

STUDENT HANDBOOK

AN OVERVIEW OF *SAILS* AND THE FOUR GATES

B.S. IN EXERCISE SCIENCE-TEACHER EDUCATION WITH CERTIFICATION GRADES K-12

SOUTHERN CONNECTICUT STATE UNIVERSITY

Effective Spring 2006

TABLE OF CONTENTS

PREFACE	4
<i>SAILS</i> : AN OVERVIEW	5
<i>SAILS</i> COMPETENCIES FOR EXS TEACHER CERTIFICATION	5
THE FOUR GATES: AN OVERVIEW	6
GATE 1: ENTRY INTO THE PROGRAM	7
Course Requirements	7
GPA Requirements	7
PRAXIS I Exam	7
Letters of Recommendation	8
The Admission Essay	8
The Department Interview	8
Professional and Service Requirements.....	9
GATE 2: MIDPOINT EVALUATION IN THE PROGRAM	10
Course Requirements	10
GPA Requirements	10
Attitudes and Dispositions	10
Leadership	10
Professional and Service Requirements.....	10
GATE 3: PRE-STUDENT TEACHING IN THE PROGRAM	12
Course Requirements	12
GPA Requirements	12

Attitudes and Dispositions	12
Leadership	12
Professional and Service Requirements.....	13
PRAXIS II.....	13
Applying for Student Teaching	13
GATE 4: COMPLETION OF THE PROGRAM	14
Course Requirements	14
GPA Requirements	14
Attitudes and Dispositions	14
Leadership	14
Professional and Service Requirements.....	14
Student Teaching	15
Completing the Program	15
Getting Certified	15
APPENDIX A: Checklist for Gate 1	16
APPENDIX B: Checklist for Gate 2.....	17
APPENDIX C: Checklist for Gate 3.....	18
APPENDIX D: Checklist for Gate 4	19
APPENDIX E: Letter of Recommendation (for Gate I).....	20
APPENDIX F: School of Education Application (for Gate I).....	22

PREFACE

This handbook has been created for *you*, the candidate majoring in exercise science and pursuing teaching certification in grades K-12. It contains information you will need to successfully complete your program. Please keep this handbook in a convenient place. It should be used as a reference to guide you through your program at SCSU. However, please remember to always consult with your advisor or the Exercise Science Teacher Education Program Director if you have questions.

We wish you the best of success in your studies and in your future as a physical educator.

SAILS: AN OVERVIEW

SAILS is an acronym which stands for Scholarship, Attitudes and Dispositions, Integrity, Leadership, and Service. These five categories represent the conceptual framework developed by the School of Education at Southern Connecticut State University. Every certification program at SCSU is guided by *SAILS* and a four-gate program. Every gate addresses each of the five categories, and every candidate must meet certain competencies at each gate.

***SAILS* COMPETENCIES FOR EXERCISE SCIENCE TEACHER EDUCATION CERTIFICATION**

Scholarship

This competency can be met through your course work and GPA requirements, as well as the PRAXIS I and II exams. More information on these items can be found in the description of each gate later in this Handbook.

Attitudes and Dispositions

This competency can be met through your admission essay, department interview, letters of recommendation, portfolio, field experiences, and student teaching. More information on these items can be found in the description of each gate later in this Handbook.

Integrity

This competency can be met through your department interview, letters of recommendation, portfolio, field experiences, and student teaching. More information on these items can be found in the description of each gate later in this Handbook.

Leadership

This competency can be met in many ways, for example, through tutoring privately or on campus, mentoring a youth group, organization of special events, after school programming, coaching, joining student government, etc. A letter from a responsible person (parent of someone you tutor, Faculty Advisor for student government, etc.) will provide evidence you have met this competency.

Service

This competency can be met in many ways, for example, by joining the Exercise Science-Physical Education Club, by becoming a member of a professional organization (the Connecticut Association for Health, Physical Education, Recreation and Dance -

CTAHPERD) or other campus organization, participating in a community organization, doing volunteer work for the community, and involving yourself in a school activity once you are student teaching. A letter from a responsible person (community leader, Faculty Advisor for a club, etc.) will provide evidence you have met this competency.

