



**Division of Education
Handbook
2011-2012**

Index

Division of Education Handbook Preface	2
Contacts	3
Academic Programs	4
Early Childhood Education Pre-K to Grade 3 License	4
Middle Childhood Education Grades 4 through 9 License	4
Adolescent Young Adult Education (AYA) Grades 7 through 12 and Multi-Age Education Pre-kindergarten through Grade 12 License	5
Intervention Specialist Mild/Moderate Educational Needs Kindergarten through Grade 12 License	6
Mandatory Grade Point Averages	6
Field Experience	7
Transition Points	8
Licensure	10
Policies and Procedures Specific to the Division of Education	11
Code of Ethical and Professional Behavior	13
Student Activities and Associations	14



The Division of Education at Baldwin-Wallace College is accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Ave., NW, Suite 500, Washington, DC 20036; phone (202) 466-7496. This accreditation covers initial teacher preparation programs and/or advanced educator preparation programs. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

Division of Education Handbook

Governance Statement - The Division of Education at Baldwin-Wallace College operates within the organizational structure of the total institution and functions as an autonomous unit within the framework of this structure. The Chairperson of the Division is legally responsible for teacher education at Baldwin-Wallace College and serves as a liaison with the state of Ohio Department of Education. The individual in this position fulfills the delineated role responsibilities of Division Chairperson as well as Department Chairperson. These responsibilities are presented in the Faculty Handbook. Also, the Division as a unit designs, develops and implements policies and procedures regarding: a) candidates' recruitment and retention; b) curriculum and program development; c) faculty development; and d) evaluation of program and faculty.

Division of Education Mission Statement - The mission of the Division of Education of Baldwin-Wallace College is to prepare its candidates to be reflective decision makers who are contributing, compassionate, and competent educators. Division faculty fulfill this mission through modeling best practices and providing a rigorous academic program. Candidates within the Division acquire the knowledge, skills, technologies, and dispositions that enable them to achieve their highest potential as educators. Graduates from the Division of Education are prepared and committed to embracing and celebrating human diversity, respecting the individual, and providing the best learning experiences for all members of the educational community.

Accreditation - Baldwin-Wallace College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Division of Education is approved by the state of Ohio Department of Education and accredited by the National Council of Accreditation of Teacher Education to prepare teachers in early childhood education; middle childhood education; mild/moderate educational needs; adolescent young adult education in integrated language arts, integrated mathematics, integrated science, integrated social studies, life sciences, and physical sciences; and multi-age education in foreign languages (French, German, Spanish), health, music, physical education, and visual arts.

The Master of Arts in Education program is also approved by the above mentioned accrediting agencies.

Non-Discrimination Policy - The Division of Education strongly supports the Non-Discrimination Policy of Baldwin-Wallace College and consistently seeks to assure that programs related to teacher education do not discriminate on the basis of race, sex, political affiliation, religion, age or socio-economic status for teacher education candidates or any others affiliated in any way with the program.

This handbook is provided as a supplement to the Baldwin-Wallace College Catalog and Student Handbook and is specific to the Division of Education.



Contacts

All Division of Education offices located in Wheeler Hall

Division of Education	Main Office	(440) 826-2166
Department Chairperson	Dr. Karen Kaye	(440) 826-2168
Director of Undergraduate Programs	Dr. Lisa Henderson	(440) 826-5902
Director of K-12 Master's Programs	Dr. Joseph Hruby	(440) 826-8539
Director of the LHE Programs	Dr. Debra Janas-Hecker	(440) 826-8177
License plus Master's Advisor	Mrs. Letitia Kolp	(440) 826-8168
Master of Arts in Education Advisor	Mrs. Gail Habig	(440) 826-6534
AYA Liaison	Dr. Clayton Dusek	(440) 826-3043
Coordinator, Early Childhood	Dr. Naomi Feldman	(440) 826-5914
Coordinator, Middle Childhood	Dr. Barbara Sposet	(440) 826-8173
Coordinator, Mild/Moderate	Dr. Debra Janas-Hecker	(440) 826-8177

Inter-Departmental Contacts

Multi-Age Education:

Foreign Language	Dr. Maria Marin	(440) 826-2245
Health & Physical Education	Ms. Kerry Bebie	(440) 826-7473
Music Education	Mrs. Laura Joss	(440) 826-2484
Visual Arts	Mr. Steven Ziebarth	(440) 826-2153

Adolescent Young Adult Education:

Integrated Language Arts	Dr. Denise Kohn	(440) 826-5951
Mathematics	Dr. Richard Little	(440) 826-2006
Integrated Social Studies	Dr. Indira Gesink	(440) 826-2280
Integrated Sciences	Dr. Raymond Shively	(440) 826-2487

Other number(s):

B-W College Switchboard	(440) 826-2900
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Academic Programs



Division of Education Programs

Program sheets outlining each licensure area are available online at <http://www.bw.edu/academics/edu/programs/> and in the Division of Education Office.

