School of Education

Early Childhood/Elementary and Special Education Department’s Undergraduate Handbook

Department Head: Dr. Jacqueline Johnson

“Preparing competent, compassionate, collaborative, and committed leaders”
This booklet will cover a variety of topics that will assist you as you matriculate through your respective program here, in the School of Education, at Norfolk State University.
List of Majors

- BS.ECE.NCOP
- BA.PSY.EE.PK3 (LICENSURE)
- BA.PSY.EE.PK6 (LICENSURE)
- BS.INT.EEE.PK6 (LICENSURE)
- BS.INT.EEM.PK6 (LICENSURE)
- BS.INT.EEH.PK6 (LICENSURE)
- BA.PSY.SPE.GEN (LICENSURE)
- BS.INT.SPE.GEN (LICENSURE)
Topics of Discussion

• Faculty & Staff Members
• Tk20 & Assessment
• New Incomplete Guidelines
• Student Organizations
• Resources for Academic Success
### Staff and Faculty

**Preparing competent, compassionate, collaborative, and committed leaders.**

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Adjunct Faculty
Preparing competent, compassionate, collaborative, and committed leaders.

- Dr. Rinyka Allison
- Dr. Jill Ardley
- Dr. Diandrea Bailey
- Mr. Lonnie Bonham
- Dr. Herman Clark
- Dr. Judith Connell
- Mrs. Denise Green
- Dr. Christine Harris
- Mrs. Doral Jackson
If a child can’t learn the way we teach, maybe we should teach the way they learn.

- Ignacio Estrada
SOE's New Initiatives
Background Checks

Each student who is enrolled on EDU 201: and Foundations of Education and EED 274: The Study of Young Children is required to complete a background check.

- You will also complete a second background check prior to student teaching
- This includes the following:
  (a.) Being fingerprinted at any local police department
  (b.) Completing the Background form
  (c.) Submit the completed documentation with the fee.

Want to know more, access the following link: https://www.nsu.edu/clinical-experiences-and-student-services/forms
Contact: Dr. Jill Ardley, Director of Clinical Experiences and Student Services
Phone: 823-8715  Email: jnardleym@nsu.edu
New VDOE Licensure Testing Requirements: Effective January 1, 2014

**OPTION 1**

Praxis Core Academic Skills for Educators (Core)

- [http://www.ets.org/praxis](http://www.ets.org/praxis)
- To take all three subtests at the same time, register for Core Academic Skills for Educators: Combined Test (5751)
- Core: Reading (5712) Score: 156
- Core: Writing (5722) Score: 162
- Core: Mathematics (5732) Score: 150
- You must pass each subtest

**OPTION 2**

Combination Option

- Passing the Virginia Communication and Literacy Assessment (VCLA) (Reading—with a score of 235 and Writing—with a score of 235) individually or with a composite score of 470
- AND passing the Praxis Core Skills for Educators -Mathematics individually with a score of 150, will meet testing requirements.
New VDOE Licensure Testing Requirements: Effective January 1, 2014

Option 3

ACT AS A SUBSTITUTE TEST FOR PRAXIS CORE SKILLS FOR EDUCATORS ONLY

• ACT was approved by the Board of Education as a substitute test for Praxis Core (Reading, Writing, and Mathematics) required for initial licensure. The board approved the following scores:

• If you took the ACT before 4/1/1995 and had a composite score of 21, with the ACT math score no less than 21, and an English Plus Reading score no less than 37, you are exempt from Praxis Core.

• If you took the ACT after 4/1/1995 and had a composite score of 24, with the ACT math score no less than 22, and an ACT English Plus Reading score no less than 46, you are exempt from Praxis Core.

Option 4

SAT AS A SUBSTITUTE TEST FOR PRAXIS CORE SKILLS FOR EDUCATORS ONLY

• SAT was approved by the Board of Education as a substitute test for Praxis Core (Reading, Writing, and Mathematics) required for initial licensure. The board approved the following scores:

• If you took the SAT before 4/1/1995 and had a score of 1000 with at least 450 on the verbal and 510 on the math tests, you are exempt from Praxis Core.

