

# What Every Student Needs to Know

**CougarTeach** – This is the name of the perpetual “course” in D2L for Education students. Students will upload documents into various dropboxes for field experience evaluations, self-reflections, and timecards as well as application requirements for TCP admission or Student Teaching approval. Once a student has declared teacher certification, they should be automatically enrolled in CougarTeach. If a certification student does not show CougarTeach as one of their D2L courses, they should contact the Education Department office at [EducatorPrep@ccis.edu](mailto:EducatorPrep@ccis.edu).

## FIRST YEAR FOR UNDERGRADUATE STUDENTS / FIRST SEMESTER FOR POST-BACC STUDENTS

**Field Experiences** – Courses that include a field experience component are noted on the certification checklists. Once enrolled in a field experience course, our placement coordinators will arrange placements in the public or private accredited schools.

**Background Clearance** – Before a student can be cleared to register for a field experience course, they must have a valid background clearance on file. The Education Department requests clearances through the Family Care Safety Registry (FCSR). Students only need to register with the FCSR once. After that, the Education Department can request updated screenings at no additional cost. Background clearances are good for one year. If the clearance has expired, or will expire sometime during the upcoming field experience session/semester, students should contact the Education Department for them to request an updated screening. (Note: Students must be fingerprinted prior to obtaining their substitute certificate with DESE but field experience courses only require clearances through the FCSR.)

**Placement** - Columbia College has partnerships with many school districts so we are usually able to accommodate a student if they would like to request a certain school district or cooperating teacher.

**Self-Placement** - If a student is a full-time employee at a school (such as a paraprofessional or instructional aide), they can request to be placed at their school through the Self-Placement Form. Students who qualify to self-place must submit a Self-Placement Form (signed by the principal at the school) no later than one week before the start of the field experience course. **NOTE: The Self-Placement form is not for students who just want to arrange their own placement. Unless the student works at the school, a Self-Placement form would not be appropriate.**

**Field hours** – Once a student has their placement information, it is up to them to contact their cooperating teacher and arrange the days/times when their field hours will be completed. Field hours must be completed during the session/semester of the field experience course. Students who do not complete their field hours during that time may request an “Incomplete” grade so that they can finish their hours after the course ends. (*This should be no more than one session after the field experience course.*) Students who do not make these arrangements and do not complete their field hours will not earn a passing grade in the course.

**CougarTeach** – Timecards, evaluations, and self-reflections should be uploaded to the appropriate dropdown in CougarTeach. Be sure the documents uploaded are compatible with D2L.

## SECOND YEAR FOR UNDERGRADUATE STUDENTS / SECOND SEMESTER FOR POST-BACC STUDENTS

**Pre-TCP coursework** – There are several EDUC courses that any Columbia College student can take prior to being officially admitted to the Teacher Certification Program (TCP). During these courses, students should be working on the items required for TCP admission (see TCP Checklist on the Education Department webpage – tab titled “Teacher Certification Program: How to be Admitted”).

## COMPLETING CORE COURSES (EDUC 100, 200/542, 230/560, 300/505)

General Education Assessment:

MoGEA or ACT – If a student has a composite ACT score of 20 or higher, they are not required to take the MoGEA. If neither assessment has been attempted, it should be attempted early in case students do not pass the first time.

*(Students admitted to the Post-Baccalaureate program are not required to take the MoGEA or ACT. All students currently in an undergraduate degree program must achieve the required ACT or MoGEA scores as part of TCP admission.)*

Once all items have been completed and appropriate paperwork uploaded into CougarTeach, they should contact the Education Department Office to let us know their file is ready for review.

NOTE: Those taking EDUC 300 with Columbia College will complete the **Synthesis Paper Project** in that class. Those who take the graduate equivalent (EDUC 505) or transfer in that course will need to submit the **Alternative TCP Application** that has the Synthesis paper projected imbedded. A copy of this application is located on the TCP page of our website.

### ADMISSION TO THE TCP

**TCP Coursework** – students must be officially admitted to the TCP before they will be approved to enroll in these courses. TCP courses are indicated on the certification checklists as well as listing “TCP Admission” as a course prerequisite.

