Becoming a Teacher
at
The University of Toledo
Welcome to The University of Toledo

Welcome to the Judith Herb College of Education (JHCOE) at The University of Toledo (UT)! We are pleased that you have chosen this institution to continue your education. The mission of The UT is to improve the human condition; to advance knowledge through excellence in learning, discovery and engagement; and to serve as a diverse, student-centered public metropolitan research university.

This manual has been designed to help you get a good start in your college career. The manual is divided into four sections:

- Section I – Information for Pre-Education Majors
  This section contains pertinent information and answers to questions often asked by students in our College.

- Section II – Information for Professional Education Majors
  This section contains performance-based assessments that must be successfully completed prior to student teaching.

- Section III – Student Teacher Handbook
  This section provides guidelines and expectations for the student teacher.

- Section IV – edTPA Student Teaching Portfolio
  This section is available on the Carver Center website. It provides guidelines for the successful completion of the student teaching portfolio.

If you do not find the information you are seeking in this manual, please check the hotlinks that follow or contact the JHCOE’s Office of Student Services (telephone: 419-530-2491) or the field experience coordinators (telephone: 419-530-2053/8558). Do not hesitate to ask for advice or information anywhere on campus. We are here to help you get the high-quality education for which our University is noted. We look forward to getting to know you and working with you. We are proud of our institution, and are delighted that you have chosen to be a part of the Education program.
Section I

Information for Pre-Education Majors
Your first semester at UT will undoubtedly be exciting and interesting as you meet new friends and take classes in many different areas as you prepare for your career in Education.

**History of the JHCOE**

The Judith Herb College of Education was founded in 1916 as the Teachers College and later became the College of Education. The first doctoral programs at The University of Toledo were introduced in 1959 in Education. The College of Education was renamed the Judith Herb College of Education on May 6, 2006. Judith and Marvin Herb, two UT graduates, contributed $15 million to fund numerous scholarships as well as educational assessment support and research initiatives.

The Education programs are located in Gillham Hall on the Main Campus.

**Conceptual Framework of JHCOE**

The Conceptual Framework of JHCOE is further defined by four distinctive but interrelated elements: (a) standards based curricula; (b) inquiry, reflection, assessment and accountability; (c) metropolitan focus; and (d) engagement with professional practice. These elements are discussed below.

*Standards-based Curricula*

Professional education programs are aligned with professional and state standards that are grounded in research and are relevant to contemporary practice. The alignment with standards establishes consistency and coherence across all programs within the College. Clinical and field experiences are built on prior coursework and reflect exemplary practice. The alignment of professional standards with practical experiences enables the College to prepare *knowledgeable, reflective, innovative educators who are committed to improving educational practice and learning in a diverse metropolitan community.*

*Inquiry, Reflection, Assessment, and Accountability*

Professional education programs engage candidates in educational theory and practice through a process of inquiry, reflection, assessment, and accountability. Candidates are guided individually and in groups, through sets of developmentally appropriate learning experiences. Candidates are required to demonstrate that they have a positive impact on the development and the learning of their students. The elements of inquiry, reflection, assessment, and professional accountability are reflected throughout programs.

*Metropolitan Community Focus*

The mission of The University of Toledo is *to improve the human condition; to advance knowledge through excellence in learning, discovery, and engagement; and to serve as a diverse, student-centered public metropolitan research university.* The University is dedicated to meet student needs, and to become fully engaged in the community and its
schools. The mission of the Judith Herb College of Education reflects the institutional mission in this regard.

Engagement with Professional Practice

Candidates in the JHCOE participate in programs that are fully integrated in the world of professional practice in collaboration with school partners. School partners are licensed practitioners from pre-kindergarten through 12th grade who provide instruction, supervision, and direction for candidates in field-based assignments.

Accreditation

The teacher education programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE) and approved by the Ohio Board of Regents (OBR). They meet state of Ohio standards for licensure, standards of the respective national professional associations, and NCATE standards for programs accreditation.

JHCOE Professional Dispositions

Professional dispositions describe the professional and interpersonal qualities, attitude and behavior of education professionals. Professional dispositions speak to the character of the educator and guides how she/he engages as a professional and with the multiple stakeholders including, students, families, and professional colleagues. The professional dispositions valued by the JHCOE are:

a. responsibility for meeting professional and institutional standards;
b. commitment to continuous improvement and lifelong learning by remaining current in knowledge and professional practice;
c. commitment to ongoing assessment, reflection and inquiry in professional practice;
d. sensitivity and responsiveness to individual and cultural differences in a diverse community;
e. commitment to connecting with school and community; and
f. commitment to accountability for student learning and development.