• If you took the SAT after 4/1/1995 and had a score of 1100 with at least 530 on the verbal and 530 on the math tests, you are exempt from Praxis Core.
LICENSURE PROCESS

- PASS PRAXIS, VCLA, RVE
- STUDENT TEACHING
- CHILD ABUSE TRAINING
- CPR, FIRST AID, AED TRAINING
- DYSLEXIA TRAINING
- TECHNOLOGY TRAINING
- APPLY FOR LICENSURE
- PAY $ 50.00 FEE TO VDOE
- APPLY BEFORE JULY 1 (OF ANY YEAR)
New VDOE Licensure Testing Requirements: Updates

Praxis II (If applicable)


Reading For Virginia Educators (RVE)

Effective July 1, 2011, the Virginia Department of Education will implement changes in the required reading assessments for certain endorsements. For teachers seeking an initial license with endorsements in:

- Early/Primary Education PK-3
- Elementary Education PK-6
- Special Education - General Curriculum
- Special Education - Hearing Impairments
- Special Education - Visual Impairments

The Passing Score is a 157
What is plagiarism?

- Plagiarism: A Candidate will have committed plagiarism if he or she reproduces someone else’s work without acknowledging its source; or if a source is cited which the Candidate has not cited or used. Examples of plagiarism include: submitting a research paper obtained from a commercial research service, the Internet, or from another Candidate as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source, supplying proper documentation, but leaving out quotation marks. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group’s work and participates in none of the group’s activities, but attempts to take credit for the work of the group. Source: http://www.nsu.edu/Candidate_judicial/policy.html.

- Submission of the same work for more than one course without the Explicit permission of the instructors involved.

- Falsification or misrepresentation of data in any coursework.

- Altering, defacing, or concealing library materials.

What is plagiarism?

- Participating in the academic dishonesty of another Candidate by offering assistance or advice that encourages such behavior.

- Misrepresentation of one’s state of health or personal situation to gain deferrals of examinations or extensions of academic deadlines.

- Forgery of a signature on any document or form related to a Candidate’s academic life --

- Including the adviser’s signature on a program, drop/withdrawal slip, or petition. Except for the above I encourage and expect Candidates to share and work together, to ask questions, and to receive help from instructors and other Candidates. Admittedly, there are gray areas but these gray areas will not be an issue if the intent of the foregoing is understood. If there are any questions about the foregoing, it is prudent to ask the instructor for clarification.
Academic Resources to Assist With Avoiding Plagiarism

- http://www.plagiarism.org/
- https://owl.english.purdue.edu/owl/resource/589/01/
- http://plagiarism.bloomfieldmedia.com/z-wordpress/
- http://library.nsu.edu/screens/research.html
- http://library.csus.edu/content2.asp?pageID=354
- http://www.citationmachine.net/
What is Tk20?

1. What is Tk20

Tk20 is an assessment, accountability, and management system to help colleges and universities meet requirements for accreditation. Tk20 stands for “Technology in Kindergarten through Age 20.”

2. How do I access Tk20?

Tk20 can easily be accessed by navigating to the Center for Professional Development website. On the other hand, you can go directly to http://nsu.tk20.com/

3. Is my Tk20 username and password the same as my NSU email username?

No, your username and password is not the same as your NSU email username and password. You have a unique username and password for the system that must be assigned to you, if you are a first time user.

4. Why are we using the Tk20 system?

In an effort to maintain the standards of the National Council for Accreditation for Teacher Education (NCATE), the College of Education implemented an information system product to help students track their progress through the curriculum. Tk20 was chosen for this purpose after a review of solutions used by top universities around the country.

5. What Internet browser should I use with Tk20?

Tk20 was tested using the following Internet browsers: Internet Explorer, Firefox, and Safari. Using another Internet browser may result in unexpected results.
What is Tk20 Continued…

6. Can I use the browser Back button to navigate within Tk20?

Using the browser Back button may result in a loss of important information that was not saved. It is recommended that you use the "Cancel“ and "Exit“ buttons, tabs, and links when navigating the application.

7. What do I do if one of my courses does not appear in Tk20?

The Tk20 system is updated on a regular basis and if your course is not appearing now it may appear in a few days. Please contact your Tk20 Unit Administrator if the issue persists.

8. I am having trouble logging in/ completing my assignment/ uploading files in Tk20.

Please refer to the Tk20 online tutorials for guidance. Visit the Tk20 homepage at http://www.Tk20.com. Click on “support”. This will take you to a list of frequently asked questions, as well as tutorials that cover common problems (use the HigherEd help site link and go to “student tutorials”).

9. If you continue to experience problems please contact your Tk20 Unit Administrator.

Tk20 Assessment Coordinator: Dr. Kianga Thomas
Phone: (757)823- 9583; Email: krthomas@nsu.edu
New Incomplete Guidelines
You must be passing and have completed 80% of the course work!