Early Childhood Education Pre-K to Grade 3 License

The candidate majoring in early childhood education must meet the College requirements for a baccalaureate degree and must also satisfy the Ohio Department of Education and Division of Education requirements for licensure as an early childhood education teacher.

Courses included in this prescribed program cover general education, professional education and curriculum content. The degree earned with a major in Early Childhood Education is a Bachelor of Science in Education (B.S. in Ed.)

Early Childhood Education Generalist Endorsement

The Division of Education offers an early childhood generalist endorsement valid for teaching all core academic content areas in grades four and five. Those wishing to add this endorsement to the P-3 license must meet specific requirements in mathematics, social studies, science, language arts and pedagogy. The student seeking this endorsement must complete the courses listed on the current "Early Childhood Education Generalist Endorsement Program of Study."

Middle Childhood Education Grades 4 through 9 License

The Division of Education offers a licensure program for middle childhood education teachers (grades 4 through 9). Middle Childhood Education licensure requires a program of: (A) General Education/Core Requirements; (B) Professional Education Requirements, and (C) Two Teaching Fields, which are College minors.

Teaching Fields Available include:

- Language Arts and Reading
- Mathematics
- Science
- Social Studies

Teaching fields have different course requirements as well as grade-point-average requirements. See **Mandatory Grade Point Averages** on page 6.

The degree earned with a major in middle childhood education is a Bachelor of Science in Education (B.S. in Ed.)

Middle Childhood Education Generalist Endorsement

The Division of Education offers a middle childhood generalist endorsement valid for teaching all core academic content areas in grades four, five, and six. The endorsement may be added to a middle childhood license with two concentration areas upon evidence of completion of an additional six semester hours of study in each of the content areas to be added and successful completion of the prescribed Praxis II examination. The student seeking this endorsement must complete the courses listed on the current "Middle Childhood Endorsement Information Sheet."

Adolescent Young Adult Education (AYA) Grades 7 through 12 License

AND

Multi-Age Education Pre-kindergarten through Grade 12 License

Candidates preparing for an Adolescent Young Adult Education License (grades seven through twelve) or for a Multi-Age Education License (grades pre-kindergarten through twelve) must complete the courses as listed on the current "Program" sheet. Candidates must complete all graduation requirements as specified by Baldwin-Wallace and the candidate's major department as well. Specific attention should be paid to (A) General Education/Core Requirements; (B) Professional Education Requirements, (C) Teaching Field(s) as noted on the program sheet.

Degrees offered for AYA and Multi-age majors include B.A., B.S., and B.M.E.

Programs offered in AYA include:

Integrated Language Arts	Integrated Mathematics
Integrated Science	Integrated Social Studies
Life Science	Physical Sciences

Programs offered in Multi-Age include:

- Foreign Language*: French, German, Spanish
- Health
- Physical Education
- Music
- Visual Arts

**Foreign language candidates should take careful note that a semester abroad is required in this program.*

The *Bachelor of Music Education Degree* program at Baldwin-Wallace is a two-tracked curriculum offering both a vocal and instrumental music emphasis. The vocal track requires 133.5 semester credit hours and the instrumental track requires 135.5 semester credit hours for completion. This requires a candidate to register for 18 credit hours a semester. Program tracking sheets are available in the Conservatory office. For further information regarding the music education program, please call the Chair of the Music Education Department.

Teaching fields have different course requirements as well as specific grade-point-average requirements.

**Intervention Specialist
Mild/Moderate Educational Needs
Kindergarten through Grade 12 License**

Candidates seeking this license must complete the courses listed on the current Mild/Moderate Educational Needs Program sheet including all the work listed under (A) General Education/Core Requirements; (B) Professional Education; and (C) Specialization.

Candidates may also complete a program for licensure in Mild/Moderate Educational Needs while qualifying for Early Childhood Education, Middle Childhood Education, Adolescent Young Adult Education or Multi-Age Education. Additional coursework will be necessary to complete the Mild/Moderate program along with Middle Childhood, Adolescent Young Adult and Multi-Age Education programs.

