Department of Education
School of Education & Human Services

Master of Arts in Teaching
Policy Manual

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INTRODUCTION

The Master of Arts in Teaching Policy Manual is intended as a supplement to the Graduate Catalog to provide detailed information specific to prospective and current teacher candidates.

However, it is not intended to replace the Graduate Catalog, which contains information regarding university-wide policies and procedures. The Graduate Catalog can be found online.

For specific questions, please refer to the appropriate contact person on page 17.

After review of the Policy Manual, please review and sign the Statement of Understanding on page 18 and submit to the Education Department to be kept in your student file.

PROGRAM ADMITTANCE

ENTRANCE REQUIREMENTS FOR ELEMENTARY AND ELEMENTARY/SPECIAL EDUCATION PROGRAMS

To qualify for full acceptance and advance to candidacy, potential teacher candidates must submit the following:

- Application (which has an attached $35.00 non-refundable application fee)
- Official undergraduate transcripts from an accredited college/university with a minimum GPA of 2.75. Applicants that do not meet the minimum GPA requirement may be accepted on a provisional GPA status if they have qualifying scores on a basic skills test (see next requirement).
- Maryland qualifying scores on the Praxis CORE exam or equivalent scores on the SAT, ACT, or GRE. Praxis CORE scores should be sent to MSM directly from the testing agency. Unofficial copies of SAT, ACT, or GRE scores will be accepted. Information regarding required minimum scores can be found here: http://www.marylandpublicschools.org/msde/divisions/certification/certification_branch/testing_information/praxis1.html
- Two letters of reference submitted using the MSM Graduate Program Recommendation Form found at: https://www.msmary.edu/School_of_education_and_human_services/Graduate_programs/Recommendationform.pdf
- Participation in an admissions interview with a minimum score of 2.0. Submission of an admission portfolio is expected at the time of interview. The portfolio must receive a score of 10 or higher from each of the two scorers. Students have the option to resubmit portfolios to attain the minimum score.
To qualify for full acceptance and advance to candidacy, potential teacher candidates must submit the following:

- Application (which has an attached $35.00 non-refundable application fee)
- Official undergraduate transcripts from an accredited college/university with a minimum GPA of 2.75. Applicants that do not meet the minimum GPA requirement may be accepted on a Provisional GPA status if they have qualifying Praxis CORE scores (see next requirement).
- Maryland qualifying scores on the Praxis CORE exam or equivalent scores on the SAT, ACT, or GRE. Praxis CORE scores should be sent to MSM directly from the testing agency. Unofficial copies of SAT, ACT, or GRE scores will be accepted. Information regarding required minimum scores can be found here: http://www.marylandpublicschools.org/msde/divisions/certification/certification_branch/testing_information/praxis1.html
- Maryland qualifying scores on the Praxis II Content Exam for your certification area must also be submitted. Exam scores should be sent to MSM directly from the testing agency. Praxis II Content Exams are not required for entrance to Art and Music programs. Information regarding required tests and minimum scores can be found here: http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/testing_information/praxis2.html
- Two letters of reference submitted using the MSM Graduate Program Recommendation Form found at: https://www.msmary.edu/School_of_education_and_human_services/Graduate_programs/Recommendationform.pdf
- Participation in an admissions interview with a minimum score of 2.0. Submission of an admission portfolio is expected at the time of interview. The portfolio must receive a score of 10 or higher from each of the two scorers. Students have the option to resubmit portfolios to attain the minimum score.
- For World Languages applicants: a writing sample and language proficiency interview are required

**TRANSCRIPT EVALUATION & PRE-REQUISITE COURSES**

Upon application to any MAT program, the Chair of the Education Department will conduct a transcript analysis. The transcript evaluation for each program is based on content-specific state requirements. Students who have not taken all required foundational coursework in their undergraduate program (or did not successfully complete a required course i.e. received less than a ‘C’) are required to complete remaining undergraduate coursework prior to entrance in Internship I. Students can complete this coursework at MSM or another accredited institution. Prior to enrollment in a pre-requisite course, students
should email the Chair of the Education Department for approval that the course will satisfy the requirement. For courses not completed at MSM, official transcripts reflecting successful completion of the course need to be sent to the Education Department. If students are taking multiple courses at the same institution, they can wait until all courses are completed and send one transcript.

