, II, and III may be taken individually on separate dates but all three subtests must be passed to verify competence. The Multiple Subject CSET is a computer-based exam, available Monday-Saturday (excluding holidays) at most testing sites.

Passing scores are valid for 10 years.

SJSU or the Teacher Education department does not receive scores from any testing site. It is YOUR responsibility to submit a photocopy of your official scores to the Teacher Education Department. You can email scores to [deb.codiroli@sjsu.edu](mailto:deb.codiroli@sjsu.edu) or include a copy in your initial MSCP department application.

Test Preparation resources:

- Additional testing information about the CSET is available at: <http://www.ctcexams.nesinc.com/>.
- CSET study guides can be purchased at any bookstore and also available at libraries. Start a study group and study with other students who plan to enter the program.
- The LCOE Student Success Center at <http://www.sjsu.edu/education/studentsuccesscenter/> also provides testing resources.

You may retake an exam if you do not pass, but must wait 45 days from your original test date to retake the exam.

OR

2) 4/5 completion of the Elementary Subject Matter courses in Liberal Studies, form provided and completed by Undergraduate Subject Matter Academic Advisor for Liberal Studies

Applicants must submit passing CSET scores or the ESM Program Waiver in their MSCP program application.

### **Time Limit for Completing the Coursework**

All coursework required for MSCP 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 a course revalidation. The Teacher Education 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 10 years will need to retake all sections of the CSET to remain in/return to the program.

**Appendix E**  
**ITEP Application Checklist\***

Name \_\_\_\_\_

SJSU Student ID: \_\_\_\_\_

TEACHER EDUCATION APPLICATION FILE (#1-13 must be included in your application packet)		YES	NO
<b>1</b>	<b>Application Checklist (this page)</b> <b>Print and enclose a blank copy of this sheet with your application packet</b>		
<b>2</b>	<b>Teacher Education Multiple Subject Credential Application Form. Check ITEP Option (See Appendix F)</b>		
<b>3</b>	<b>Resume</b>		
<b>4</b>	<b>Statement of Purpose – “Why I Want to be a Teacher” (all candidates in English)</b>		
<b>5</b>	<b>Second Statement of Purpose for Bilingual Authorization Spanish applicants (written in Spanish)</b>		
<b>6</b>	<b>Letter of Recommendation 1 -</b>		
	<b>Letter of Recommendation 2 -</b>		
	<b>Letter of Recommendation 3 -</b>		
<b>7</b>	<b>Basic Skills Requirement (CBEST, etc.) – Submit a <i>photocopy</i> of your passing scores. <u>DO NOT SUBMIT ORIGINAL COPY, KEEP ORIGINALS FOR YOUR RECORDS.</u></b>		
<b>8</b>	<b>TRANSCRIPTS –Submit ONE set of <u>unofficial</u> SJSU transcripts (be sure all your transfer units are included in it)</b>		
<b>9</b>	<b>45 hours of Pre-Professional Experience - See detailed instructions and document experience on the TE Pre-Professional Experience Verification Form (See Appendix G)</b>		
<b>10</b>	<b>Subject Matter Competency (either CSET or 80% ESM Waiver completion) Submit a <i>photocopy</i> of passing scores <i>or</i> Appendix H form signed by the LSTP Coordinator or LSTP Advisor for the waiver. <u>DO NOT SUBMIT ORIGINAL COPY, KEEP ORIGINALS FOR YOUR RECORDS.</u></b>		
<b>11</b>	<b>Advising Worksheet – signed by your LSTP with required major, university, and GE courses still needing to be completed scheduled. (See Appendix I)</b>		
<b>12</b>	<b>Certificate of Clearance - Copy must show issuance date. (See Appendix B)</b>		
<b>13</b>	<b>Technology Requirement – Course certificates (See Appendix C)</b>		

**\*Keep copies of everything you submit for your entrance application, as you will need these documents when applying for your Preliminary Credential after completing the program.**

**Appendix F**

**ITEP- Credential Program  
Application Form**

Application Date: \_\_\_\_\_ Admission Semester: \_\_\_\_\_

**Personal Information**

Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Degree Information (choose one)**

ITEP - BA + Credential: \_\_\_\_\_

ITEPB - BA + Credential + Spanish Bilingual Authorization: \_\_\_\_\_

**Credential Program Objective:**

I intend to enroll (choose one)

Part-time / 1-6 units (2 classes a semester) – Aligns with SJSU’s Part-time tuition.

