



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
TEACHER EDUCATION HANDBOOK



ncte

national center for teacher education
division of academic and student affairs

www.teachered.maricopa.edu



The college of you.

MCCCD Dispositions of a Future Teacher

1. Positive attitude

- a. Is cheerful around children and others
- b. Demonstrates humor
- c. Is inspirational, encouraging, motivational
- d. Minimizes self-pity, excuses and whining

2. Collaboration

- a. Displays open-mindedness and is a “good listener”
- b. Is cooperative and willing to work with others
- c. Is sensitive to differences
- d. Is accountable to the group and/or task

3. Ethic of Care

- a. Is aware of relationships with, among, and between students, parents, and the community
- b. Treats others with respect and dignity

4. Effective Oral and Written Communication

- a. Models language appropriate for a school setting
- b. Meets academic standards appropriate to college and K-12 grade levels

5. Self Initiative

- a. Takes responsibility for one's own actions, especially in regard to attendance, promptness, and communication in school
- b. Demonstrates awareness of one's role in field experience
- c. Accepts opportunities for professional growth
- d. Demonstrates a professional work ethic

6. Professional Demeanor

- a. Displays appropriate appearance and dress for school
- b. Uses professional email address and voicemail greeting
- c. Promotes ethical and responsible practice
- d. Maintains confidentiality

7. Time Management

- a. Prioritizes tasks and meets deadlines
- b. Is organized
- c. Plans ahead and maintains a time management tool

8. Reflection and Self-Evaluation

- a. Is familiar with individual strengths and weaknesses
- b. Is willing to accept feedback and assessment of one's performance



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10. Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs.
11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotics.
12. Misdemeanor offenses involving the possession or use of marijuana or dangerous or narcotic drugs. 14. Burglary in the second or third degree.
15. Aggravated or armed robbery.
16. Robbery.
17. A dangerous crime against children as defined in section 13-604.01.
18. Child abuse.
19. Sexual conduct with a minor.
20. Molestation of a child.
21. Voluntary manslaughter.
22. Aggravated assault.
23. Assault.
24. Exploitation of minors involving a drug offense.

The state board may revoke, not issue, or not renew the certificate of a person who has been convicted of or admitted in open court or pursuant to a plea agreement committing any of the criminal offenses prescribed above, or similar offenses in another jurisdiction. The board shall prescribe guidelines for the review process including a list of offenses that are not subject to review.

If you think you are/may be affected by these laws, you should contact the ADE regarding certification.

Introduction

Welcome to Teacher Education at the Maricopa County Community College District (MCCCD). You have chosen to pursue a career in a time honored, exciting, and rewarding profession, and we applaud your decision.

This handbook is designed to help you as you learn about the teaching profession and your responsibilities as a student taking teacher preparation course work. We hope it helps you to avoid delays and roadblocks in the pursuit of your goal to become a certified teacher.

Since there are several degree options available to you for transfer, it is important that you meet with an academic advisor or a teacher education faculty member at the Maricopa college you attend. These individuals will assist you in course selection, and answer all questions you might have related to your educational goal. Early and ongoing advising directly affects your ability to complete degree requirements in a timely manner, and will help to assure a seamless transfer (without loss of credits) to the public or private College of Education of your choice.

As a student who is considering a career in education, you are strongly encouraged to participate in volunteer activities and other experiences that establish contact with children and youth. Opportunities include tutoring, working with youth organizations such as Big Brothers/Big Sisters, teaching Sunday school, etc. In addition, you are urged to take advantage of various educational workshops, seminars, grant sponsored programs, and teacher education clubs.

NOTE: This handbook is not intended to be a statement of official policy. Rules, regulations, and policies pertaining to the certification/licensure of teachers, as well as district and college rules and regulations, are subject to change.



APPENDIX

Arizona Laws Related to Criminal Activity and Their Impact on Qualifying for Teacher Certification

All Teacher Education students are responsible for understanding how they may be affected by the following Arizona laws should they contact the Arizona Department of Education (ADE) regarding certification.