THE FOUR GATES: AN OVERVIEW

Each certification candidate, regardless of subject area, must pass through a set of four gates to complete his/her certification program. Every department has developed its own set of gates for its certifications candidates.

In the exercise science teacher education program, the four gates consist of:

1. Entry into the certification program
2. Midpoint evaluation in the program
3. Pre-student teaching in the program
4. Completion of the program

At each gate, every certification candidate will be assessed according to the five *SAILS* categories. Candidates will not be allowed to proceed to the next gate (or take any of the courses within that gate) unless they demonstrate competency in these *SAILS* categories.

In this Handbook, we will explain each of the four gates in detail.

Reminder: always consult with your advisor or the exercise science teacher education Program Director if you have questions.

GATE 1: ENTRY INTO THE PROGRAM

In Gate I, candidates apply to the School of Education. This application is required for any candidate wishing to become certified in any subject.

The following competencies must be met before a candidate can apply to the School of Education and complete this gate (a checklist for Gate 1 is in Appendix E):

All gate requirements must be submitted to the Exercise Science Teacher Education Program Director by October 1st (Fall Semester) March 1st (Spring Semester). If you fail to apply to the School of Education by this date, you will receive an automatic “F” in EXS 291.

Course Requirements

Each candidate must complete introductory level Education courses (EXS 291 & EXS 293) with a grade of “B-” or higher. Each candidate must also successfully complete each of the following courses: EXS 191(C-), EXS 291(B-), EXS 281(C-), EXS 282(C-), EXS 293(B-), SHE 203 & all university requirements in Math and ENG 112. A degree evaluation must be submitted directly to the Exercise Science Teacher Education Program Director. (The grades listed after each course is the minimum grade each candidate must receive for each respective course).

GPA Requirements

Each candidate must have a minimum of 2.7 GPA (grade point average) at the time of application to the School of Education. This GPA includes all undergraduate course work taken at other universities. Hence, if a candidate has transferred in courses from other universities and the *overall* GPA from those universities and SCSU is below 2.7, the candidate is not eligible to pass through Gate 1, and therefore cannot apply to the School of Education. Each candidate must maintain a 2.7 GPA throughout the program. Candidates **MUST** submit an *official* transcript from any other universities you have attended.

PRAXIS I Exam

PRAXIS I is a state-required examination for candidates wishing to pursue certification in any subject area. All candidates must pass, or have waived, PRAXIS I.

Information on PRAXIS I, including when it is offered and how to register, can be found at http://www.state.ct.us/sde/dtl/cert/prax0102/praxchrt_pr1.htm.

Information on eligibility for a waiver of PRAXIS I can be found at http://www.state.ct.us/sde/dtl/cert/certform/ed_192.pdf.

Note that it takes approximately four weeks, sometimes longer, to receive your test results for PRAXIS I. If applying for a waiver, it may take four to six weeks to receive a confirmation letter from the State of Connecticut. Therefore, it is imperative that this requirement be taken care of as soon as possible.

Letters of Recommendation

Each candidate must submit two letters of recommendation indicating the candidate's potential as a physical education major and as a teacher. Letters from friends and/or family members are not acceptable. Once completed, these letters must be submitted directly to the Exercise Science Teacher Education Program Director. Recommendation forms are available in Appendix E.

The Admission Essay

Each candidate must submit an essay on why he/she would like to go into education. The essay must be between 250 and 500 words, typed, using a font no larger than 12-point, double-spaced, and signed. You must use correct grammar and spelling. If necessary, have a friend proof-read it before you submit it. This essay must be submitted directly to the Exercise Science Teacher Education Program Director.

Your essay must address the following points, in no particular order:

- Examine the five categories of SAILS, and briefly discuss how you satisfy (or will satisfy) each of the categories. Cite specific examples if possible.
- What people or events influenced your decision to teach physical education? (You do not need to use anyone's name in your essay if you do not wish to.)
- What qualities do you possess that would make you a good physical education teacher?
- Include any other items if your essay which you feel we should know, such as hobbies/interests, awards received, etc.

