APPENDIX D
Radford University
Teacher Education Program

MEMORANDUM OF UNDERSTANDING
As a student seeking licensure for teaching, you need to fully understand the policies and procedures for admission and retention in teacher education programs. Please carefully read each of the documents listed below and all handbooks for your program.

Documents to be carefully read by all applicants prior to admission to Teacher Education include:

-- Policies and Procedures Governing Admission and Retention in Field Experiences in Teacher Education Programs
-- The Code of Ethics of the Education Profession
-- Basic Requirements for Licensure
-- The Memorandum of Understanding

Acceptance into the Teacher Education Program
Admission to Radford University or enrollment in any academic major does not guarantee admission to the Teacher Education Program. Admission is by application and is subject to the requirements specified in the admissions policies. Candidates applying for admission to the teacher education program are reviewed in light of criteria in three general areas: academic achievement, basic skills proficiency, and qualities of character and interpersonal skills. Students may apply to the Teacher Education Program when they meet the following criteria*:

- minimum overall GPA of 2.5 on all undergraduate work attempted; a cumulative GPA of 2.5 on all work at Radford University; and a 2.5 in the major; (beginning Fall 2007, applicants for elementary education must have a 2.75 GPA as described above, including a 2.75 in all professional studies courses);
- successful completion of EDUC 309 in programs that require this course;
- successful completion of all departmental requirements, including departmental review and recommendation;
- speech/language/hearing screening administered by the RU Speech Clinic;
- passing scores on the basic proficiency tests required for licensure or on the SAT;
- Interdisciplinary Studies majors must complete 50 clock hours of observing or working with children/young adults in a structured learning situation.
- students must meet the basic requirements for licensure in Virginia and must not have a record of serious violations of Radford University’s policies and code of student conduct.

Documents to read before you apply.

Basic criteria to meet in order to apply to the Teacher Education Program.
Advisors in the Academic Advising and Student Support Center, the Assistant Director of Field Experiences and the Assistant Dean in the College of Education and Human Development can respond to questions regarding basic requirements for being eligible to apply to the Teacher Education Program.

Graduate students should be aware that admission to the Graduate College is a separate process: they will need to apply to both the graduate school and to the Teacher Education Program. GPA requirements for admission to graduate programs range from 2.7 to 3.0. Graduate or post-baccalaureate students should contact the Field Experience Office for referrals to faculty who can review their transcripts to determine courses that must be completed for licensure.

Students must submit completed applications to the Office of Field Experiences by the deadline publicized. Students must apply no later than the semester prior to the semester in which they will be enrolled in field experiences. Late applications may delay admission.

The Office of Field Experiences reviews the applications to ensure that students meet the basic criteria for applying. The Office notifies students of their admission status prior to university registration each semester. If students meet the criteria, this makes them eligible to apply but it does not guarantee that they will be admitted.

Students who are denied admission on the basis of not meeting eligibility criteria can appeal. A letter of appeal must be submitted to the Assistant Dean of the College of Education and Human Development, Box 6960, Radford, VA 24142 within 10 working days of notification of denial of admission. However, there are limitations to the grounds for an appeal. For example, if students do not have a 2.5 GPA over all work at Radford or a 2.5 GPA in the major when they apply (2.75 for elementary applicants beginning Fall 2007), they may appeal but they must meet these requirements by the end of the semester in which they apply.

The Office of Field Experiences sends lists of applicants to program faculty who complete a departmental review and recommendation. Post baccalaureate candidates are reviewed by the graduate advisor and by the appropriate program faculty. The Professional Education Committee is responsible for overseeing the policies and procedures for admission and retention in the Teacher Education Program.

Throughout the program, students must continue to demonstrate academic achievement, basic skills proficiency, and qualities of character and interpersonal skills required for admission. They are required to abide by the policies and procedures outlined in the documents listed above and in student handbooks for field experience programs.
Experiences

Candidates enrolled in teacher education programs who are applying for internships (field experiences) must meet basic requirements for admission to the Teacher Education Program and must not have any courses with "incompletes". Applicants submit completed forms to the Field Experience Office prior to application deadlines; students must notify the Office of changes to their application information. **Late applications may delay admission to the field experience.** Students who decide to withdraw their application must notify the Field Experience Office at least two weeks prior to the beginning of the semester in which they were to enter the field experience.

During all field experiences, students are expected to abide by the Policies and Procedures Governing Admission to and Retention in Field Experience Programs and the policies and procedures outlined in the field experience handbooks. Students entering field experience programs are expected to demonstrate basic qualities of character and interpersonal skills which enable them to participate and develop professional knowledge and skills for teaching. Examples of such basic qualities include: reliability, ability to communicate and work well with others, respect for others, good work habits (consistent attendance, being on time), taking initiative and assuming responsibility, self-confidence, enthusiasm, acceptance of constructive criticism.

Admission to Student Teaching

Students must continue to meet the following minimal criteria:

* 2.5 GPA in all college work attempted; 2.5 GPA on all work attempted at Radford University; 2.5 GPA in the major; 2.5 GPA in all professional studies courses completed (beginning Fall 2007, elementary education candidates must have 2.75 GPA in all these areas);
* successful completion of the early internships (field experiences) and a recommendation for admission to student teaching;
* successful completion of all departmental prerequisites for student teaching
* earned at least 92 semester hours of credit; no "incompletes" in any courses
* passing Praxis I and Praxis II scores; Virginia Reading Assessment score (early childhood education, elementary education, and special education (with the exception of severe disabilities and early childhood special education)

Possible Delay of Graduation

Students who do not meet admission requirements should realize that this might delay their progress in graduating and in pursuing licensure. Most students can continue progressing in an academic major without pursuing licensure to teach and still graduate as they had planned. Students can reapply to the Teacher Education Program or to the field experience when they meet the criteria addressed above.
Arrangement of Field Placements

Field experience placements are made by the Field Experience Office based upon recommendations from program faculty and working in collaboration with representatives from the school division. Any requests regarding field experience placement must be made to the Field Experience Office at the time of application in the semester prior to the field experience and not to K-12 school personnel.