The JHCOE expects pre-service educators to:

a. be punctual and regular in terms of attendance;
b. be dependable and responsible (e.g., initiate timely communication with cooperating teacher and supervisor regarding absences, scheduling, documentation, etc.);
c. demonstrate positive communication style with students, colleagues, and supervisor;
d. not use school technology for non-classroom activities (e.g., using social media, texting, personal emails, etc.);
e. be an appropriate role model (e.g., passion for teaching, positive attitude, no inappropriate content on social media sites such as Facebook or Twitter, not “friending” students, etc.);
f. have an appropriate professional appearance (e.g., proper attire, personal hygiene, etc.);
g. have high ethical standards (e.g., proper citation of resources, not representing others’ work as your own, adhering to the Student Academic Code of Conduct, etc.);
h. use appropriate grammar and vocabulary (avoiding use of slang, inappropriate humor, etc.);
i. be responsive to constructive feedback; and,
j. respect the privacy of students and confidentiality of information.

Teacher Education Programs

Office of Student Services

The Office of Student Services, located in Gillham Hall 3100, will assist you through orientation and academic advising. The field coordinator will assist you with all field placements. Our professional staff is committed to serving all Education students.

Initial Licensure Transition Points and Assessments
The following tables detail the transition points from entry to The University of Toledo’s teacher education program through professional licensure for the undergraduate and graduate preparation routes.
<table>
<thead>
<tr>
<th>Entry to UT (Education)</th>
<th>Entry to Professional Ed.</th>
<th>Student Teaching Eligibility</th>
<th>Graduation</th>
<th>Recommendation for Two-year Licensure</th>
<th>Professional Licensure</th>
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</thead>
<tbody>
<tr>
<td>high school diploma / general education development (GED) diploma</td>
<td>Core Courses</td>
<td>Completion of 90% credits or minimum 100</td>
<td>Completion of all course work</td>
<td>Pass Student Teaching</td>
<td>Entry year program (OH)</td>
</tr>
<tr>
<td>ACT test scores &gt;= 21 or SAT test scores (Math &gt;= 900 and Reading &gt;= 900)</td>
<td>Comp II (&amp; Comp I if required)</td>
<td>TSOC requirement</td>
<td>Student Teaching Portfolio Task 1: Planning for Instruction and Assessment Task 2: Instructing and Engaging Students in Learning Task 3: Assessing Student Learning</td>
<td>Ohio Assessments for Educators Pedagogy Test (&amp; other SPA requirements)</td>
<td>Ohio Residency Requirements</td>
</tr>
<tr>
<td>DHS students High school grade point average (HSGPA) &gt;= 2.7</td>
<td>Technology Requirement</td>
<td>GPA &gt;= 2.7</td>
<td>Planning for Instruction and Assessment (CP1)</td>
<td>Student Teaching Seminar Requirement Value-Added &amp; Ohio Operating Standards (Ohio Requirement)</td>
<td>GPA &gt;= 2.7</td>
</tr>
<tr>
<td>Transfer students GPA requirements &lt; 30 credits, &gt;=2.3 30–59 credits, &gt;=2.5 &gt; 59 credits, &gt;= 2.7 overall and in student’s major</td>
<td>Pass Praxis Core Academic Skills for Educators (Core)</td>
<td>Instructing and Engaging Students in Learning (CP2)</td>
<td></td>
<td></td>
<td>Posted Baccalaureate</td>
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<td></td>
<td>Voluntary Hours</td>
<td></td>
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Type of Assessment

- Content Knowledge
- Professional Skills
- Impact on Student Learning
## Alternate Graduate Preparation Route

<table>
<thead>
<tr>
<th>Entry to Professional Ed.</th>
<th>Student Teaching Eligibility</th>
<th>Licensure</th>
<th>Recommendation for Two-year Licensure</th>
<th>Degree Requirements</th>
<th>Professional Licensure</th>
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</thead>
<tbody>
<tr>
<td><strong>Core Courses as determined by Transcript Audit</strong></td>
<td>Completion of 90% of licensure coursework</td>
<td>Completion of all course work</td>
<td>Pass Student Teaching</td>
<td>Research &amp; Measurement Requirement</td>
<td>Entry year program (OH)</td>
</tr>
<tr>
<td><strong>Completion of Licensure Core Requirements</strong></td>
<td>TSOC requirement</td>
<td>Student Teaching Portfolio Task 1: Planning for Instruction and Assessment</td>
<td>Ohio Assessments for Educators Pedagogy Test (# other SPA requirements)</td>
<td>Capstone Experience</td>
<td>Ohio Residency Requirements</td>
</tr>
<tr>
<td><strong>CUM GPA &gt;= 2.7 in Undergrad Content</strong></td>
<td>EDP Requirement</td>
<td>Task 2: Instructing and Engaging Students in Learning</td>
<td>Ohio Assessment for Educators Content Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Technology Self-Assessment</strong></td>
<td>GPA &gt;= 2.7 (Undergraduate) GPA &gt;= 3.0 (Graduate)</td>
<td>Task 3: Assessing Student Learning</td>
<td></td>
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</tr>
<tr>
<td><strong>CUM Grad GPA &gt;= 3.0</strong></td>
<td>Planning for Instruction and Assessment (CP1)</td>
<td>Student Teaching Seminar Requirement Value-Added &amp; Ohio Operating Standards (Ohio Requirement)</td>
<td>Reading Content (Ohio Requirement)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Instructing and Engaging Students in Learning (CP2)</td>
<td></td>
<td>Completion of licensure requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessing Student Learning (CP3)</td>
<td>Final Supervisor Student Teaching Observation</td>
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</table>