The laws state:

Effective January 1, 1990, individuals who have completed a teacher preparation program and are applying for teacher certification in the State of Arizona must be fingerprinted.

A portion of the House Bill 2050, Chapter 29 1 passed on June 13, 1990, states “that the Department of Education shall not issue or renew and may revoke certification of a person who has been convicted of any of certain criminal offenses...”

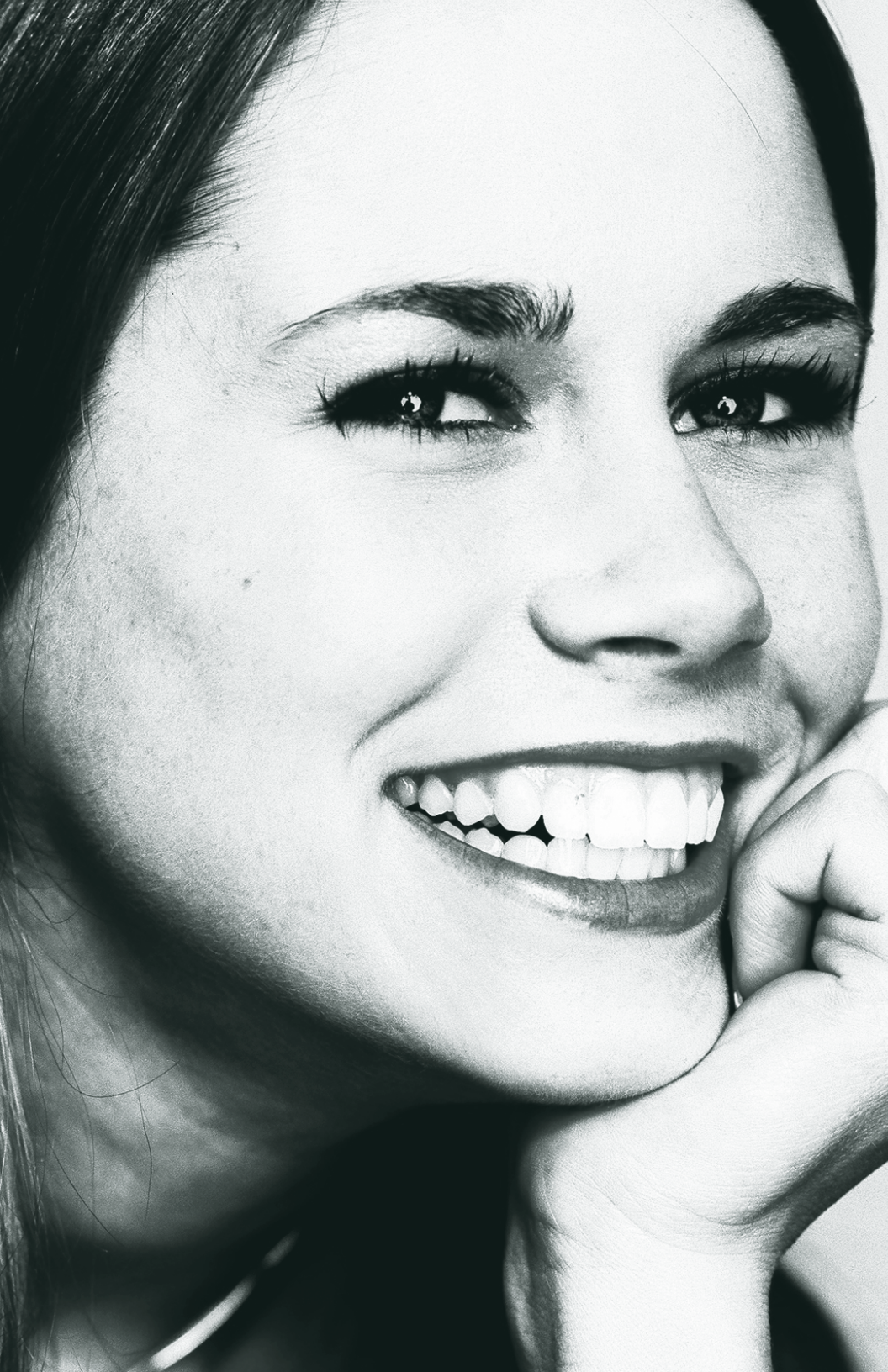
Applicants shall certify on forms that are provided by the Department of Education and notarized, as well as on the application for a baccalaureate degree teacher education program, whether they are awaiting trial on or have been convicted of or have admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in the state or similar offenses in another jurisdiction:

1. Sexual abuse of a minor.
2. Incest.
3. First or second degree murder.
4. Kidnapping.
5. Arson.
6. Sexual assault.
7. Sexual exploitation of a minor.
8. Felony offenses involving contributing to the delinquency of a minor.
9. Commercial sexual exploitation of a minor.



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Certification/Licensure in Other States - Reciprocity

Arizona participates in the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement Facilitating Mobility of Educational Personnel. The interstate agreement is a collection of over 50 individual agreements by states and Canadian provinces. Each individual “agreement” is a statement by that state or jurisdiction outlining which other states’ education certificates will be accepted by that state. Specifically, the agreement outlines which particular types of educator certification (teachers, administrators, service personnel, or career/technical), and which particular styles of certification (titles, fields, etc.) will be accepted.

Such an “acceptance” agreement means that the “receiving” state will issue some form of authorization allowing the certificate holder to legally teach or provide service in the receiving state, provided the license issued by the “sending” state is acceptable under the agreement. This authorization may be limited in time by the receiving state, and the receiving state may impose additional requirements which need to be accomplished before the educator can teach or practice after the end of the time limit.

Arizona shares reciprocity with 51 participating states/jurisdictions.

Teacher Certification/Licensure Requirements

Fingerprint Clearance

Arizona State Statute A.R.S. 15-534 (B) requires that any individual who applies for teacher certification or certification renewal must have a valid fingerprint clearance card. All valid fingerprint clearance cards with an issue date prior to January 1, 2008, will be accepted by Certification. Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, all teachers and persons who are required to be fingerprinted to work in the classroom are required to have an Identity Verified Prints (IVP) fingerprint clearance card. For additional information related to obtaining an application packet for an Arizona Fingerprint Clearance Card, contact the Arizona Department of Public Safety or visit <http://www.ade.state.az.us/certification/downloads/InformationforFingerprintClearanceCard.pdf>.

Arizona Teacher Certification

For certification facts, requirements, forms, hot topics, reciprocity, and foreign credential information, visit www.ade.state.az.us/certification.

Arizona Educator Proficiency Assessments (AEPA)

The explicit purpose of the AEPA is to help identify candidates for certification who have demonstrated the level of professional knowledge and skills judged to be important for Arizona educators. The AEPA address areas covered by the Arizona Academic Standards, the Arizona Professional Teaching Standards, and the Arizona Professional Administrative Standards. Applicants for teaching certification must take the professional knowledge and subject knowledge portions of the AEPA. The tests are criterion referenced (designed to measure a candidate's knowledge in relation to an established standard of performance) and objective based.

For additional information about the AEPA, visit www.aepa.nesinc.com/index.asp.

Statement of Philosophy

The Maricopa County Community College District (MCCCD) views the development of teachers as an important responsibility and contribution to the communities it serves. MCCCD is committed to the understanding that diversity is a great strength and provides for individual differences in helping students prepare for a rapidly changing world. The district and its ten regionally accredited colleges are dedicated to providing students with exposure to the teaching profession and a two-year academic transfer degree toward a career in teacher education.

Mission Statement

The MCCCD and its colleges strive, through high quality educational programming and partnerships, to prepare each teacher education student with the knowledge and skills needed to become a competent, effective, and reflective practitioner in varied educational settings.

Goals

The student will:

- Understand the rigor and complexities of teaching.
- Evaluate personal motivation and their potential as an educator.
- Experience site-based PreK-12 classroom environments that will provide enough experience to determine if this is the right career choice for them.
- Gain sufficient content knowledge to succeed in the classroom.
- Make a successful transition to the college or university where they will complete their teacher certification requirements.

