

# THE OFFICE OF CLINICAL EXPERIENCES AND STUDENT SERVICES

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The Office of Clinical Experiences and Student Services (OCESS) has the responsibility of providing all formal field experiences, observation/participation, directed teaching, and internships for persons wishing to enter the education profession. Observation and participation experiences are provided for freshman, sophomore, and junior-level students. Student teaching and internship experiences are provided for senior-level and graduate students.

## Admission to Teacher Education

Admission to Norfolk State University does not imply automatic admission to teacher education programs. Each prospective teacher must apply to the School of Education for admission to the professional education program and must maintain standards prescribed for retention in the program. Students admitted to the pre-professional program are required to apply for admission to the professional education program after completion of the sophomore courses (student must have 60 credit hours, have passed Praxis Core Academic Skills for Educators assessment or its equivalent, and obtained a 3.0 G.P.A.).

## Criteria for Admission to Teacher Education Professional Level

Applicant must have done the following:

1. Completed all prescribed (per curricula) freshman and sophomore courses and earned a grade point average of 3.0 or better in all lower level (freshman and sophomore) courses
2. Earned a grade of "C" or better in all English and math courses, and exhibited physical and mental health requisite to the responsibilities and duties of the teaching profession.
3. Evidenced character and dispositions appropriate for the duties and responsibilities of the teaching profession and exhibited a professional interest in teaching.
4. Earned a grade of "C" or better in EDU 201 Foundations of Education or PED 280 - Introduction to Physical Education and submitted proof of completion of the level I field experience in the Tk20 system
5. Passed the PRAXIS Core Academic Skills for Educators assessment or its equivalent and submitted an original copy of the score report.
6. Received departmental recommendations to be admitted to teacher education.
7. Submitted a portfolio containing items specified in the departmental handbook.
8. Verified no felony or misdemeanor charge or pending for drugs, or against children, and indicate any other law offenses by submitting the results of an universal background check.

## Application Procedures for Admission to Teacher Education

1. Application may be made to the School of Education after the second semester of the sophomore year (minimum 60 credit hours).
2. Special forms are provided by the School of Education on the Office of Clinical Experiences and Student Services (OCESS) website:

<https://www.nsu.edu/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/School-of-Education/Departments/Center-for-Professional-Development> (<https://www.nsu.edu/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/School-of-Education/Departments/Center-for-Professional-Development/>).

3. Applications will be evaluated as "Approved" or "Rejected." Applicants "Rejected" may reapply the next semester.
4. The student must receive "Approved" admission to teacher education before registering for upper level professional courses.
5. The student must verify no felony or misdemeanor charge or pending for drugs, or against children, and indicate any other law offenses by submitting the results of an universal background check.

## Retention in Teacher Education

Once admitted to teacher education, the following conditions apply:

1. The teacher candidate must achieve all of his or her major subject departmental objectives and his or her professional objectives in a quality manner.
2. The student must work closely with his or her assigned advisor and maintain at least a 3.0 grade-point average in the major areas and professional education with no final grade less than "C" in either area.
3. The student must maintain good standing with the University and with the School of Education.

**The prerequisites for admission to directed teaching are as follows:**

1. Admission to teacher education.
2. Satisfactory results from the Praxis Core Academic Skills for Educators assessment or its equivalent.
3. Passing scores on Praxis II Content Area Assessment.
4. Passing scores on the Reading for Virginia Educators (RVE), if applicable, and also a passing score on the Virginia Communication and Literacy Assessment (VCLA).
5. Proof of 10 hours of observation and at least 40 hours of observation/participation field experiences must be submitted with the application to student teach.
6. Submission of all field experience reports in the Tk20™ assessment system.
7. Evidence of above average academic accomplishment in major subject field.
8. Evidence of above average academic accomplishment in professional education, including both general and special courses.
9. An overall average scholastic record of 3.0 or better for all undergraduate work completed.
10. Departmental endorsement (major subject field area advisor and department head). See Student Teaching Application at the Office of Clinical Experiences and Student Services (OCESS).

11. Status as a graduating senior in December or May of the school semester in which directed teaching is to begin as verified by the department head advisor.
12. Evidence of above average achievement in written and oral communication, to include meeting all communications' requirements for earning a baccalaureate degree from the University.
13. Satisfactory disposition and character references by advisor or department head.
14. Completion of required methods of teaching courses within the last two semesters prior to making application for admission to directed teaching.
15. Evidence of training in child abuse/neglect.
16. Submission of a negative current TB test result, an universal background check, and a Search of the Central Registry from Social Services (if applicable).
17. Verification of no pending felony or misdemeanor for drugs, or offenses against children, and any other law offenses.
18. For transfer students, completion of 30 minimal hours of coursework at Norfolk State University, including at least one methodology course, before approval for student teaching (department head).
19. Candidates are required to complete the Emergency First Aid, Cardiopulmonary Resuscitation (CPR), Use of Automated External Defibrillators (AED) training, and Dyslexia and Child Abuse Training. Documentation of training must be submitted to the Office of Clinical Experiences and Student Services (OCESS).

## **University-Wide Council on Teacher Education (CTE)**

The Council on Teacher Education is an advisory committee for implementing the total university emphasis on quality preparation of prospective teachers. Policies are executed by the School of Education. The Council is composed of representatives from all departments at the University that sponsor teacher preparation programs.

## **H. H. Bozeman Teacher Education Research Center**

The H. H. Bozeman Integrated Media/Resource Center provides supplementary materials and instructional media for the School of Education. The center has resources and equipment appropriate for use from preschool through adult education levels, with emphasis on the training and professional development of the teacher.