**Type of Assessment**

| Content Knowledge | Professional Skills | Impact on Student Learning |
Admission to a Teacher Education Program

All direct from high school students who are accepted to UT can declare an Education major within the Judith Herb College of Education. Candidates in good standing may transfer with the following minimum requirements from another college at UT or from another accredited college or university. However, all candidates must apply for admission to Professional Education later in their program.

Transfer Requirements

<table>
<thead>
<tr>
<th>Number of credit hours</th>
<th>Minimum required GPA</th>
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</thead>
<tbody>
<tr>
<td>Less than 30</td>
<td>2.3 overall</td>
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<tr>
<td>30-59</td>
<td>2.5 overall</td>
</tr>
<tr>
<td>60 or more</td>
<td>2.7 overall and 2.7 in student’s major</td>
</tr>
</tbody>
</table>

Praxis Core Academic Skills for Educators (Core)

All candidates in the Judith Herb College of Education are required to pass the Praxis Core Academic Skills for Educators (Core). The Core is a standardized exam that consists of three subtests: Reading, Mathematics, and Writing. Candidates are required to achieve a minimum score in each subtest. Passing scores are as follows:

- Mathematics 150
- Reading 156
- Writing 162

Candidates, who score below the required score on any of the subtests, must retake the failed subtest. Candidates must have successfully passed ALL sections of Core to be admitted to Professional Education. Registration materials are available in the Office of Student Services.

Field Experiences

Initial field placements depend on the candidate’s major. As a part of the course work introducing candidates to the teaching profession, many programs require short placements, usually in the second year. Methods field experiences, which are longer, usually begin in the third year. Student teaching is normally done in the final semester; however, some programs have a year-long experience during the final two semesters. Candidates are responsible for their own transportation; however, the field coordinators will work to locate placements where shared rides or bus transportation are necessary. Candidates **must** obtain an Ohio Bureau of Criminal Identification and Investigation (BCI&I) and FBI background check prior to going into area classrooms.

Applying to Professional Education

Students should apply for Admission to Professional Education no later than the fifth semester of full-time enrollment. Students in the respective licensure programs should apply while enrolled in the following respective courses:
Licensure Program  
Course
Early Childhood Education  
CIEC-3200 Philosophy and Practices
Middle Childhood Education  
Check with your adviser
Adolescent & Young Adult Education  
Check with your adviser
Special Education  
Check with your adviser
Visual Art Education, Music Education  
Check with your adviser
Foreign Languages Education  
Check with your adviser
Career and Technical Education  
Check with your adviser

Acceptance to Professional Education

To be eligible for admission to Professional Education, candidates must:
1. Be currently enrolled in the Judith Herb College of Education
2. Complete 48-64 semester hours of approved course work, including required pre-professional courses and 12 hours in residence
3. Have a cumulative and higher education GPA of 2.7
4. Pass Praxis Core Academic Skills for Educators with minimum scores in all required areas (i.e., reading, writing, and mathematics)
5. Demonstrate acceptable progress in arts & science content licensure courses or other published criteria
6. Complete prior experience with appropriate populations in schools and agencies based on satisfactory completion of introductory courses/seminars, letters of support, and/or portfolios
7. Demonstrate effective communication and interpersonal skills based on early experiences, introductory course/seminar(s), ratings from professionals in the field, and/or interview ratings
8. Complete verification of good moral character (i.e., Background Check Policy) as stipulated by the State of Ohio.

