

Graduate Certificate in Teaching (GCT) Handbook



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Program Overview

WSU offers teacher preparation programs for persons who already hold a bachelor's degree from an accredited institution.

The GCT program focus and design are grounded in current research to assist in the following:

- graduates meet the needs of diverse learners by creating a safe and equitable learning environment;
- graduates use effective instructional practices based on deep and flexible knowledge of content and pedagogy; and
- graduates engage in reflective practice, exhibit ethical behavior, and fulfill professional responsibilities.

The program focuses are accomplished through courses (face-to-face, on-line, and hybrid formats), practicum, and student teaching. Assignments emphasize a practical application of theory to the teaching environment through the use of discussions, presentations, cooperative learning groups, and individual and group assignments.

Courses are generally scheduled once a week from 4:30 p.m. to 7:10 p.m. during the academic year and in two, seven-week blocks during the summer term. The first block of summer courses will be scheduled 4:30 to 7:10 p.m., and the second block courses will be scheduled during the daytime (in blocks of time between 8:30 a.m. to 2 p.m. several days a week).

Please review the GCT website and contact the administrative assistance with questions.

GCT Checklist: admission, acceptance, and completion

Read the checklist before completing the online application

1. _____ Complete the WSU Graduate Certificate in Teaching online application found at the Teacher Education website: <https://weber.edu/teachered/graduate-certificate-teaching.html> and pay the application fee. Be sure you have actually completed the online application process by finding and using the submit button on the Review & Submit screen. If the submit button is not visible it is because there is missing information in the application.

*For secondary licensure track only, you are required to also complete content courses for the endorsement you will attach to the license. Secondary endorsement applications can be found at the following link:

<https://schools.utah.gov/curr/licensing/educatorendorsements>. Review the endorsement application for the required coursework. You may or may not have taken these courses and will need to review your transcripts to verify their completion. Taking the required endorsement courses before your admittance into the GCT program will avoid the additional tuition costs accompanied with a graduate program. If you have questions about the content courses and would like assistance auditing your transcripts, please contact the program administrative assistant.

2. _____ As part of the on-line application, request **all** your university and college transcripts to be sent directly to the M.Ed. office, 1351 Edvalson St., Dept. 1306, Ogden, UT 84408-1306. Once your transcripts are received, the program administrative assistant will run a cumulative GPA on all your transcripts and will determine if the GPA reaches the required 2.75. If it does not, the program administrative assistant will contact you. We also verify that you have a posted bachelor's degree. Please contact the program administrative assistant if your degree has not posted at the time of application.

3. _____ Recommendation forms are generated via email from the online application directly to your references. Your references need to complete the form and send it back via email. When returned, it will automatically upload into your application. It is possible it may get caught in the spam folder after being generated from your application. Please notify your references that this is a possibility and have them check their spam folder for receipt of the email. If they did not receive the email with the recommendation form attached, please let the program administrative assistant know and a form will be sent to them directly from the admin's email.

4. _____ Background clearance must be initiated through the Utah State Board of Education, Educator Licensing Online, website at the following link: <https://www.utah.gov/elr/>. After completing the application, the USBE will email you a letter of authorization. Print the authorization letter and bring it to any school district office where you can get the fingerprinting done. Allow 1-2 weeks for the background check to clear at which time you will receive an email from the USBE informing you it has cleared. Please forward the clearance email to the program administrative assistant.

Checklist continued

***The above mentioned requirements (with the exception of the secondary endorsement courses) must be met before the application deadline date: May 15th for fall semester, September 15th for spring semester, and January 15th for summer semester. The application must be submitted, the application fee paid, all transcripts and background clearance must be received by the M.Ed. office, and all recommendation forms must be received by the application deadline date. Please check the status of your application documentation by logging back into your application (*be sure pop ups are not blocked when logging back in).**

5. _____ When notified, schedule an appointment for a group interview.

*Information regarding the Praxis can be found at the following website: <https://www.ets.org/praxis/ut>. The correct exam code used to register for elementary and special education is 5001. Secondary candidates, please refer to the content knowledge endorsement application for your specific Praxis exam code. Be sure to register for the exam at least one month prior to taking the exam; the exam dates fill up quickly. Weber State University is one of the testing centers and is offered in the Student Center here on campus. Also, allow 3-4 weeks after taking the exam for the results to be sent to you. You will receive an email with the score report attached as a pdf file. Be sure to save the pdf file to your home computer to avoid the additional cost of requesting it again; it will disappear from the email 30 days after receipt.

6. _____ You will be notified via email concerning your admittance.