Mandatory Grade Point Average (GPA) According to Teaching Field

	Education Courses GPA	Teaching Field GPA	BW Cumulative GPA
Mathematics	2.8	2.5	2.6
Music Education	2.8	3.0	3.0
Language Arts	2.8	3.0	2.6
Other Teaching Fields	2.8	2.6	2.6



Field Experience

Many of the professional education courses have planned field experiences. Candidates are expected to spend time in schools in a variety of settings. Intentional efforts are made to ensure that candidates interact with students from various ethnic/racial and socioeconomic groups; students with exceptionalities; English language learners; and in schools with varying local report card distinctions.

Transportation to and from all field-based experiences including student teaching is the responsibility of the candidate. The candidate must assume responsibility both for such transportation and for adequate automobile insurance protection.

Additionally, all candidates must provide proof of clear Ohio Bureau of Criminal Identification and Investigation (BCI&I) and Federal Bureau of Investigation (FBI) background checks before admission into any school setting to meet field experience requirements. Candidates who do not attend or finish a course embedded field experience will not successfully complete the associated course(s) and will be required to repeat the course(s).

In addition to these planned field experiences, candidates are encouraged to secure work experience with youth groups or assist with camp counseling, playground supervision, club sponsorship, etc. Such activity can provide great experience in the preparation of teachers.

Clinical Practice (Student Teaching)

A semester long clinical practice experience is required in all licensure programs. Candidates must apply for placement one semester prior to enrollment.

Placements are made by the Coordinator of Field and Clinical Experiences. A separate handbook is provided for the clinical practice experience.

It is expected that all coursework, except the senior capstone (EDU 492), will be completed before clinical practice. Exceptions are granted on a case by case basis.



Transition Points

Point **1** Admission to Baldwin-Wallace College

Criteria:

- The criteria for admission are established by the college officers and published in the current college catalog

Point **2** Formal Admission to the Teacher Education Program (In order to advance to 200 level courses)

Criteria:

- Have overall GPA of 2.6 in all B-W course work
- Have completed all prerequisite course work with a grade of C or better in all EDU courses including 100 level EDU courses and required field experiences for 200 level courses
- Submit verification of “Good Moral Character” form
- Submit formal application/Declaration of Major/Minor form [Should be completed by each candidate while enrolled in EDU 101 (available in Division office)]
- Obtain a clear criminal background check that includes both Ohio Bureau of Criminal Identification and Investigation (BCI&I) and Federal Bureau of Investigation (FBI) fingerprinting – valid for one year
- Obtain a “negative” TB test

Point **3** Acceptance to Professional Sequence (Methods Courses)

Criteria:

- Earn overall GPA of 2.6 in all B-W course work
- Have all prerequisite course work completed including required field experiences
- Earn a cumulative GPA of 2.8 in EDU courses with a grade of C or better in all EDU courses
- Meet all Teaching Field/Department GPA requirement(s)
- Obtain a clear criminal background check that includes both Ohio Bureau of Criminal Identification and Investigation (BCI&I) and Federal Bureau of Investigation (FBI) fingerprinting – valid for one year
- Obtain a “negative” TB test

Point 4 Acceptance to Clinical Practice

Criteria:

- Register for PRAXIS II (Principles of Learning and Teaching Tests and Subject Assessment/Specialty Area Tests as required by the Ohio Department of Education)
- Earn a cumulative GPA in EDU courses of 2.8 and a grade of C or better in all required methods courses
- Earn overall GPA of 2.6 in all B-W course work
- Meet all Teaching Field/Department GPA requirement(s)
- Obtain a clear criminal background check that includes both Ohio Bureau of Criminal Identification and Investigation (BCI&I) and Federal Bureau of Investigation (FBI) fingerprinting – valid for one year
- Obtain a “negative” TB test

Point 5 Candidate’s Application Signed by Division Chair for Provisional Teacher License

Criteria:

- Completion of all required course work and, if appropriate, all degree requirements
- Submit passing scores on PRAXIS II (Principles of Learning and Teaching Tests and Subject Assessment/Specialty Area Tests as required by the Ohio Department of Education)
- Satisfactory evaluation of Clinical Practice and the candidate’s Professional Portfolio
- Obtain a clear criminal background check that includes both Ohio Bureau of Criminal Identification and Investigation (BCI&I) and Federal Bureau of Investigation (FBI) fingerprinting – valid for one year
- Earn overall GPA of 2.6 in all B-W course work
- Cumulative GPA of 2.8 in EDU course work
- Meet Subject/Department area GPA requirement(s)

Point 6 Candidate Earns Four Year Resident Educator License

Criteria:

- Candidate successfully completes the Resident Educator Program.

