

**B.S. IN MATHEMATICS
WITH CERTIFICATION
GRADES 7-12**

STUDENT HANDBOOK
AN OVERVIEW OF *SAILS* AND THE FOUR GATES

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SOUTHERN CONNECTICUT STATE UNIVERSITY

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PREFACE

This handbook has been created for *you*, the candidate majoring in mathematics and pursuing teaching certification in grades 7-12. 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 Mathematics Department Certification Coordinator if you have questions.

We wish you the best of success in your studies, and in your future teaching!

*SCSU's mathematics certification program is
Nationally Recognized
by the
National Council for Accreditation of Teacher Education*

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SAILS: AN OVERVIEW

SAILS is an acronym which stands for **S**cholarship, **A**ttitudes and **D**ispositions, **I**ntegrity, **L**eadership, and **S**ervice. 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 MATHEMATICS 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, membership in a professional organization like the National Council of Teachers of Mathematics (NCTM), joining student government, and participating in Professional Development Day while student teaching. 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 SCSU Math Club or other campus organization, participating in a community organization, doing volunteer work for the community, helping with the New Haven Math Contest held every spring, 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 mathematics, 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. Students will not be allowed to proceed to the next 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 Mathematics Department Certification Coordinator 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 A):

Course Requirements

Each candidate must complete MAT 150, *Calculus I*, and MAT 151, *Calculus II*, with grades of C- or higher in each course. Each student must complete (pass) EDU 201, *Introduction to the Teaching Professions* (see Fingerprinting and Background Check on page 9).

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 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.

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.sde.ct.gov/sde/cwp/view.asp?a=2613&q=321262>

Information on eligibility for a waiver of PRAXIS I can be found at http://www.sde.ct.gov/sde/lib/sde/PDF/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 mathematics major and as a teacher. At least one of these letters must come from a mathematics professor (or mathematics high school teacher). Letters from friends and/or family members are not acceptable. Once completed, these letters must be submitted directly to the Mathematics Department Certification Coordinator. Recommendation forms are available in the School of Education in Davis Hall.

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 Mathematics Department Certification Coordinator.

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

- What people or events influenced your decision to teach mathematics? (You do not need to use anyone's name in your essay if you do not wish to.)
- When, or under what circumstances, did you first develop an interest in mathematics?
- What qualities do you possess that would make you a good mathematics teacher?
- In what ways can you contribute to our program?
- Examine the five categories of SAILS, and briefly discuss how you satisfy (or will satisfy) each of the categories. Cite specific examples if possible.
- Include any other items in your essay which you feel we should know, such as hobbies/interests, awards received, etc.

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 Mathematics Department Certification Coordinator and one member of the Mathematics Department's Student Affairs Committee. The interview will only be scheduled once we have your letters of recommendation, essay, and PRAXIS I results. 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. Casual clothing is acceptable, but remember you want to create a good impression.

- Arrive on time for your interview. If you need to cancel the interview for any reason, let us know as soon as possible via email or voicemail. The Mathematics Department secretary's phone number is (203) 392-5576.

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 be advised to continue with the program, advised to continue with conditions, or advised to withdraw from the program.

Fingerprinting and Background Check

Connecticut law requires all students in teacher/educator certification programs to undergo state and national criminal history background checks before participating in school-based field experiences and student teaching. Thus, you must complete this requirement before you can register for EDU 201.

More information can be found here:

<http://www.southernct.edu/education/fingerprintingandbackgroundcheck/>

Applying to the School of Education

If you are advised to continue with the program or continue with conditions, you will now apply to the School of Education. Once completed, this application must be submitted directly to the Certification Coordinator of the Mathematics Department. This will complete Gate 1. Application forms are available in the Student Teaching Office in Davis Hall.

Upon completion of this gate, your file will remain in the Mathematics Department, and a copy of your file will be sent to the School of Education. You will be notified shortly afterwards of your acceptance into the School of Education.

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 B):

Course Requirements

Each candidate must complete MAT 250, *Foundations of Mathematics*, MAT 252, *Calculus III*, and MAT 372, *Linear Algebra*. You are allowed at most one grade below C- in any mathematics course from now until the completion of your program. Each student must complete (pass) EDU 413, *Secondary Education*.

GPA Requirements

Each candidate must have a minimum of 2.7 GPA, using the same conditions as in Gate 1. Additionally, each candidate must have a $\text{GPA} \geq 2.0$ in mathematics courses in the major that count toward graduation.

The Portfolio

Each candidate will present a portfolio containing work and reflections indicating successful completion of the core mathematics courses, as well as a lesson plan performance assessment from EDU 413. Other items in the portfolio may include tests taken, projects, letters of recommendation, field experiences, journals, etc.

The Department Interview

Upon completion of the interview, each candidate will be advised to continue with the program, advised to continue with conditions, or advised to withdraw from the program. If you are advised to continue with the program, or continue with conditions, you have completed Gate 2.

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 C):

Course Requirements

Each candidate must complete the remaining mathematics courses in the major program. Each candidate must complete (pass) EDU 492, *Mathematics (Secondary School)*. Each candidate must complete (pass) PHI 370, *Philosophy of Education*, PSY 370, *Educational Psychology*, SED 482, *Teaching Exceptional Students*, SHE 203, *School Health*, IDS 470, *Literacy in the Content Areas*, IDS 471, *English Language Learners in the Classroom*, and any other state-required professional courses.