1. A copy of this form must be signed by both student and the professor and filed with the Retention Czar no later than three weeks after the “I” grade has been reported by the Instructor on the Final Grade Report.

2. The student has until close of business on the Friday prior to midterm week of the immediately following semester, excluding summer, to complete and submit all course work.

3. If the work is not successfully completed on or before the due date, a zero will be entered for the missed assignment and the default grade as indicated below will be the grade of record.

4. If the work is successfully completed within the time limit, the professor will submit a copy of this form, with the applicable grade, to the registrar's office no later than two weeks after the student has satisfied requirements of this contract.

*Justification for the incomplete grade*
*An “I” contract must be initiated by the instructor and not the student.
*Clear and detailed description of ALL work required to be completed by the student:

*Default Grade if work is NOT completed according to the terms of this contract.

*Date that work is to be completed must be documented.

PRAXIS PREPARATION LAB

161 Bozeman Education Building

Hours Open:
MONDAY – 9:00 - 7:00
TUESDAY – 9:00 - 7:00
WEDNESDAY – 9:00 - 7:00
THURSDAY – 9:00 - 7:00
FRIDAY – 8:00-5:00

Praxis Lab Administrator – Dr. Jerrold Roy-757.823-8590

The Praxis Lab has practice test and tutorials to help you prepare to pass the Praxis Core, Praxis II, and VCLA tests.
Resource Lab Hours

Resource Lab Hours- Bozeman Room 225
Fall 2018

Located at:

Monday: 10am-4pm
Tuesday: 10am-4pm
Wednesday: 10am-4pm
Thursday: 10am-4pm
Friday: BY REQUEST ONLY
**Mission**
CAEP (formerly NCATE) advances excellence in educator preparation through evidence-based accreditation that assures quality and supports continuous improvement to strengthen P-12 student learning.

**What We Do**
Accreditation is a nongovernmental activity based on peer review that serves the dual functions of assuring quality and promoting improvement.

**Why is this visit important to you?**

- This is the agency that accredits our teacher preparation program.

- If we are not accredited, your degree is in vain (no school district will hire you if your degree is not from an accredited institution).

- Submitting your “key assessments” on time, so that the data can be analyzed for program improvement is crucial to the overall success and reaccreditation of our teacher preparation programs.

- CAEP will be here in the Spring of 2022 for our five year site visit.
Teacher PREP Student Support Services

The Teacher Prep Student Support Services Program is designed to provide academic support services to one hundred and forty eligible students until they graduate from the university to increase their retention and graduation rates, to facilitate their entrance into the teaching profession with full licensure/certification, and foster an institutional climate of support and success.

Dr. Leon Rouson, Project Executive Director
Marquetta Brown, Project Coordinator
Contact us at (757) 823 – 2767 or mlbrown@nsu.edu

Resources to Aid in Your Academic Success
Student Clubs/Organizations

- The Council for Exceptional Children (SCEC) ............................Sponsor: Dr. Angela McIntosh
- The Student Education Association (SVEA)............................Sponsor: Dr. Jill Ardley
- The Teacher Prep Club ....................................................Sponsor: Dr. Leon Rouson & Ms. Marquetta Brown
- The Student Volunteer Center ..............................................Sponsors: Dr. Jerrold Roy
Helpful Hints to Aid in Your Academic Success 😊

1. Read your syllabi carefully and be sure you understand the course’s expectations, grading policies etc.

2. Use a calendar to mark down when your assignments are due.

3. Stay in communication with your professors /instructors (we are not psychics).

4. Report your absence to office of student Affairs when they occur.

5. Submit your assignments on time (as educators effective time management demonstrates a well managed classrooms).

6. Take and pass your licensure test early, (failure to do so may hold your student teaching experience, and graduating on time). Adhere to the Milestones to Completing A Teacher Education Program.
Resources

- http://caepnet.org/about/
- https://www.nsu.edu/education/teacher-prep/
- https://www.nsu.edu/education/cpd/
- https://www.nsu.edu/provost/ssc/
- https://www.nsu.edu/student-affairs/spartan-health
- https://www.nsu.edu/education/
- https://www.nsu.edu/student-affairs/disability-services/
- https://www.nsu.edu/education/
Behold...The Green and the Gold!

NORFOLK STATE UNIVERSITY
Equal Opportunity and Non-Discrimination