### THE YEAR PRIOR TO STUDENT TEACHING

**Student Teaching** – Students must meet with their advisor to determine when they will be ready for student teaching. The **Letter of Intent** must be uploaded into CougarTeach by the deadline date indicated on the Education Department webpage (see the “Student Teaching Requirements” tab on the left side of the screen). *There is a reminder about attempting the MoCA on the Letter of Intent form.*

Student Teaching Application packets must be uploaded into CougarTeach by the deadline dates indicated on this webpage as well.

The Student Teaching Packet items (top portion of the Student Teaching Checklist) to be uploaded to CougarTeach are:

- Student Teaching Application form
- Resume
- Student Profile
- Coursework Completion Plan – A plan of remaining certification coursework; any coursework not completed by the time of uploading the packet must be included on this plan to indicate when they plan to complete the courses.
- **MoCA** – Students must attempt the MoCA by the Student Teaching Packet submission deadline (*see website and ST Approval Checklist*). (See below for deadline info for passing.)

These documents are to be uploaded into CougarTeach. (The student needs to email the Education Department ([EducatorPrep@ccis.edu](mailto:EducatorPrep@ccis.edu)) to let us know when everything has been submitted and is ready for review.)

The remaining items on the Student Teaching Checklist must be completed prior to being approved to enroll in student teaching. These items include:

- **MoCA** – Students must pass the MoCA no later than April 30 for fall student teaching and no later than November 30 for spring student teaching. Students who do not pass the MoCA by the deadline may need to postpone student teaching.
- Substitute Certificate – Students must have a valid Missouri substitute certificate that spans the entire semester of student teaching.
- Fingerprinting – This is required for the substitute certificate.

- Synthesis Paper – This is completed in EDUC 400 that must be completed prior to being approved to enroll in student teaching. (This is different from the synthesis paper required for TCP admission.)
- Completion of all Professional Education and Content Area coursework.
- Once all of these items have been completed, the student must email the Education Department ([EducatorPrep@ccis.edu](mailto:EducatorPrep@ccis.edu)) to request approval to enroll in student teaching.

### TEACHER CERTIFICATION AT THE GRADUATE LEVEL

Undergraduate students who want to finish certification through the MAT Post-Baccalaureate program and student teach at the graduate level must take note of these steps:

- The student would need to drop the certification minor and graduate with whatever major they decide on as soon as possible.
- Prior to graduating, the student could take many of their EDUC courses to count toward upper level electives, etc. as long as they are admitted into the TCP.
- After graduating with their bachelor's degree, the student should apply to the MAT.PB program. **Note:** If their GPA is questionable, they might want to re-think dropping the certification minor since an overall GPA of 3.0 is required for MAT.PB admission.
- Once admitted to MAT.PB, the student could take any other remaining EDUC certification courses at the graduate level (including student teaching).
- Any courses taken at the graduate level for certification could be applied toward the MAT degree if they decide to pursue it later.

**Note:** If the student is on a scholarship (athletic or otherwise), this plan might not work since undergraduate scholarships most likely will not apply after a student has graduated.

### AFTER STUDENT TEACHING AND ALL OTHER COURSEWORK AND ASSESSMENTS COMPLETED

**Recommendation to DESE** – After student teaching a student should review the DESE Certification Completion Checklist and notify the Education Department when all items on the checklist have been completed. These items include:

- Final grade for all coursework, including student teaching
- Undergraduate degree has been posted (Beacon students)
- DESE application for Initial Certification
- Passing score on MoCA
- Passing score on MEES (these are the scores given by the cooperating teacher and college supervisor during student teaching)
- Official transcripts to DESE
- Verify that Fingerprints on file with DESE are still current (they are valid for 1 year)

**Note:** MAT.PB students who wish to pursue the MAT degree after student teaching should contact the Education office ([EducatorPrep@ccis.edu](mailto:EducatorPrep@ccis.edu) or call 800/231-2391 x7818) to have their status changed to full MAT (degree seeking).