Depending on a student’s undergraduate degree and the MAT program he/she is applying to, an extensive number of pre-requisite courses may be required. If a student has more than 12 pre-requisite credits required (or 4 courses) his/her acceptance in the MAT program will be deferred until all pre-requisite coursework is completed and official transcripts submitted.

TRANSFER COURSES

Students may transfer a maximum of 9 credits (typically 3 courses) of graduate-level credit from another accredited institution, subject to approval by the Chair of the Education Department based on the requirements listed below.

- Transfer courses should be compatible with the graduate program curriculum.
- Students must have earned a grade of at least B in each course being considered for transfer credit.
- Non-academic courses (seminars, workshops, symposiums, etc.) are not acceptable as graduate transfer credit.
- Grades earned in transferred courses are not calculated in the student’s grade point average.

HOW TO REQUEST TRANSFER CREDIT

Request an application for transfer credit from the Education Department Office. A form is also available online at www.msmary.edu/mountgrad.

You will need to request official transcripts from the institution(s) from which you earned the credit and submit an official catalog course description and/or syllabus for course(s) you wish to be considered for transfer.

PROGRAM ACCEPTANCE

GRADUATE COMMITTEE

The Graduate Committee consists of four full-time Education Department professors who have taught or are currently teaching in the graduate program. The committee is responsible for assisting the Chair of the Department in reviewing prospective students’ applications for special student enrollment and admission into the program as well as for advancement to candidacy. The Graduate Committee reserves the right to deny admission to any candidate it feels would not represent the university well in his/her field experiences. Reasons for admission denials include, but are not limited to, incorrect use of the English language,
unprofessional attitude and failure to achieve the requisite qualifying scores on measures of basic skills and/or GPA.

**SPECIAL STATUS ACCEPTANCE**

Applicants without all entrance requirements satisfied can be accepted into any MAT program as Special Status students. This allows them to take up to 9 credits (3 courses) while completing all entrance requirements. However, students who have not completed all entrance requirements at the conclusion of their third course will not be allowed to register for additional coursework until the submission/completion of any outstanding requirements.

Pre-requisite courses must be successfully completed prior to Internship I and official transcripts submitted to the Education Department. Students will not be able to advance into Internship I without documentation of successful completion of all pre-requisite courses.

To facilitate the tracking of admission requirements, administrative Holds will be placed on a student’s account. Students can view their Holds within MSM’s Portal system. As requirements are satisfied, the Education Department will send a request to the Registrar’s Office to remove Holds.

Once students have completed all entrance requirements, per review of the Graduate Committee, they will advance to candidacy and receive a letter informing them of such. Once a student advances to candidacy, he/she has five (5) years to complete the program. Any requests for extensions must be submitted in writing to the Chair of the Education Department.

**PROVISIONAL GPA STATUS ACCEPTANCE**

Students with an undergraduate GPA of 2.75 or lower may be accepted into a MAT program with a Provisional GPA status. This will be indicated by a Hold on their account. Students must complete their first 9 credits (3 classes) of MAT coursework with a ‘B’ or higher in each course (3.0 GPA). After that point, the Hold will be removed. If a student does not achieve a ‘B’ or higher in each course, the Chair of the Education Department will review his/her file and determine if they will be placed on Academic Probation and allowed to retake courses, or be given an Academic Dismissal.

**REGISTRATION FOR COURSEWORK**

Prior to registration for MAT coursework, it is required to confer with the Chair of the Education Department to determine a program plan. Possible course rotations and descriptions of required courses are available within the Education Department and online at:

https://www.msmary.edu/School_of_education_and_human_services/Graduate_programs/mat/degree-requirements.html

For Elementary and Elementary/Special Education programs, it is suggested that teacher candidates begin coursework in the fall semester due to course rotations. This will allow candidates to complete the degree
in a timely and sequential order. Again, individual program plans can be determined with input from the Education Department Chair.

A list of required courses for each program is below. Courses with an asterisk (*) have a field based component. More information regarding field component guidelines and procedures can be found in the Early Field Experiences section of this manual. See Internship I and II sections to learn more about teacher internships.