GPA Requirements

Each candidate must have a minimum of 2.7 GPA, using the same conditions as in Gate 1. Additionally, each candidate must have a $\text{GPA} \geq 2.0$ in mathematics courses in the major that count toward graduation.

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 Student Teaching may still be allowed to student teach, but a final grade of I+ (Incomplete) will be given for student teaching, until the candidate has passed PRAXIS II. In mathematics, the required exam is 10061. Information on registering for this exam can be found at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2613&q=321262>

The Portfolio

Each candidate will present a portfolio containing work and reflections indicating successful completion of the mathematics courses and the mathematics methods course from Gate 3. Other items in the portfolio may include tests taken, projects, letters of recommendation, lesson plans, field experiences, journals, etc.

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 three copies of the accompanying Personal Data Sheet. These forms can be downloaded at <http://www.southernct.edu/education/studentteaching>. These items must be submitted directly to the Mathematics Department Certification 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 D):

Course Requirements

Each candidate must pass EDU 452, *Student Teaching*, and EDU 453, *Student Teaching Seminar*. In addition, all other required courses for graduation must be completed.

GPA Requirements

Each candidate must have a minimum of 2.7 GPA, using the same conditions as in Gate 1. Additionally, each candidate must have a GPA ≥ 2.0 in mathematics courses in the major that count toward graduation.

Student Teaching

Each candidate must complete EDU 452, *Student Teaching*.

The Portfolio

Each candidate will present a portfolio containing work and reflections indicating successful completion of the courses from Gate 4. Other items in the portfolio may include tests taken, projects, letters of recommendation, lesson plans, field experiences, journals, etc. More details on the contents of the portfolio will be available once a candidate has completed Gate 3.

Completing the Program

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

Getting Certified

Candidates must apply for certification. An Application for Certification form can be obtained in the Student Teaching Office in Davis Hall. This completed form must be given to the Director of Student Teaching.

THE TK20 ASSESSMENT SYSTEM

All certification candidates, regardless of major, are *required* to purchase the TK20 assessment system. This will allow you to upload key assessments which demonstrate your competencies as you move through your certification program.

In mathematics, the first key assessments occur in MAT 405 and EDU 492; therefore you *must* purchase TK20 prior to registering for these courses. Some of your other professional courses (field experiences for instance) may also require TK20, so if your instructor lists this as a requirement for your course, you must purchase it for that course. You only need purchase the system once.

For information on the system and how to purchase it and log on, go here:
<http://www.southernct.edu/education/tk20/>

Appendix A

GATE 1 Checklist for Secondary Education Majors

- Complete MAT 150 and MAT 151 each with a C- or better.
- Complete EDU 201.
- Pass PRAXIS I.
- Have an overall Q.P.R. ≥ 2.7 in all courses, including courses taken at other universities.
- Submit a 250-500 word typed, signed essay on why he/she would like to go into education.
- Submit two letters of recommendation indicating the candidate's potential as a mathematics major and as a teacher. At least one letter must be from a mathematics professor.
- Pass an interview with the Mathematics Department Certification Program Coordinator and one member of the Mathematics Department's Student Affairs Committee.
- Complete fingerprinting and background check
- Complete the School of Education Application.

Appendix B

GATE 2 Checklist for Secondary Education Majors

- Complete MAT 250, MAT 252, and MAT 372 in the major program and maintain an overall Q.P.R. ≥ 2.0 in mathematics courses in the major that count toward graduation.
- Complete EDU 413.
- Maintain an overall Q.P.R. ≥ 2.7 in all courses, including courses taken at other universities.
- Present a portfolio containing work and reflections indicating successful completion of the core courses, as well as a lesson plan performance assessment.
- Pass an interview with the Mathematics Department Certification Program Coordinator, the candidate's advisor, and one member of the Mathematics Department's Student Affairs Committee.

Appendix C

GATE 3 Checklist for Secondary Education Majors

- Complete at least all required mathematics courses in the major program and maintain an overall Q.P.R. ≥ 2.0 in mathematics courses in the major that count toward graduation.
- Complete EDU 492.
- Complete PHI 370, PSY 370, SED 482, SHE 203, IDS 470, IDS 471, and any other state-required professional courses
- Pass PRAXIS II.
- Maintain an overall Q.P.R. ≥ 2.7 in all courses, including courses taken at other universities.
- Present a portfolio containing work and reflections indicating successful completion of the above courses.
- Complete the Application for Student Teaching and the accompanying personal data sheet.

Appendix D

GATE 4 Checklist for Secondary Education Majors

- Pass EDU 452 and EDU 453, student teaching and the related student teaching seminar.
- Maintain an overall Q.P.R. ≥ 2.7 in all courses, including courses taken at other universities, and an overall Q.P.R. ≥ 2.0 in mathematics courses in the major that count toward graduation.
- Present a portfolio containing work and reflections indicating successful completion of student teaching and the program in general.
- Apply to the State of Connecticut for an Initial Educator's Certificate.