MCCCD Policies, Procedures, and Guidelines

Every student is expected to know and comply with all current published policies, rules, and guidelines as printed in the college catalog, class schedule, and/or student handbook. Copies are available at each college and online.

Rights and Responsibilities

Teacher education students have the same rights and responsibilities as all MCCCD students.

Attendance

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement, as determined by the course instructor, may be withdrawn.

Student Records

Definitions of student record terms can be found in the college catalog.

Student Disclosure Rights (Right of Access to Educational Records)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Information related to FERPA can be found in the college catalog and at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Transcript Information

Transcripts are issued upon written request only. Students who intend to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcripts be sent from the Office of Student Enrollment Services at the specific institution(s) at which the course work was completed.

Professional Organizations for Teacher Education Majors

There are many professional organizations available for student and teacher membership. The following are examples: National Education Association, American Federation of Teachers, American Alliance for Health, Physical Education, Recreation and Dance, International Reading Association, National Association of Biology Teachers, National Science Teachers Association, the Arizona English Teachers Association, American Association of Physics Teachers, American Educational Research Association, National Art Education Association, National Association of Geology Teachers, National Council of Teachers of English, National Council of Teachers of Social Studies, National Council for the Social Sciences, National Council of Teachers of Mathematics, and National Middle School Association.

Honorary Societies

Each Maricopa Community College has Honorary Societies available. Examples include: the Alpha Theta Omicron Chapter of Phi Theta Kappa and Emerging Leaders. Check with your college for specific information.

Honors Program

Each Maricopa Community College has an Honors Program. Interested students should contact the Honors Program Coordinator at their college for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

MCCCD Future Educators Conference

The Future Educators Conference is sponsored by the MCCCD and hosted by one of the Maricopa Colleges every fall. It is available to students without charge. Check with your teacher education faculty member(s) for specific information.

College/University Transfer Opportunities

Specific information regarding college/university transfer opportunities can be found in the college catalog and by visiting the Department of University and College Relations at www.maricopa.edu/academic/artic.

Students planning to transfer to a college/university other than Arizona State University (ASU), University of Arizona (UA), or Northern Arizona University (NAU) to obtain a teacher education degree may also take their prerequisite course work at any Maricopa College. For information on transferability of course work that meets the universities' requirements for admission into their baccalaureate degree teacher preparation programs, students must contact an adviser at that college/university.

Academic Support Services

Each Maricopa Community College provides a variety of academic support services. Some examples are: Computer Labs, Learning Enhancement Centers, Technology Support Services, Counseling Services, Career Services, Library and Tutoring Services, Writing Centers, etc. Check with your college for the services that are available.

Academic Enrichment Opportunities

Academic enrichment activities and professional development events are provided as a means to extend learning about education beyond the classroom. Colleges may organize, conduct, sponsor, or promote a variety of such activities and events for this purpose and either invite or require student participation. Some examples of available enrichment opportunities are Service Learning and America Reads.

Teacher Education Clubs/Organizations

Teacher Clubs that may be available at your Maricopa Community College are: Future Educators' Club, Future Teachers' Club, and Tomorrow's Educators. Students are encouraged to be involved in club activities.

Insurance

All students taking credit or non-credit courses are covered by a college accident insurance policy, with certain benefit limitations. The premium is included in the activity fee that is paid at registration. The college policy covers students directly on their way to and from classes, including to and from field experiences, while in class, or while attending official college functions.

College Residency and Grade Point Average Graduation Requirements

College Residency

A student must have:

- Earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate, except in cases where the certificate requires fewer than 12 credit units.

Grade Point Average

A student must have:

- A minimum cumulative grade point average (GPA) of 2.000 at the college granting the degree.
- A minimum cumulative GPA of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

Refer to the college catalog for additional information regarding General Graduation Requirements.

Being Informed

It is the student's responsibility to stay informed about district, college, and program policies, procedures and guidelines provided in the college catalog, college schedule, and program information. Copies are available at each Maricopa College and online.