REQUIRED COURSES WITHIN THE ELEMENTARY PROGRAM:

MEDUC 501: Current Trends in Education
MEDUC 502: Learning Theory and Human Development*
MEDUC 504: Technology for Learning*
MEDUC 506: Mathematics in the Integrated Curriculum (Internship I Course)
MEDUC 507: Science in the Integrated Curriculum (Internship I Course)
MSPED 508: Students with Special Needs and Diverse Learning Styles*
MSPED 510: Reading Assessment & Intervention*
MEDUC 512: Instruction of Reading (Internship I Course)
MEDUC 513: Social Studies in the Integrated Curriculum (Internship I Course)
MEDUC 523: Teacher Research Seminar (Internship II Course)
MEDUC 528: Processes & Acquisition of Reading*
MEDUC 532: Materials for Teaching Reading*
MEDUC 518: Teaching Internship: Elementary (Internship II Course)
MEDUC 695: Professional Seminar

REQUIRED COURSES WITHIN THE ELEMENTARY/SPECIAL EDUCATION PROGRAM:

MSPED 500: Assessment in Special Education (Maymester Course following Internship I)
MEDUC 501: Current Trends in Education
MEDUC 502: Learning Theory and Human Development*
MEDUC 504: Technology for Learning*
MEDUC 506: Mathematics in the Integrated Curriculum (Internship I Course)
MEDUC 507: Science in the Integrated Curriculum (Internship I Course)
MSPED 508: Students with Special Needs and Diverse Learning Styles*
MSPED 509: Curriculum Design/Adaptation (Maymester Course following Internship I)
MSPED 510: Reading Assessment & Intervention*
MSPED 511: Management for Inclusive Settings*
MEDUC 512: Instruction of Reading (Internship I Course)
MEDUC 513: Social Studies in the Integrated Curriculum (Internship I Course)
MEDUC 523: Teacher Research Seminar (Internship II Course)
MEDUC 528: Processes & Acquisition of Reading*
MEDUC 532: Materials for Teaching Reading*
MSPED 519: Elementary/Special Education Internship (Internship II Course)
MEDUC 695: Professional Seminar

REQUIRED COURSES WITHIN SECONDARY PROGRAMS:

MEDUC 501: Current Trends in Education
MEDUC 502: Learning Theory and Human Development*
MEDUC 504: Technology for Learning*
MEDUC 505: Management of the Curriculum
MSPED 508: Students with Special Needs and Diverse Learning Styles*
MEDUC 514: Secondary Educational Assessment & Measurement (Internship I Course)
MEDUC 536: Content Area Pedagogy (or MEDUC 560 for Social Studies) (Internship I Course)
MEDUC 523: Teacher Research Seminar (Internship II Course)
MEDUC 526: Reading in the Secondary Content Areas I*
MEDUC 527: Reading in the Secondary Content Areas II (Internship I Course)
MEDUC 521: Teacher Internship (Internship II Course)
MEDUC 695: Professional Seminar

REQUIRED COURSES WITHIN PRE-K-12 PROGRAMS

ART

MEDUC 501: Current Trends in Education
MEDUC 502: Learning Theory and Human Development*
MEDUC 504: Technology for Learning*
MEDUC 505: Management of the Curriculum
MSPED 508: Students with Special Needs and Diverse Learning Styles*
MEDUC 514: Secondary Educational Assessment & Measurement (Internship I Course)
MEDUC 523: Teacher Research Seminar (Internship II Course)
MEDUC 526: Reading in the Secondary Content Areas I*
MEDUC 527: Reading in the Secondary Content Areas II (Internship I Course)
MEDUC 530: Art Methods (Internship I Course)
MEDUC 520: Teacher Internship (Internship II Course)
MEDUC 695: Professional Seminar

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MEDUC 501: Current Trends in Education
MEDUC 502: Learning Theory and Human Development*
MEDUC 504: Technology for Learning*
MEDUC 505: Management of the Curriculum
MSPED 508: Students with Special Needs and Diverse Learning Styles*
MEDUC 514: Secondary Educational Assessment & Measurement (Internship I Course)
MEDUC 523: Teacher Research Seminar (Internship II Course)
MEDUC 526: Reading in the Secondary Content Areas I*
MEDUC 527: Reading in the Secondary Content Areas II (Internship I Course)
MEDUC 540: Music Methods (Internship I Course)
MEDUC 520: Teacher Internship (Internship II Course)
MEDUC 695: Professional Seminar

World Languages

MEDUC 501 Current Trends in Education
MEDUC 502 Learning Theory and Human Development
MEDUC 504 Technology for Learning
MEDUC 505 Management of the Curriculum
MSPED 508 Students with Special Needs and Diverse Learning Styles
MEDUC 514 Secondary Assessment and Measurement
MEDUC 523 Teacher Research Seminar
MEDUC 526 Reading in the Secondary Content Areas I
MEDUC 527 Reading in the Secondary Content Areas II
MEDUC 550 Methods of Teaching Languages in Schools
MEDUC 695 Professional Seminar
MEDUC 520 Teacher Internship

Registration for courses is completed online at:
http://www.msmary.edu/academics/registrar/graduate/grad_registration_form.html.