Licensure



Baldwin-Wallace College serves as the recommending agent for a license granted by the Ohio Department of Education (ODE). It does so only if the majority of professional education coursework has been completed at Baldwin-Wallace College. Teaching methods courses and clinical practice cannot be transferred from another program.

A provisional teacher's license, valid for two years, will be issued by the ODE to candidates who earn the baccalaureate degree, including the successful completion of the prescribed program of general and professional education courses, and who successfully complete the State Licensure Examinations (Praxis II). Licensure in Ohio also requires that applicants undergo a Criminal Background Check that includes both Ohio Bureau of Criminal Identification and Investigation (BCI&I) and Federal Bureau of Investigation (FBI) fingerprinting.

This license is required for entry into an Entry Year Program and may be used for substitute teaching.

Qualification for a teaching license in Ohio is usually sufficient for an initial license/certificate in other states. A majority of states participate in a reciprocal agreement with the State of Ohio. (See the Ohio Department of Education web site for specific information).

PRAXIS II Examination

Baccalaureate level licensure candidates must successfully complete the PRAXIS II, Specialty Area Assessment and Principles of Learning and Teaching, to be eligible for a provisional license. PRAXIS II is a standardized test completed at designated testing centers. Registration and test information is available from the Division of Education Office.

Licensure Only and License + Masters Program

Candidates holding bachelor's degrees but no teaching license may pursue licensing through the Licensure Only program or the License + Masters program. Information is available in the Office of Admissions (440-826-8012) and by contacting the Academic Advisor for Licensure Only and License + Masters in the Division of Education at 440-826-8168.

Master of Arts in Education

The Master of Arts in Education program at Baldwin-Wallace is designed to stimulate and guide teachers toward professional competency and intellectual maturity. Built upon a sound philosophy of education in a liberal arts setting, the non-thesis program offers the following degree specializations: reading, mild/moderate educational needs, educational technology, school leadership, and teaching and learning.

Successful completion of the program leads to a Master of Arts in Education degree. The 34-42 semester hour program is designed to help the beginning and experienced teacher to assume greater leadership in elementary, middle, and secondary schools.

The Division also has a program in Leadership in Higher Education. Information about that program is available on-line and through the Office of Admissions.

Details about the graduate education programs may be obtained by contacting the Office of Admissions (440-826-8012), the Director of Advanced Programs (440-826-8539), or the Academic Advisor for Advanced Programs (440-826-6534).

Policies and Procedures Specific to the Division of Education

Appeal Process

Any candidate has the right to request a review of a decision made regarding his/her academic program. However, a candidate is limited to a total of two (2) appeals during his/her enrollment in the teacher education program. If, after two appeals, a candidate does not meet eligibility criteria for continuation in the program, he/she must consider an alternative major.

In the event that a candidate has a concern with a faculty member, the candidate must first contact said individual. If the candidate does not feel that the problem has been resolved, he/she may appeal to the Chairperson of the Division of Education. Following this action, should the candidate still feel that the matter is unresolved, he or she may appeal to the campus Grievances Review Board or when appropriate, a member of the Academic Dean's staff. Candidates are strongly encouraged to contact their academic advisors for guidance and support in these matters.

Attendance

Each instructor is asked to have a clearly stated attendance policy included in each course syllabus. However, in the absence of this policy, the College policy will prevail. Instructors are not required to excuse absences in excess of ten percent of class meetings.

Curriculum Materials

Ritter Library holds a collection of curriculum materials suitable for use in K-12 classrooms. Students may borrow materials for classroom use or for field and student teaching experiences. A Ritter librarian can direct you to curriculum materials for check-out as well as other print and electronic resources.

The Division of Education also has electronic and other teaching tools that may be borrowed for use in Education courses. Available on a limited basis are digital cameras, movie cameras, tape recorders, hand held calculators, and lap top computers. Please contact Cathy Cross in Wheeler Hall G10 for assistance.

Computer Lab

Wheeler Hall houses a campus computer lab. Room 207 is used for instruction in educational technology at numerous times throughout the day and evening. However, the lab is open to students when classes are not in session. A schedule of open times is posted outside the lab each semester.

Educational Support Services

Students in need of accommodation or other special assistance with their academic program should contact Disability Services for Students, (440) 826-5936.