In addition to turning in a copy of your essay, please save a copy of your essay. Be prepared to discuss any of these items during your department interview.

The Department Interview

Each candidate must pass an interview with the Exercise Science Teacher Education Department Faculty. The interview will usually not last more than 30 minutes.

This is our first chance to get to know you better. Here are some tips to help you with the interview:

- Review your essay before the interview, since you may be asked to respond to various parts of it.
- Be familiar with the five categories of SAILS.
- Dress appropriately for your interview. Normal teaching attire or casual clothing is unacceptable. Slacks/pants/skirt and shirt & tie/blouse is acceptable. A business suit is recommended.
- Arrive on time for your interview. If you need to cancel the interview for any reason, let us know as soon as possible.

Feel free to ask questions during the interview, and stay relaxed. We are here to help you.

Upon completion of the interview, each candidate will receive either an official letter of acceptance into the program, a letter of probation (if some requirements are not met), or a letter advising the candidate to withdraw from the program.

Professional & Service Requirements

Each candidate is required to become a member of and participate in an appropriate professional association or organization (CTAHPERD, AAHPERD, PE Club etc.). Please turn in a copy of your membership card with this application as evidence of your membership.

It is expected that each candidate has or will be a productive member of the community by volunteering your time with various service projects. If you have not completed any types of service to the community, please plan on doing so during this semester. Once your service to the community has been completed, please attain a letter that documents this service and submit it to the Exercise Science Teacher Education Program Director.

GATE 2: MIDPOINT EVALUATION IN THE PROGRAM

In Gate 2, candidates' progress in the program is assessed. The following competencies must be met before a candidate can complete this gate (a checklist for Gate 2 is in Appendix F):

Course Requirements

Each candidate must successfully complete EXS 131, EXS 184 (C-), EXS 350 (B-), EXS 352 (B-), EXS 383 (C-), EXS 394 (B-) & EXS 483 (B-). (The grades listed after each course is the minimum grade each candidate must receive for each respective course).

GPA Requirements

Each candidate must have a minimum of 2.7/3.0 (graduate students) GPA, using the same conditions as in Gate 1.

Attitudes and Dispositions

Each candidate will be evaluated on their various attitudes and dispositions within their courses. At the completion of each semester the Exercise Science Teacher Education Faculty will evaluate each candidate on their attitudes, dispositions and integrity specifically related to:

- In - Class Participation,
- Relationships with others,
- Group Work,
- Communication,
- Respect for Department, University, School Rules, Policies & Norms,
- Emotional Control Responsibility Ethical Behavior and Role Model

Leadership

Leadership is an important part of teaching. As a result, evidence of each candidate's leadership abilities is required for passage through Gate 2. Some areas where you may have demonstrated leadership include a mentoring program, youth coaching, organization of an event, work with an after school program, etc. Provide a letter from someone who can attest to your leadership abilities. This letter may come from a supervisor, a parent of a child you work with, etc.

Professional & Service Requirements

Each candidate is required to become a member of and participate in an appropriate professional association or organization (CTAHPERD, AAHPERD, PE Club etc.). Please

turn in a copy of your membership card with this application as evidence of your membership.

Each candidate is also expected to attend a professional conference or workshop during Gate 2. Evidence of successful completion consists of a conference name badge or official letter from the organization of attendance.

It is expected that each candidate has or will be a productive member of the community by volunteering your time with various service projects. If you have not completed any types of service to the community, please plan on doing so during this semester. Once your service to the community has been completed, please attain a letter that documents this service and submit it to the Exercise Science Teacher Education Program Director.

GATE 3: PRE-STUDENT TEACHING IN THE PROGRAM

In Gate 3, candidates apply for Student Teaching.