Available courses can be viewed, along with other information pertaining to graduate students, at
http://www.msmary.edu/academics/registrar/graduate/.

DROP/ADD POLICY

Any course dropped during the week before classes begin or during the add/drop period will be assessed a
$25 fee. For 15-week courses, students may drop and add courses without academic penalty through the
first two weeks of classes. If a student drops/adds prior to the first class there is a 100% refund; after the
first class meeting–80%; beyond the second class meeting–no refund.

Drop/Add forms are available online at www.msmary.edu/mountgrad and must be signed by the course
instructor and the program director.

COURSE WITHDRAWAL POLICY

For specific information regarding withdrawal from an Internship Experience see the “Program Withdrawal”
section on page 10 and “Incompletes and Extensions in Internship Experiences” on page 10.
For 15-week courses, students who seek to withdraw from a course after the drop/add period closes must submit to the Chair of the Education Department a withdrawal form signed by the instructor of the course in question. Withdrawal from class after the end of the 10th week is allowed only in cases of serious illness or other emergencies and must be approved by the Chair. No adjustment in tuition (full- or part-time) is made as a result of withdrawal from a class. A grade of W will appear on the student’s transcript.

“Withdraw” requests must be received in writing to be considered official. Failure to attend a class session does not constitute a withdrawal. A withdrawal is effective the date it is received by the Registrar’s office.

INCOMPLETE GRADES

For specific information regarding an incomplete grade in an Internship Experience see the “Incompletes and Extensions in Internship Experiences” on page 10.

A designation of I (incomplete) may be assigned at the discretion of the instructor and the Chair of the Education Department if circumstances prevent the student from completing a course on time. An I becomes an F and is entered as such on the official transcript if the Incomplete is not removed by the end of the semester following the one in which the Incomplete was assigned. In extreme circumstances, a student may request an extension of the Incomplete. Students who do not satisfy the Incomplete must re-register for the course.

EARLY FIELD EXPERIENCES

Coursework prior to Internship I and II may require observations and working with children in schools. These courses include:

- MEDUC 502 Learning Theory and Human Development: 3 hours
- MEDUC 504 Technology for Learning: 3 hours
- MSPED 508 Students with Special Needs and Diverse Learning Styles: 5 hours
- MSPED 510 Reading Assessment & Intervention: Two 3 hour blocks
- MSPED 511 Management for Inclusive Settings: 6 hours
- MEDUC 526 Reading in Secondary Content Areas I: 3 hours
- MEDUC 528 Processes and Acquisition of Reading: Three 1 hour blocks
- MEDUC 532 Materials for Teaching Reading: Three 1 hour blocks

Time requirements listed are subject to change

The Field Placement Coordinator serves as the point person for questions concerning Early Field Experiences.
PLACEMENTS INSIDE FREDERICK COUNTY PUBLIC SCHOOLS

Students employed by a Frederick County School may complete their field experiences within their school of employment. Students can arrange this placement on their own, but must inform the Field Placement Coordinator of the specifics for reporting purposes.

Students not employed by Frederick County Public Schools who wish to complete their experience in a Frederick County Public School must contact the Field Placement Coordinator, who will arrange their placement. **Students may not contact a Frederick County Public School directly to arrange their placement as it violates agreements with Frederick County and other institutions of higher education.**

To request a placement in Frederick County, students should notify the Field Placement Coordinator via email with the following information: name, program, course(s), and location and/or grade preferences. While the Field Placement Coordinator will arrange the placement, it is up to the student to contact the teacher to arrange visit dates and times.

PLACEMENTS OUTSIDE FREDERICK COUNTY SCHOOLS

Students who wish to complete field experiences outside Frederick County are responsible for arranging those placements. If needed, the Field Placement Coordinator can provide documentation to the school regarding coursework and confirm the student is currently registered at the Mount. Students must inform the Field Placement Coordinator of the specifics of their placement for reporting purposes.