Requirements for Teacher Education Programs

Attendance

Students are expected to follow college and district policies regarding class attendance (refer to Attendance, AR 2.3.2 in the college catalog) and understand their responsibility for work missed. Attendance, preparation, and participation reflect one's professional posture. Students are expected to attend class consistently and on time. Students are expected to enter the classroom at the designated time and stay for the full length of time scheduled. Punctuality and reliability are important teacher traits. Students taking on-line courses are expected to follow the policies and procedures related to class participation provided in the on-line course syllabus.

Students must take responsibility for planning work, co-curricular, and personal schedules to support their academic success.

Basic Skills - Testing for Course Placement

The Maricopa Community Colleges are committed to providing students with opportunities for successful academic experiences. This is especially true in the teacher education programs. Student academic achievement is directly related to the proper initial course placement and placement testing is used to guide students into appropriate reading, math, and English courses. Students are strongly urged to enroll in the courses indicated by their course placement tests. Initial course placement should be discussed with an advisor or counselor who is skilled in assessing students' needs and factors that affect student success.

Specific guidelines used in testing for course placement can be found in the college catalog.

NOTE: The cost of fingerprinting is the sole responsibility of the student. The fee is payable by cashiers check or money order only.

Criminal History

In order to hold a teaching certificate/license, individuals must be able to present a clear criminal record to the Arizona State Department of Education (ADE). Any student appearing on the Sex and Violent Offenders Registry or who has been convicted of a felony will not be allowed to take courses requiring a field experience. If a student is found to be in violation of this policy and is enrolled in a course requiring a field experience, said student will be immediately withdrawn, given a failing grade (0 grade point per credit hour), and prohibited from taking further teacher education course work at any of the Maricopa Community Colleges.

NOTE: Students may be required, at any time, to show a fingerprint clearance card prior to being allowed to begin a field experience. The fingerprint requirement and process for verification is determined by each Maricopa College. You will be held responsible for following the prescribed policy and procedure required at your specific college. Refer to the Appendix for information specific to the laws affecting teacher certification in the State of Arizona. Students are responsible for understanding how they are affected by these laws.

Dress

Students are expected to dress professionally. School districts expect teacher education students participating in a field experience to meet the standards of their dress codes. While you may not agree with their dress code, you must remember that you are a guest in the school and are required to comply.

Students in areas requiring other types of dress, such as physical education, are to dress accordingly.

Transportation

All transportation to field experiences is the responsibility of the student.

Educational Field Experiences

Field experiences, which may also be called practicums or internships, are components of lecture courses that place students in learning environments where observing professional teachers at work and helping with identified tasks provides the student with site-based experience. Field experiences are linked to specific courses for early childhood, elementary, secondary, and special education students, and act as an introduction to the profession of teaching.

Assignments related to field experiences are part of overall course evaluation. All experiences are designed to encourage professional and personal growth as a prospective teacher. Students are to refer to their individual college program education courses for the specific forms required to document and plan the field experience.

In field experience placements, teachers and students are depending on your presence during the assigned period. Your professional behavior, appropriate attire and personal appearance, communication skills, initiative, and performance are important elements in evaluating your career match to the teaching profession.

Fingerprinting Requirement

Many school districts now require students to be fingerprinted before being allowed to participate in a site-based school experience. Check with your individual college for specific information regarding this requirement. Given that it can take up to 10-12 weeks to obtain the results, it is highly recommended that you not wait to have this done. Waiting will delay your ability to participate in a field experience if the school you choose requires a valid fingerprint clearance card prior to entering the school for the site-based placement.

For additional information related to obtaining an application packet for an Arizona Identity Verified Prints (IVP) fingerprint clearance card, contact the Arizona Department of Public Safety by phone (602.223.2279), or visit www.ade.state.az.us/certification/downloads/InformationforFingerprintClearanceCard.pdf.