Elementary licensure candidates are expected to have completed one of the field experiences (early field experience or student teaching) in a primary (K-3) setting and one in an upper elementary (3-6) setting. K-12 licensure candidates are expected to complete their student teaching experience in two settings: one in an elementary (K-6) school and another in a middle or high school. Students can list preferred school divisions and grade levels and they can add any information they would like to have considered in making the placement on the application to student teaching. However, there is no guarantee that such requests can be met.

Once field placements have been made, they cannot be changed except in rare and extreme situations. Requests for changes must be made in writing to the Assistant Dean in the Field Experience Office within 5 working days of notification of the placement, and must be accompanied by documentation of exceptional reasons for requesting the change.

Students enrolled in the Teacher Education Program are expected to complete the early field experiences and student teaching in schools within a geographical area accessible for consistent supervision by university instructional supervisors. More and more, the field experiences and courses in the program are being collaboratively planned by university and school faculty in “partner” schools and when students apply to the program, they become interns within those partner schools. Interns might be placed in any of several school systems, based upon availability of supervision by university and school faculty.

Students must abide by policies and procedures outlined in Policies and Procedures for Admission and Retention in Field Experience Programs and in the student teaching handbook for their program.

Students are expected to provide their own health and accident insurance coverage. Insurance programs are available for students through the Dean of Students Office. Neither Radford University nor the schools and agencies in which students are placed for field experiences provide health or accident insurance coverage for students. Students are responsible for acquiring any immunizations they might wish to have.
School districts have policies regarding blood born pathogens such as hepatitis B and it is usually not necessary for students to have Hepatitis B immunizations. Students are required to submit evidence of completing the TB risk assessment through the RU clinic or evidence of a negative TB test prior to being admitted to field experiences. School divisions might have additional requirements for students being placed in their schools, such as a requirement to submit, at their expense, record of a criminal records check through the state police.

Students are required to provide their own transportation to field experience sites. In many cases, the Field Experience Office is able to group students in such a way to facilitate car pooling. This is not always possible, however. Unreliable transportation is not an acceptable reason for requesting a particular placement, nor will it be an acceptable excuse for absences or tardiness.

Students are strongly advised to avoid any outside commitments such as additional courses or jobs during early field experiences and student teaching. Students are entering highly competitive fields. They need to be free to participate fully in the school setting and to have the time and opportunity to demonstrate excellence. Responsibilities to outside commitments are not accepted as excuses for not meeting responsibilities within the preparation program.

Students in Teacher Education Programs are expected to demonstrate the knowledge, skills, and attitudes outlined in the Policies and Procedures Governing Admission and Retention in Field Experiences in Teacher Education Programs and in the performance expectations outlined in the internship evaluation. If any student feels that he or she will need accommodations to successfully meet these requirements or to successfully complete the program, the student should seek assistance from the Disability Resource Office (831-6350) in Tyler 033 concerning reasonable accommodations. It is the obligation of the student to state any need for accommodations to the Disability Resource Office and to provide that Office with appropriate documentation regarding the disability. Students work with the DRO in developing written accommodation agreements. If the student seeks accommodations impacting field experience placements, the student can notify the Assistant Dean in the Office of Field Experiences so the two of them can work with the school in setting up accommodations before the placement begins. Radford University does not discriminate on the basis of disability and is committed to providing accessibility to its programs, services, and activities for qualified individuals with disabilities.
Career Services

Students should enroll with the Career Services Center if they wish to receive information regarding on-campus career events such as job fairs and interviews with school divisions or workshops on job searches and professional portfolio development. The student is responsible for establishing and maintaining a self-managed credential files, including submitting on-line resumes through the Career Services system. They must retain their own clear copies of field experience evaluations, letters of recommendation, and other materials they wish to include in the credentials file.

Licensure

To be licensed by the state of Virginia, students must meet basic licensure requirements (see the document Basic Requirements for Licensure) and they must successfully complete an approved program in teacher education to be recommended by Radford University for initial licensure or for an endorsement.

Students must complete the application for licensure and turn it in to the Licensure Specialist in the Academic Advising and Student Support Services Center in Peters Hall A104 at least two weeks prior to the end of the semester in which they will be graduating. Students must submit a money order or a certified check to cover the cost for the application (personal checks often become outdated since students move so frequently). Students must have completed all program requirements before the application can be processed (e.g., summer courses must be completed). Once all materials have arrived and program requirements are met, the application will be processed in that current cycle (Spring: during late May and June; Fall: during February and March). If the student is seeking employment, the licensure manager in the Center will send a letter validating that they have completed an approved program and that their materials have been forwarded for licensure review.

If a student is seeking licensure in another state, it is the student’s responsibility to determine the requirements for licensure in that state and to ensure that he or she meets these requirements and completes the application process appropriately. It is strongly recommended that students apply for licensure in Virginia so they qualify under reciprocity agreements. Since licensure requirements across all of the states, including those in Virginia, are constantly being updated, students a strongly advised to attend information sessions sponsored by the College of Education and Human Development’s Center for Academic Advising and Student Support Services.
After having read the above Memorandum of Understanding, if you have any questions, please contact the Assistant Dean in the Office of Field Experiences (Peters Hall A113; 831-5277). Please sign below and turn in this page with your application to the Teacher Education Program.

I have read the above memorandum of understanding and agree to abide by the policies outlined.

Student Signature

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Date