EVALUATION AND DOCUMENTATION OF ATTENDANCE

Regardless of placement location, students must have the placement teacher complete a Disposition Form evaluating them on professionalism, which is submitted to the Field Placement Coordinator at the conclusion of the experience. Students must also complete a log of attendance that is signed by the teacher and submitted along with the Disposition Form.

Students employed as full-time teachers who complete their field experience assignments within their classroom, must have an administrator complete the Disposition Form and sign the attendance log.

PROGRAM WITHDRAWAL

TEMPORARY LEAVE OF ABSENCE PRIOR TO INTERNSHIP

Students can take a leave of absence from the program for up to two (2) years. If their leave exceeds two (2) years and they have not notified the Education Department Chair of their intention to return to complete the degree and have not been granted an extension, they will be administratively withdrawn from the program.
Once a student is withdrawn from a program (either of their accord or administratively), he/she must reapply to the program (see Entrance Requirements in the Program Admittance section) to continue coursework. He/she will have to comply with any programmatic and course changes that occurred in his/her absence.

**TEMPORARY LEAVE OF ABSENCE AFTER BEGINNING INTERNSHIP I**

MSDE requires consecutive internship experiences and as such, it is expected that teacher candidates will complete them in that manner. In the case of extenuating circumstances, a leave of absence of one (1) year after completing Internship I and before beginning Internship II may be approved by the Department Chair. This is determined on a case by case basis and includes a transcript review, benchmark evaluation, and meeting with Department Chair.

Candidates that withdraw from Internship I prior to completing the experience can enroll in Internship I the following year. After one (1) year, candidates will be subject to a transcript review, benchmark evaluation, and meeting with Department Chair for admittance. Candidates who withdraw during Internship I must have an exit conference that includes the Department Chair, PDS Liaison, and Supervisor.

**INCOMPLETES AND EXTENSIONS IN INTERNSHIP EXPERIENCES**

In the case of extenuating circumstances, a teacher candidate may apply for an incomplete in Internship I or II and be given an extension to complete coursework and/or internship. Requests are reviewed on a case by case basis by the Department Chair.

**REGISTRATION PROCEDURES FOR INTERNSHIP I**

**ELEMENTARY AND ELEMENTARY SPECIAL EDUCATION PROGRAMS**

Internship I applications are due by March 31st prior to Fall Internship I courses. Upon receipt of an application, the Field Placement Coordinator will distribute copies to the PDS Liaison and Administrative Assistant. Teacher candidates who do not submit an application by the close of the semester are not guaranteed a placement.

Entrance to Internship I requires a 3.0 minimum GPA, submission of passing CORE or equivalent scores, and successful completion of pre-requisite courses. Candidates who do not meet all requirements prior to Internship I will not be allowed to proceed with Internship I. The Field Placement Coordinator and Administrative Assistant review student status upon receiving Internship I applications. Candidates who do not meet requirements will be referred to the Department Chair.

Any placement location preferences can be indicated on the Internship I application, but are not guaranteed. If candidates have any family members or children at FCPS schools, this needs to be indicated
on the application as well. Candidates cannot be placed at a school where family members work or children attend.

Information regarding policies and procedures for Internship I can be found in the Internship Handbook in LiveBinders. Access to LiveBinders is given to candidates at the beginning of Internship I.

Candidates need to register for accompanying Internship I courses. Submitting the Internship I application does not register students for any courses. Accompanying courses are listed below. There is also a fee attached to Internship I.

**ELEMENTARY PROGRAM**
- MEDUC 506 (fall)
- MEDUC 507 (fall)
- MEDUC 512 (spring)
- MEDUC 513 (spring)

**ELEMENTARY AND SPECIAL EDUCATION PROGRAM**
- MEDUC 506 (fall)
- MEDUC 507 (fall)
- MEDUC 512 (spring)
- MEDUC 513 (spring)
- MSPED 500 (May following Internship I)*
- MSPED 509 (May following Internship I)*

*There is an additional tuition cost for these courses as they fall outside of the traditional spring semester dates.

**SECONDARY AND PRE-K-12 PROGRAMS**

Internship I applications are due to the Field Placement Coordinator by October 31st prior to Spring Internship I courses for Secondary and Pre-K-12 teacher candidates. Upon receipt of an application, the Field Placement Coordinator will distribute copies to the PDS Liaison and Administrative Assistant. Candidates who do not submit an application by the close of the semester are not guaranteed a placement.