The following competencies must be met before a candidate can apply for Student Teaching and complete this gate (a checklist for Gate 3 is in Appendix G):

Course Requirements

Each candidate must complete all remaining program requirements (general education, EXS courses, electives and “L” courses). Each candidate must successfully complete each of the following courses: EXS 384 (C-), EXS 400 (B-), EXS 480 (C-), EXS 485 (C-), EXS 492 (C-), EXS 495 (B-). Each candidate must also complete an ELL and Literacy requirement (3 credits). (The grades listed after each course is the minimum grade each candidate must receive for each respective course).

GPA Requirements

Each candidate must have a minimum of 2.7/3.0 (graduate students) GPA, using the same conditions as in Gate 1.

Attitudes and Dispositions

Each candidate will be evaluated on their various attitudes and dispositions within their courses. At the completion of each semester the Exercise Science Teacher Education Faculty will evaluate each candidate on their attitudes, dispositions and integrity specifically related to:

- In - Class Participation,
- Relationships with others,
- Group Work,
- Communication,
- Respect for Department, University, School Rules, Policies & Norms,
- Emotional Control Responsibility Ethical Behavior and Role Model

Leadership

Leadership is an important part of teaching. As a result, evidence of each candidate’s leadership abilities is required for passage through Gate 3. Some areas where you may have demonstrated leadership include a mentoring program, youth coaching, organization of an event, work with an after school program, etc. Provide a letter from someone who can attest to your leadership abilities. This letter may come from a supervisor, a parent of a child you work with, etc.

Professional & Service Requirements

Each candidate is required to become a member of and participate in an appropriate professional association or organization (CTAHPERD, AAHPERD, PE Club etc.). Please turn in a copy of your membership card with this application as evidence of your membership.

Each candidate is also expected to attend a professional conference or workshop during Gate 3. Evidence of successful completion consists of a conference name badge or official letter from the organization of attendance.

It is expected that each candidate has or will be a productive member of the community by volunteering your time with various service projects. If you have not completed any types of service to the community, please plan on doing so during this semester. Once your service to the community has been completed, please attain a letter that documents this service and submit it to the Exercise Science Teacher Education Program Director.

Each candidate must attend the Share Fair (one of the last Monday evenings of the semester).

PRAXIS II

Each candidate must register for PRAXIS II.

Each candidate must pass PRAXIS II, which is a state required content examination for certification. This exam cannot be waived. A candidate who does not pass PRAXIS II prior to the completion of Student Teaching will be given a final grade of I+ (for incomplete) for student teaching, until the candidate has passed PRAXIS II.

Applying for Student Teaching

Once all the above conditions have been satisfied, a candidate will apply for Student Teaching. The candidate will complete the Student Teaching Application form, along with seven copies of the accompanying Personal Data Sheet. These forms can be downloaded at <http://www.education.southernct.edu/teaching.html>. These items must be submitted directly to the Student Teacher Coordinator, who will then forward the forms to the Director of Student Teaching. This will complete Gate 3. Each candidate will then be notified once a placement has been made.

GATE 4: COMPLETION OF THE PROGRAM

In Gate 4, candidates complete Student Teaching and are ready to apply for certification.

The following competencies must be met before a candidate can apply for certification and complete this gate (a checklist for Gate 4 is in Appendix H):

Course Requirements

Each candidate must pass EXS 442, *Student Teaching Seminar*, EDU 300, *Student Teaching Elementary* and EDU 400, *Student Teaching Secondary*. In addition, all other required courses for graduation must be completed.

GPA Requirements

Each candidate must have a minimum of 2.7/3.0 (graduate students) GPA, using the same conditions as in Gate 1.

Attitudes and Dispositions

Each candidate will be evaluated on their various attitudes and dispositions within their courses. At the completion of each semester the Exercise Science Teacher Education Faculty will evaluate each candidate on their attitudes, dispositions and integrity specifically related to:

- In - Class Participation,
- Relationships with others,
- Group Work,
- Communication,
- Respect for Department, University, School Rules, Policies & Norms,
- Emotional Control Responsibility Ethical Behavior and Role Model

Leadership

Leadership is an important part of teaching. As a result, evidence of each candidate's leadership abilities is required for passage through Gate 4. Some areas where you may have demonstrated leadership include a mentoring program, youth coaching, organization of an event, work with an after school program, etc. Provide a letter from someone who can attest to your leadership abilities. This letter may come from a supervisor, a parent of a child you work with, etc.