7. _____ Additional advisement on issues such as transfer credits and course questions can be handled in one-on-one appointments with the Program Director after admittance into the program.

8. _____ Applications for MED 6860, Practicum in Education, can be found on the Graduate Certificate in Teaching program website under Program Resources. Complete the application and return it to the M.Ed. Office for approval. Once your application has been approved, the program administrative assistant will open up registration for the course and email instructions on how to register. The practicum course should be taken the semester before student teaching and the deadline date to apply for the practicum is one month in advance of your intended enrollment.

*Praxis exam results and secondary student endorsement courses are required to be completed before you start your practicum and student teaching.

9. _____ Student teaching applications for MED 6870 (elementary) or MED 6880 (secondary) can be found on the Teacher Education website at the following link: <https://weber.edu/teachered/teachapps.html>. Please pay close attention to the application deadline dates; it is months in advance of your intended enrollment.

Checklist Continued

10. ____ Submit a completed application for graduation to the WSU Graduation Office if you wish to have the Graduate Certificate in Teaching program appear on your WSU transcript. Check the WSU Graduation Office website www.weber.edu/graduation for the application form and deadlines.
11. ____ Upon completion of student teaching, you should be eligible to apply for your license. Any questions you may have about the application process for licensing should be directed to Brogan Stampick, broganstampick@weber.edu. She is our liaison with the state office and does the recommendations. Her office is located in ED 230A.
12. ____ Check CatTracks to verify that all your courses are either complete or in progress. If you have any missing required courses, please seek advisement with the GCT Director. The Graduation Office makes all decisions about graduation based on CatTracks. If any discrepancies are noted, please contact the program director for the issue(s) to be resolved.
13. ____ Attend commencement/convocation and have your degree conferred! Celebrate!
14. ____ If you wish to continue on and get your master's degree, all your GCT course credits (with the exception of the practicum and student teaching) will apply towards the Master of Education with the Curriculum & Instruction emphasis only. The other emphases have elective courses required and do not take the licensing coursework as electives. We recommend, if you have not already been hired and are not currently working in a classroom, to take a year off before returning to complete the master's program. If you were hired before or during the program and feel you would be successful continuing on without taking the year off, you may go on at any time to complete the master's program. The only additional requirement for admittance into the M.Ed. program is clearance from the M.Ed. Director, whom you may contact at LMoulding@weber.edu.

GCT Program Procedures

Advisement

The administrative assistant will be the pre-advisor through the application process. After the admitted to the program, the program director serves as the advisor – answering questions about curriculum, approving transfer courses, and outlining a suggested timeline of study. It is strongly suggested to have regular advising meetings with the program director to stay on track completing licensure coursework.

Candidate Status

University graduate students are classified as full-time if they register for 6-9 or more semester hours. However, for the purposes of financial aid, please contact the financial aid office. Students must be registered for at least one course the semester they complete the program.

Transfer Credit

A maximum of nine credits can count towards program of study and with prior approval from the program director.

Communication

WSU student e-mail will be used for all GCT communication.

Grading and Referrals

Any grade below a B- results in a meeting with the program director and an academic concern or referral is made.

A faculty member may refer a student on the basis of professional or ethical dispositions, or academic deficiencies, or concerns about the candidate's ability to teach. The faculty member will inform the student of the referral.

Any student who fails to adhere to Teacher Education Professional Standards may be placed on notice by any faculty or staff member. A student receiving notice will meet with the faculty/staff member in a timely manner to address dispositional issue. The notice and notes from the meeting will be sent to the Admission and Retention Committee Chair.

Apply for Graduation

By applying for graduation, the GCT certificate will be posted on your transcript to validate teacher licensure coursework.

Practicum and Student Teaching

Practicum

Students are required to spend time in a classroom to prepare them for student teaching. Students are expected to spend time observing and interacting with K-12 teachers and their students. These valuable experiences help to understand teaching, learning, classroom management, and culture and context.

There are three guiding requirements teacher candidates need to meet to complete practicum:

1. The student must accumulate 60 clock hours of practicum teaching experience in the designated area of licensure.
 - The clock hours are to spread out throughout the semester.
 - Practicum is to be completed prior to student teaching
2. There are two planned observations from a university supervisor
3. Practicum must be passed to move on to student teaching.

Student Teaching

Paperwork must be completed through the Student Teaching office. Review their website for deadline dates for application and information.

You are required to teach 60 days. Additional time may be necessary if you miss more than 3 days. Beginning and ending dates will be determined by the Student Teacher Coordinator depending on the individual school district calendar for the year. Please see your placement letter for exact timelines.

All student teachers are required to teach the minimum amount of teaching days in order to meet their student teaching requirement.