Entrance to Internship I requires a 3.0 minimum GPA, submission of passing qualifying scores on measures of basic skills, and successful completion of pre-requisite courses. Submission of passing Praxis II Content Knowledge scores are also required for Social Studies, English, Business, Mathematics, and World Language candidates. Candidates who do not meet all requirements prior to Internship I will not be allowed to proceed with Internship I. The Field Placement Coordinator and Administrative Assistant review student status upon receiving Internship I applications. Candidates who do not meet requirements will be referred to the Department Chair.

Any placement location preferences can be indicated on the Internship I application, but are not guaranteed. If candidates have any family members or children at FCPS schools, this needs to be indicated
Candidates should also indicate the days they plan to attend their placement school each week on the application. Candidates are required to spend 2 full days or 4 half days per week to complete Internship I requirements. Information regarding policies and procedures for Internship I can be found in the Internship Handbook in LiveBinders. Access to LiveBinders is given to candidates at the beginning of Internship I.

Candidates need to register for accompanying Internship I courses. Submitting the Internship I application does not register candidates for any courses. Accompanying courses are listed below. There is also a fee attached to Internship I.

SECONDARY PROGRAMS
MEDUC 514
MEDUC 527
MEDUC 536, or 560

PRE-K-12 PROGRAMS
MEDUC 514
MEDUC 527
MEDUC 530, 540, or 550

REGISTRATION PROCEDURES FOR INTERNSHIP II

ELEMENTARY AND ELEMENTARY SPECIAL EDUCATION PROGRAMS

Internship II applications are due by March 31st prior to the Fall of Internship II. Upon receipt of an application; the Field Placement Coordinator will distribute copies to the PDS Liaison and Administrative Assistant. Teacher candidates who do not submit an application by the close of the semester are not guaranteed a placement.

Entrance to Internship II requires a 3.0 minimum GPA, submission of qualifying scores on measures of basic skills, and successful completion of pre-requisite courses. Candidates who do not meet all requirements prior to Internship II will not be allowed to proceed with Internship II. The Field Placement Coordinator and Administrative Assistant review student status upon receiving Internship II applications. Candidates who do not meet requirements will be referred to the Department Chair.

Any placement location preferences can be indicated on the Internship II application, but are not guaranteed. If candidates have any family members or children at FCPS schools, this needs to be indicated on the application as well. Candidates cannot be placed at a school where family members work or children attend.
Candidates need to register for accompanying Internship II courses. Submitting the Internship II application does not register candidates for any courses. Accompanying courses are listed below*. There is also a fee attached to Internship II. Information regarding policies and procedures for Internship II can be found in the Internship Handbook in LiveBinders. Access to LiveBinders is given to candidates at the beginning of Internship II.

**ELEMENTARY PROGRAM**
MEDUC 523
MEDUC 518

**ELEMENTARY AND SPECIAL EDUCATION PROGRAM**
MEDUC 523
MSPED 519

*To facilitate the organization of candidates into course sections based on their Internship II placement location, candidates will need to register for GNSTD 500. This will register candidates for both courses. Once a placement location has been determined, the Education Department will work with the Registrar’s Office to place candidates in the appropriate sections for each course.

**SECONDARY AND PRE-K-12 PROGRAMS**

Internship II applications are due to the Field Placement Coordinator by March 31st prior to the Fall of Internship II for Secondary and Pre-K-12 teacher candidates. Upon receipt of an application, the Field Placement Coordinator will distribute copies to the PDS Liaison and Administrative Assistant. Candidates who do not submit an application by the close of the semester are not guaranteed a placement.

Entrance to Internship II requires a 3.0 minimum GPA, submission of passing CORE or equivalent scores, and successful completion of pre-requisite courses. Submission of passing Praxis II Content Knowledge scores are also required for Social Studies, English, Business, Mathematics, and World Languages candidates. Candidates who do not meet all requirements prior to Internship II will not be allowed to proceed with Internship II. The Field Placement Coordinator and Administrative Assistant review student status upon receiving Internship II applications. Candidates who do not meet requirements will be referred to the Department Chair.

Any placement location preferences can be indicated on the Internship II application, but are not guaranteed. If candidates have any family members or children at FCPS schools, this needs to be indicated on the application as well. Candidates cannot be placed at a school where family members work or children attend.
Candidates need to register for accompanying Internship II courses. Submitting the Internship II application does not register candidates for any courses. Accompanying courses are listed below*. There is also a fee attached to Internship II. Information regarding policies and procedures for Internship II can be found in the Internship Handbook in LiveBinders. Access to LiveBinders is given to candidates at the beginning of Internship II.

