

SOUTHERN CONNECTICUT STATE UNIVERSITY

TO: Students working under a DSAP

The student enrolling in the **Supervision & Appraisal under a DSAP - EDU 999** has the responsibility for the following:

- Securing on the application form the signature of the Department's Chair or advisor indicating that the student has met all requirements established by the School of Education to be accepted in a graduate certification program.
  - Praxis I (officially passed or waived) & passing Praxis II/ACTFL if area requires exam.
  - Undergraduate QPR (minimum 2.7)
  - 2 Letters of Recommendation
  - Essay
  - Satisfactory Interview acceptance by Department's Admission Committee.
- Obtain on the application form the signature of the Superintendent of Schools from the district where they are being hired attesting to the student's full-time employment in his/her area of certification and the school at which he/she will be teaching.
- The **Dean of Graduate Studies** must officially accept the student into a graduate program.
- Return the application form, complete with the applicant's signature, to the Director of Student Teaching with proof of passing the Praxis II exam (if required in the area you are seeking the DSAP).
- Register for **EDU 999**, Supervision & Appraisal under a DSAP and other courses necessary, during either the Fall semester or Spring semester as indicated on the permission slip signed by the Director of Student Teaching or the Dean of the School of Education.
- Pay the course registration and other applicable fees to Southern Connecticut State University at the time of registration .The Director of Student Teaching will forward a copy of the approved form to the appropriate department of the candidate's area of certification, once the student has registered for EDU 999.If the DSAP holder fails to fulfill programmatic coursework or supervision the Director of Student teaching or the Dean of the School of Education will inform the certification bureau and the DSAP candidate will be “dis- enrolled” from the program and the DSAP will be voided.
- The University supervisor will visit the candidate from 3 - 5 times during the academic year, **should more visits be indicated, the student must re-register and pay for an additional 6.0 credit fee.**
- No mail registration for EDU 999 will be accepted.
- **After the student has completed 10 months of full time teaching under the DSAP, he/she must have a “ Statement of Successful Experience form”( ED 126) completed by the student and the District and proof of having passed the Praxis II/ACTFL tests. This must be submitted to the Department of your major.** The program co-ordinator will then make a recommendation with the form to the Dean of the School of Education, who will review the request and if approved, will send a memo waiving student teaching requirement.
- Once all coursework for certification has been completed, Form **ED 170A** must be submitted to the Student Teaching Office. The student's record will be reviewed to assure that all coursework is complete and on file in the Registrar's Office. Once everything is complete, the Director of Student Teaching will affix the university seal to form 170A and return all application documents and necessary information to the student. It is the student's responsibility to forward his/her completed application forms and fee to the State Department of Education.