Professional & Service Requirements

Each candidate is required to become a member of and participate in an appropriate professional association or organization (CTAHPERD, AAHPERD, PE Club etc.). Please turn in a copy of your membership card with this application as evidence of your membership.

Each candidate is also expected to attend a professional conference or workshop during Gate 4. Evidence of successful completion consists of a conference name badge or official letter from the organization of attendance.

It is expected that each candidate will be a productive member of the community by volunteering your time within your student teaching sites contributing within various service projects. Once your service to the community has been completed, please attain a letter that documents this service and submit it to the Exercise Science Teacher Education Program Director.

Each candidate must participate/present during the Share Fair. More information will be provided during EXS 442 – Student Teaching Seminar.

Student Teaching

Each candidate must pass PRAXIS II, which is a state required content examination for certification. This exam cannot be waived. A candidate who does not pass PRAXIS II prior to the completion of Student Teaching will be given a final grade of I+ (for incomplete) for student teaching, until the candidate has passed PRAXIS II.

Completing the Program

Upon completion of all the requirements for Gate 4, the candidate has completed the program and is now eligible to apply for graduation and Initial Certification.

Getting Certified

Candidates must apply for certification. An “Application for Certification” form can be obtained in the Student Teaching Handbook or on-line at the State Department of Education. This completed form must be given to the Director of Student Teaching.

Appendix A

GATE 1 Checklist for Physical Education Majors

- Complete EXS 291 and EXS 293 each with a B- or better.
- Complete EXS 191, EXS 281 and EXS 282 each with a C- or better.
- Complete SHE 203 and all university requirements in Math and ENG 112.
- Have an overall GPA ≥ 2.7 in all courses, including courses taken at other universities.
- Pass PRAXIS I.
- Submit two letters of recommendation indicating the candidate's potential as a physical education major and as a teacher.
- Submit a 250-500 word typed, signed essay on why he/she would like to go into education.
- Pass an interview with the Exercise Science Teacher Education Department Faculty.
- Submit copy of professional membership card.
- Submit volunteer documentation letter.
- Complete the School of Education Application.

Appendix B

GATE 2 Checklist for Physical Education Majors

- Complete EXS 131.
- Complete EXS 184, and EXS 383 each with a C- or better.
- Complete EXS 350, EXS 352, EXS 394 and EXS 483 each with a B- or better.
- Maintain an overall GPA ≥ 2.7 in all courses, including courses taken at other universities.
- Submit leadership documentation letter.
- Submit copy of professional membership card.
- Submit evidence of conference/workshop attendance.
- Submit volunteer documentation letter.

Appendix C

GATE 3 Checklist for Physical Education Majors

- Complete all required general education requirements, all Exercise Science courses, all electives and all “L” courses.
- Complete EXS 400 and EXS 495 each with a B- or better.
- Complete EXS 384, EXS 480, EXS 485 and EXS 492 each with a C- or better.
- Maintain an overall GPA $\geq 2.7/3.0$ in all courses, including courses taken at other universities.
- Submit leadership documentation letter.
- Submit copy of professional membership card.
- Submit evidence of conference/workshop attendance.
- Submit volunteer documentation letter.
- Attendance at Share Fair.
- Complete application for Student Teaching

Appendix D

GATE 4 Checklist for Physical Education Majors

- Pass EXS 442 (Student Teaching Seminar) and EDU 300 & EDU 400 (student teaching).
- Maintain an overall GPA ≥ 2.7 in all courses, including courses taken at other universities.
- Pass both sections of PRAXIS II.
- Submit leadership documentation letter.
- Submit copy of professional membership card.
- Submit evidence of conference/workshop attendance.
- Submit volunteer documentation letter.
- Attend the SCSU Share Fair and present video clips of the Student Teaching experience.
- Apply to the State of Connecticut for an Initial Educator's Certificate.