SECONDARY PROGRAMS
MEDUC 523
MEDUC 521

PRE-K-12 PROGRAMS
MEDUC 523
MEDUC 520, or 521

*To facilitate the organization of candidates into course sections based on their Internship II placement location, candidates will need to register for GNSTD 500. This will register candidates for both courses. Once a placement location has been determined, the Education Department will work with the Registrar’s Office to place candidates in the appropriate sections for each course.

ALTERNATIVE INTERNSHIP PLACEMENT REQUESTS

MSDE requires all Internships be held at a Professional Development School. It is the expectation that all candidates will meet this requirement.

Teacher candidates can request an Alternative Application through the PDS Liaison, with final approval for request granted by the Department Chair, if the following situations apply:

- The candidate is employed full time as the teacher of record for his/her classroom
- The candidate can prove a special circumstance/hardship.

Criteria reviewed for approval of request include:

- The candidate teaches the subject matter of the program he/she is enrolled in full-time
- There is a teacher certified in the candidate’s content area employed at the school that can serve as his/her mentor. An Administrator may serve as a mentor as long as he/she is certified in the candidate’s content area.
- The candidate agrees to attend any workshops that may be held during the day and to attend all accompanying courses, regardless of location/distance.
- The candidate agrees to pay the Alternative Placement fee for each Internship experience.
- The candidate’s children do not attend the school.
- No family members are employed at the school.
- The candidate agrees to integrate Maryland College and Career-Ready Standards regardless of location.
- The candidate agrees to use the MSM’s Lesson Plan Template.
- The arrangement is approved by the school Principal with support to attend accompanying workshops/courses.

Special stipulations for approval may be added by the Department Chair according to individual candidate situations.

### CERTIFICATION REQUIREMENTS & PROCEDURES

For graduation and degree conferral, teacher candidates must submit the Intent to Graduate Form to the Registrar’s Office. **Failure to submit the Intent to Graduate Form will delay graduation.** The form and submission deadlines for degree conferral dates can be found at the following link: https://www.msmary.edu/academics/registrar/graduation-procedure/Intent_to_graduate_form.html

### PROGRAM COMPLETION REQUIREMENTS

In order for a teacher candidate to be recommended to MSDE for certification and receive the Maryland Approved Program (MAP) stamp on his/her final transcript, the following requirements must be completed:

- Minimum 3.0 GPA
- 2.0 or higher on Reflective Inquiry Project
- 2.0 or higher on the Program Completer Portfolio
- Maryland qualifying Praxis CORE or equivalent scores
- Maryland qualifying Praxis II scores, content and pedagogy where required. Candidates should take any remaining exams at least 6 weeks in advance of graduation to allow for score processing.
- Average of 2.0 or higher on each of the five Benchmark Areas in the final Gateway 4 Benchmark Assessment
- 2.0 or higher on Dispositions Assessment
- Completion of all undergraduate pre-requisites and a minimum of 36 graduate hours comprised of required core courses, electives, and/or independent research

If a candidate does not successfully complete all requirements, he/she may graduate and receive a degree, but will not be considered a program completer and cannot apply for teacher certification in Maryland.

Candidates are advised to wait at least 6 weeks after degree conferral to request transcripts. This will allow time for the MAP stamp to be applied. When candidates request their transcript, they should indicate that they do not want to receive it until after the MAP stamp has been applied or confirm with the Registrar’s Office prior to making the request.

If a candidate is in the process of applying for a job before the MAP stamp has been applied and needs documentation, he/she can request a letter from the Department Chair verifying that he/she has completed all program requirements.
QUESTIONS, CONCERNS, AND ADVISING

Program Inquiry & Admission Requirements
Theresa d’Epagnier
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Program & Coursework Questions
Dr. Barbara A. Marinak
Chair of Education Department
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School Placements
David Sheads
Coordinator of Assessment & Field Placements
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Internship Experiences
Dr. Stacey Brown-Hobbs, Ph.D.
PDS Liaison
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AGREEMENT OF UNDERSTANDING

My signature below confirms that I have read this document in its entirety and understand the policies and procedures outlined in it. Additionally, any points of clarification have been asked of the respective Education Department member and addressed to my satisfaction.

Printed Name: ____________________________________________________________

Program: ________________________________________________________________

Signature: ______________________________________________________________

Date: ____________________________________________________________________