Academic Advising

It is extremely important that students preparing for a career as a certified teacher meet with an advisor and/or teacher education faculty member regularly. Advisors help to identify and assess student progress, choices, and consequences, and serve as resources for accurate information. Academic advising should be viewed as an important, ongoing process of the evaluation and clarification of each student's educational pathway.

Building a Portfolio

Students are expected to build a portfolio starting with their initial education course work. How and when this is done is determined by the faculty at each college. Additional information concerning portfolios will be provided as you take teacher education course work.

Professionalism (Professional Conduct On and Off Campus)

Students enrolled in education courses and who plan to apply to a college/university teacher education program are strongly encouraged to conduct themselves in a professional manner on campus as they interact with peers, instructors, and administrators, as well as when working in the community and area schools. Professional conduct includes, but is not limited to: timeliness, fulfillment of obligations, dependability, initiative, confidentiality, appropriate dress and appearance, respect for decisions and actions of faculty and mentor teachers, and the ability to work with peers, faculty/staff, and mentor teachers.

Confidentiality and Ethical Issues

As students take teacher education course work and participate in field experiences, they may become aware of issues or problems about peers, faculty members, mentor teachers, or students that are confidential in nature. Student records, as well as conversations and conferences about students, are to remain confidential at all times. Teacher education students must avoid publicly criticizing students,

teachers, or other school personnel, and are required to treat any information or impression of the school in which they participate confidentially. However, if a student feels that s/he has been treated unfairly, s/he should refer to the section below about the formal grievance and complaint process.

Academic Status (Course Grade Requirements and Overall GPA)

Students are required to receive a grade of “C” or better in all course work that is a component of the Associate in Arts in Elementary Education (AAEE) degree. This degree is designed for students planning to transfer to an elementary education program at an Arizona Institution of Higher Education (IHE) and/or plans to become a classroom instructional aide. Refer to your college catalog for specific information related to the AAEE degree.

Given that formal acceptance into a baccalaureate degree teacher education program, be it elementary, secondary, special education or early childhood, is very competitive, a “C” or higher grade must be achieved in all course work intended to be used in transfer to a public or private IHE. A grade of “D” or “F” received in a course will not transfer, so the course must be retaken to achieve a higher grade.

Although the overall GPA requirement for MCCC degrees is 2.00, an overall GPA of 2.50 or above is required for professional teacher education program admittance at a four year public or private college or university.

Student Conduct Standards

Students are expected to abide by a basic code of conduct that respects the rights and dignity of each individual. Fighting, harassment, intimidation, verbal or physical abuse, indecent exposure, disruption of the academic process (in or out of classroom activities), and/or defamation of character will not be tolerated.

In addition, any unwanted physical contact toward an employee of the Maricopa Community Colleges (college officials or designated agents

acting in the performance of their duties, including Safety Officers) is prohibited.

Academic Misconduct, Probation and Suspension

Academic misconduct includes misconduct associated with the classroom, laboratory, clinical, or other site-based learning process. Some examples of academic misconduct are plagiarism, cheating, excessive absences, and intentional misrepresentation of the truth. All rules and standards of academic honesty apply equally to electronic media, particularly intranet and internet activities.

For information regarding probation, continued probation, and admission of suspended students, refer to the college catalog.

Students are responsible for knowing and understanding the Definitions, Sanctions, and Appeal of Sanctions for Academic Misconduct section found in the college catalog (AR 2.3.11).

Disciplinary Standards

For information regarding Disciplinary Standards related to probation and suspension (AR 2.5.1), and the Student Disciplinary Code (AR 2.5.2) including purpose, definitions, sanctions, interim suspension, and appeals, refer to the information provided in the college catalog.

Instructional Grievance Process and Non-Instructional Complaint Resolution

A student who feels that s/he has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing or assignments should refer to the Instructional Grievance Process (AR 2.3.5 and Appendix F) section of the college catalog to find information about the appeal process.

A student who feels that s/he has been treated unfairly or unjustly by any MCCC employee with regard to a non-instructional process should refer to the Non-Instructional Complaint Resolution Process (AR 2.3.5) section of the college catalog to find information about how to file a formal, written complaint.