The following named student is applying for acceptance into the School of Education at Southern Connecticut State University. This requires the applicant to submit two (2) letters of recommendation **along with this completed rating form** from professionals able to testify to the individual's suitability as a prospective candidate.

Please complete this rating form and attach it to your letter of recommendation, which should more fully elaborate upon your ratings of this applicant and any other relevant matters.

Mail your letter and form to: **Dr. Daniel Swartz**
Southern Connecticut State University PE 004
501 Crescent Street
New Haven, CT 06515

Applicant: _____ Certification Area: _____

I hereby waive my right of access under the Family Education Rights and Privacy Act of 1974 to specific and composite letters of recommendation:

Applicant's Signature: _____ Date: _____

I. How long and in what capacity have you know the applicant?

II. Please rate the above named applicant relative to other students/employees whom you have known in a similar capacity

	Excellent	Good	Poor	No Information
Intellectual curiosity				
If unable to report, calls supervisor promptly				
Works and relates well to others				
Performs assignments effectively				
Ability to analyze a problem and formulate a solution				
Asks questions when in doubt				
Approaches assignment with seriousness				
Exhibits interest and enthusiasm				
Accepts supervision in positive fashion				
Learns from every experience				
Express opinions and disagreements in mature manner				
Is flexible with changes				
Seeks opportunities to improve				
Demonstrates sensitivity to diversity of individuals				
Maintains confidentiality when required				
Accepts responsibility with commitment				
Demonstrates attitudes and dispositions relevant to pursuit of teaching				
Communicates effectively: oral				
Communicates effectively: written				

III. Please list any situations that you know of or you have personally viewed the candidate in a leadership position:

Please write your comments on the above topics and other areas, which indicate the suitability of the candidate for admission to the department and School of Education on the back of this form. Thank you.

Recommender's Signature / Also, Print Name Legibly

Recommender's Address City State /Zip Code

Phone Title or Position

APPLICATION TO THE SCHOOL OF EDUCATION

Department _____ Date _____
 Name _____ Social Security # _____
 Current Address _____ Phone _____

Permanent Address _____ Phone _____
 _____ E-mail _____

Undergraduate: # of credits at SCSU _____ QPR _____

Transfer Student: # of credits at other colleges and QPR (list other colleges below):

	<u>Credits</u>	<u>QPR</u>	<u>Quality Points</u>
	(For Office Use Only)		
College (s) _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Graduate: Bachelor's degree granted (date) _____ College or University _____

	<u>Credits</u>	<u>QPR</u>	<u>Quality Points</u>
	(For Office Use Only)		
Other undergraduate colleges or universities attended _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Degree (s) _____ Date _____
 College or University _____

PRAXIS I PPST

Passed _____ Failed _____ Waived _____ On basis of SAT _____ ACT _____ Applied for waiver _____
 (date) (date) (date) (date) (date)

PRAXIS II – CONTENT/ACTF: Passed _____ To be taken _____
 (date) (date)

(please circle one for each of the following questions)

- a. Have you ever been convicted of any crime, excluding minor traffic violation? YES NO
- b. Have you ever been dismissed for cause from a position in a public or nonpublic school or child-care facility? YES NO
- c. Have you ever had a teaching credential revoked, suspended or annulled in any state, territory or foreign country? YES NO
- d. Have you ever surrendered a teaching credential in any state, territory or foreign country? YES NO

Please refer to catalog under "Admission To Teacher Education Programs" for continuation in programs

Applicant's Signature _____

Note: For Student Teaching placements, all State Entry Standards must be met at least a year before you student teach. The Praxis II Exam must be met prior to acceptance into a Department, or prior to completion of student teaching.

Acknowledgement of Information Received

I have received the “Student Handbook: An overview of *SAILS* and the four gates.”

I understand that it is my responsibility to know its contents and meet all stated requirements in order to be accepted/remain in the program.

Student Name (Print)

Student Signature

Date