Evaluation of Courses

Course evaluations are administered in many Division of Education classes. Because teaching is the primary focus of Baldwin-Wallace College, these evaluations are examined thoroughly and used in hiring and promotion decisions. Candidates are asked to respond candidly and in a professional manner to these evaluations.

Grades of S/U

Candidates are to refer to their Academic Program sheets for courses that **can** be taken for an S/U grade.

Placement and Job Opportunities

Candidates are required to submit a professional portfolio at the end of the student teaching experience. Each portfolio must contain reference letters, student teaching appraisals and final evaluations as well as evidence of successful teacher preparation and student teaching. The portfolio serves as a valuable tool in the interview process.

Information on teaching opportunities can be obtained in the Office of Career Services; contact the office directly or log on to its web site. The Office of Career Services assists candidates with self-assessment, career information and placement. Education majors are encouraged to begin their resumes and required portfolios as soon as they declare their major.

Although the Division of Education and Career Services offers valuable assistance to prospective teachers, final job placement is the responsibility of the candidate.

Mail and Messages

Each Baldwin-Wallace student is assigned a B-W e-mail account. This e-mail address should be activated and checked daily. The Division uses e-mail as its main vehicle for communication. It should be noted that *only* B-W addresses are used. Please forward your mail if you have another account.

Code of Ethical and Professional Behavior (found on next page)

The faculty in the Division of Education believe that effective teachers possess and develop characteristics, attitudes, and behaviors, referred to as Dispositions that contribute to their students' success. To that end, the following Code of Ethical and Professional Behavior applies to all teacher education candidates seeking initial licensure.

Each semester, faculty teaching Division courses will be asked to identify any candidates who exhibit behaviors that are inconsistent with the Code and provide written documentation of the behavior(s). Referrals will be processed through the Director of Initial Programs and the Division Chair, reviewed by teacher education faculty, and presented to the candidate. Upon referral, the candidate will be assigned a faculty member or team who will work with the candidate to address the concerns and develop remedial strategies where warranted.

Code of Ethical and Professional Behavior

1. Baldwin-Wallace College candidates in education are active, enthusiastic, and engaged members of the learning community.
Example behaviors:
 - participates actively in class discussions and activities and in field experiences
 - is alert and prepared for class
 - prepares thoroughly for class and field experience assignments
 - is an asset to classroom teachers during field experiences
2. Baldwin-Wallace College candidates in education are reflective learners who engage in self-reflection and are open to and thoughtful about feedback from others.
Example behaviors:
 - gives and receives feedback in a positive manner
 - adjusts behavior when provided with new information or experience
3. Baldwin-Wallace College candidates in education are respectful to other students, BW faculty and staff, school personnel, and parents and children in schools.
Example behaviors:
 - uses respectful verbal and non-verbal communication
 - avoids making or expressing judgments based on stereotypes, sexual orientation, social class, race, gender, religion, or disability
4. Baldwin-Wallace College candidates in education demonstrate a level of responsibility appropriate for a professional.
Example behaviors:
 - attends class and field experiences consistently
 - avoids disruptive behavior in class or field experiences
 - dresses appropriately for field experiences
 - is punctual to class and field experiences
 - completes assignments in a timely manner
5. Baldwin-Wallace College candidates in education exhibit academic honesty.
Example behaviors:
 - uses appropriate citations
 - submits original work
6. Baldwin-Wallace College candidates in education are dedicated to the profession and committed to continuous learning and professional development.
Example behaviors:
 - attends professional in-services or conferences when possible during field experiences
 - attends events such as parent/teacher conferences and faculty meetings, if possible.
7. Baldwin-Wallace College candidates in education value and respect people from diverse groups and with varied talents and perspectives.
Example behaviors:
 - willingly adjusts instruction to meet the learning needs of individual students
 - listens and responds respectfully to diverse views
 - designs instruction that is culturally responsive

Student Activities and Associations

Teaching Together

The purpose of Teaching Together is to promote the professional teacher education interests of traditional and nontraditional students. The organization works to keep students informed of various educational activities on and off campus, including up-to-date state requirements and special activities. For more information about Teaching Together, watch for posted announcements in Wheeler Hall.



Honor Society



Baldwin-Wallace College hosts the Kappa Omega Chapter of Kappa Delta Pi. Kappa Delta Pi is an International Honor Society in Education. New members are invited to join on the basis of sound scholarship, worthy educational ideals, and commendable personal qualities. For more information about Kappa Delta Pi, contact Dr. Janke, Advisor (440) 826-8106.