Full-time / 7-16 units (3 or more classes a semester) – Aligns with SJSU’s Full-time tuition.

**Appendix G**  
**Teacher Education Pre-Professional Experience Verification Form**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Documentation of Field Experience**

A total of 45 hours of field experience in a *public* school K-8 classroom is required for admission. This requirement is met through the successful completion of LSTP 185 (verified through unofficial transcripts) or verification of current active enrollment and progress in the class (verified through unofficial transcripts and current instructor signature on this form).

This form must be submitted with unofficial transcript by the document deadline.

\_\_\_\_\_ I have successfully completed LSTP 185 and have highlighted the course in my enclosed unofficial transcripts.

\_\_\_\_\_ I am currently enrolled in LSTP 185, am attaching my unofficial transcripts with this course highlighted, and my instructor for the course has affirmed (below) that I am in the course and on track to successfully complete it by the end of the current semester.

I (name of current LSTP 185 instructor) \_\_\_\_\_ certify that the above-name applicant is currently on track to successfully complete LSTP 185 by the end of: Fall/Spring (circle one) year \_\_\_\_\_.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix H**  
**Elementary Subject Matter (ESM) Waiver Instructions for ITEP students**

All Liberal Studies Programs are approved by the California Commission on Teacher Credentialing (CCTC) for waiver of the subject matter examination (CSET for Multiple Subjects) required to earn a teaching credential. To earn the waiver, the courses below or their authorized substitutions, must be successfully completed. Students on the LSTP traditional pathway who do not complete these courses will be required to take the CSET prior to applying for the credential program. All students applying for the ITEP pathways are required to include in their application to the credential program proof that 80% of the required ESM courses (20 of the courses below) will be complete at the time of entrance into the program. Two of the remaining four courses are met *during* the credential, leaving at most two undergraduate courses to be completed during the students' final three semesters. This form must be filled out and signed by your LSTP advisor. For all ESM waiver students (traditional *and* ITEP pathways), after final grades for 100% of the ESM requirements are posted students *apply* for the ESM waiver through the coordinator of the program. This is required to apply to the state of California for a credential.

Required Elementary Subject Matter Courses	Taken
BIO 21/ENVS 10	
CA 177	
CHAD 60/CHAD 70	
CHAD 149	
EDTE 162/262 (ITEP only)	Not yet completed
ENGL 1A	
ENGL 2/ENGL 1B	
ENGL 112A	
ENVS 158	
GEOL 103	
HIST/POLS (Approved D23/US123 Course)	
HIST/POLS (Approved D23/US123 Course)	
LING 107/ENGL 103	
SOCS 137	
HIST 139	
MATH 12	
MATH 105	
MATH 106	
CHEM 30A	
PHYS 1	
Studio art course	
Studio art course from a different discipline	

I, \_\_\_\_\_ verify that \_\_\_\_\_

(Student ID # \_\_\_\_\_) will have successfully completed 80% of the ESM waiver upon entrance to the ITEP Program Fall/Spring/Summer \_\_\_\_\_.

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix I**  
**Liberal Studies Advising Worksheet**

Student: \_\_\_\_\_ ID # \_\_\_\_\_

The above student needs to complete the following courses to meet University, GE, and Liberal Studies major requirements. This list does not include credential courses.

Fall/Winter/Spring/Summer \_\_\_\_\_

Course	Units

Fall/Winter/Spring/Summer \_\_\_\_\_

Course	Units

Fall/Winter/Spring/Summer \_\_\_\_\_

Course	Units

Fall/Winter/Spring/Summer \_\_\_\_\_

Course	Units

Advisor name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_