Applying for Student Teaching

Candidates will apply to student teach through the Office of Student Services in Gillham Hall 3100. To student teach during a fall semester, the application must be submitted during the preceding September and to student teach in the spring semester it must be submitted during the preceding January. There are no exceptions to these deadlines. A thorough review of credentials is completed to determine if candidates are eligible to student teach. Final approval is not granted until all grades and activities are reviewed.

Criteria for Student Teaching Approval

In order to be eligible for student teaching, candidates must have fulfilled the following requirements:

- Full admission to professional education
• Completion of at least 100 semester hours

• Completion of 90 percent of the course work in the major area.

• Completion of professional courses, including methods, with a grade of “C” or better.

• A 2.7 GPA in the major(s), Professional Education courses, and overall.

**Ohio Assessments for Educators**

The Ohio Assessments for Educators (OAE) tests assess the content-area and professional (pedagogical) knowledge of candidates who are seeking initial Ohio educator licensure or adding a new licensure area. The assessments are aligned with Ohio Academic Content Standards and Common Core State Standards. Ohio licensure candidates are required to successfully complete only ONE assessment of professional (pedagogical) knowledge for their first license. The addition of other licensure areas or endorsements will require only successful completion of the associated content-area assessment. The Ohio Department of Education requires successful completion of the OAE as one of the requirements for licensure.

The Ohio Assessments for Educators tests are given several times each year and established deadlines for registration are strictly enforced. A delay in taking the required test(s) will delay a job search and employment opportunities. It is recommended that candidates complete the OAE test(s) before graduation. Registration materials for the OAE are available online.

**Application for Graduation**

Before a candidate can graduate, he or she must apply for graduation by the posted deadlines. An application must be completed even if a student does not intend to participate in commencement. Graduation Applications are available from this web page (click here). Applications are also available in the Registrar's Office and in all college offices.

**Ohio Teacher Licensure**

In order to teach in an Ohio public, state-supported elementary, middle or high school, candidates need to be licensed by the State of Ohio. Candidates will apply for licensure online through the Ohio Department of Education’s website. To complete this application process, candidates must:

• Pass all required OAE tests, and

• Have a valid Ohio BCI&I and FBI background check on file with the state of Ohio.

**Other JHCOE Information**

Many resources are available to assist students.
The General Catalog is designed to familiarize candidates with University academic policies, course offerings, academic programs, and college degree requirements. 
http://catalog.utoledo.edu/

The Student Handbook describes policies, procedures, and support services that will assist candidates at the University.  
http://studentactivities.utoledo.edu/studentconduct/studenthandbook.pdf

Other resource links are available throughout this document.

Student Checklist of Requirements for Undergraduates

1. Apply to the Judith Herb College of Education at The University of Toledo  
   a. Submit application along with fee  
   b. Submit SAT or ACT scores

2. Apply to Professional Education  
   a. Complete core curriculum requirements  
   b. Pass all sections of the Praxis Core Academic Skills for Educators (Core)  
   c. Maintain a minimum 2.7 grade point average (Higher Education, UT, and content area)  
   d. Meet additional program requirements

3. Apply to Student Teaching  
   a. Complete 90% or minimum 100 credit hours of course work  
   b. Maintain minimum 2.7 grade point average (overall, content area(s) and professional education courses)  
   c. Pass critical performance assessments  
   d. Pass methods class

4. Apply for graduation  
   a. Complete all required course work

5. Apply for Ohio teacher licensure  
   a. Pass student teaching  
   b. Pass all required Ohio Assessments for Educators licensure exams  
   c. Pass state mandated reading requirement  
   d. Successfully pass a state and federal criminal background check
Student Checklist of Requirements for Licensure Alternative Master’s Program (LAMP) Candidates

6. Apply to the Judith Herb College of Education at The University of Toledo
   a. Completed bachelor’s degree with a minimum 2.7 grade point average
      from an accredited college or university
   b. Submit application along with fee
   c. Submit undergraduate transcript
   d. Some programs require candidates to pass appropriate content exams as
      specified by the Ohio Department of Education prior to starting the
      program. Consult the department chair to determine if passage is required
      by the program in which you are seeking admission.

7. Apply to Professional Education
   a. Complete licensure course requirements
   b. Maintain a minimum 3.0 grade point average (UT graduate course work)
      and 2.7 content area grade point average (undergraduate licensure course
      work)
   c. Meet additional program requirements

8. Apply to Student Teaching
   a. Complete licensure of course work requirements
   b. Maintain minimum 3.0 grade point average
   c. Pass critical performance assessments
   d. Pass methods class

9. Apply for Ohio teacher licensure
   a. Pass student teaching
   b. Pass all required Ohio Assessments for Educators (OAE) licensure exams
   c. Pass state mandated reading requirement
   d. Successfully pass a state and federal criminal background check