



WILLIAMS
BAPTIST UNIVERSITY

**Pre-Clinical
Internship
Handbook**

2022-2023

Williams Teacher Education Program

Preparing professional educators who are intentional, reflective, and growing in their teaching practice.

The mission of the Williams Teacher Education Program (WTEP) is to prepare professional educators who are intentional, reflective, and growing in their teaching practice. The WTEP has purposefully designed the education degree programs to develop a deep awareness and commitment to the three pillars of our mission. Our goal is for WTEP program completers to be **skilled learning experience designers** who are poised for long-term success in the field of education. The WTEP has developed an evidence-based system to ensure the quality of teacher preparation at WBU by choosing key assessments that are purposefully aligned to the InTASC Standards, ISTE Standards, CAEP Standards and the Arkansas TESS Rubric Descriptors and Teaching Standards.

The WTEP coursework is **a progression of learning experiences** that lead candidates to become intentional about planning instruction designed to meet the needs of a diverse community of learners, creating a classroom management plan that establishes an environment of respect and rapport, positive communication with students and families, developing a strong culture for learning, and demonstrating flexibility and resilience.

In the WTEP, candidates learn **the value of reflection as a catalyst for action and change.** They have multiple opportunities to reflect on their growth in teacher professionalism, planning for student learning, and the impact of their teaching on student learning. WTEP candidate growth is documented through six key program assessments with connections to the mission of the WTEP.

Williams Teacher Education Program Philosophy

The WTEP programs provide realistic preparation for the rigors of the classroom, and candidates complete our programs with an accurate perspective of the challenges and rewards of the teaching profession. The high standards of the WTEP are coupled with a nurturing community of excellent faculty who are committed to investing in the success of candidates. Our small student numbers allow time for faculty and students to build quality relationships that are maintained long after graduation.

Our goal is for WTEP program completers to be skilled learning experience designers who are poised for long-term success in the field of education. Candidates create and implement a professional growth plan in Introduction to Teaching. As candidates progress through the program, faculty assist candidates in cultivating professional growth resources in an atmosphere of collaboration with other teacher candidates and professionals in the field. During capstone courses, candidates set goals and complete a capstone professional development project in which they compile, use, and share with peers specific professional growth resources such as journals, podcasts, webinars, and social media.

Through classroom experiences in their WTEP coursework, field experiences in local schools, and the support of faculty and school partners, WTEP completers exemplify the mission of the WTEP by serving the local and global community as professional educators who are intentional, reflective, and growing in their teaching practice. Candidates earn certifications through both Apple and Google Certified Teacher programs and complete FERPA, Ethics Training, and Child Maltreatment Mandated Reporter Training before internship.

The established learning objectives, high standards of excellence, commitment to developing professional educators, nurturing community of learners, and supportive faculty-student relationships are all hallmarks of the Williams Teacher Education experience. Professionalism is developed through experiences that allow candidates to interact with educators, state department employees, education cooperative learning specialists, and technology specialists. The candidates' preparation goes beyond the WBU classroom to provide opportunities for practicing professional dress, communication, maturity, responsiveness, and managing resources.

Insurance

A teacher candidate must have personal liability insurance before entering a school campus. The Education Office has forms for joining either the SAEA, or the Christian Educators Association can be purchased on their website. Each of these organizations provides the insurance to their members. A teacher candidate may obtain other insurance, but it is the teacher candidate's responsibility to provide proof of coverage to the Education Office. *Insurance must be renewed each academic year.*

You must have a name tag before entering schools for Pre-Clinical Internship. The name tag can be purchased at the same time as the personal liability insurance. If you are experiencing financial difficulty and are unable to pay for your insurance, please see the Education Coordinator, in the Education Office.

Praxis

Prior to Clinical Internship, students must have taken the appropriate **Praxis II Content test** and official scores must be on file in the WBU Education Department. **You must have the appropriate content test scheduled and the confirmation email from Praxis, forwarded to the WTEP Education Coordinator, by the last day of midterm exams.** Official scores are sent directly via email to the education coordinator when you select Williams Baptist University as a score recipient. During the semester of clinical internship, teacher candidates must take the **Praxis II PLT** and official scores must be on file in the WBU Education Department. Students may graduate without achieving passing scores on the Praxis II tests.

Teacher candidates *must pass* the appropriate Praxis II Content test(s) to be eligible for **any type** of Arkansas educator license, although, a provisional one-year license may be issued if a teacher candidate has passed the appropriate Praxis II Content test but has failed to achieve a passing score on the appropriate Praxis II PLT test. However, a standard license will not be issued until all mandated Praxis exams have been successfully passed.

A teacher candidate is classified as a *WTEP Program Completer* when all education degree requirements and WTEP requirements have been met. This includes taking all Praxis I and Praxis II tests as mandated by the Arkansas Department of Education. Official scores must be on file in the Williams Baptist University Education Office by the end of midterm exams each semester.

Foundations of Reading Exam (For K-6 Elementary Education Only)

The Foundations of Reading test for Arkansas assesses proficiency in and depth of understanding of the subject of reading and writing development. The test reflects scientifically based reading research. **Who Needs to Take the Test?** In accordance with Act 416 of 2017, a person who applies for an Elementary Education K–6 license is required to successfully pass a stand-alone teaching reading test—the Foundations of Reading. This requirement became effective starting September 1, 2017. This test should be taken after completing ED 3053 Emergent Literacy and ED 3233 Reading Instruction: K-6 and before the start of the internship semester.

English Proficiency Examination

All students seeking a baccalaureate degree must demonstrate a proficiency in basic English grammar and usage by passing an English Proficiency Examination. Students should take the English Proficiency Examination as soon as they have completed Composition I and II with a grade of "C" or higher. Transfer students should take the examination during the first semester of attendance at Williams. The English Department will administer the test once each semester. The test will consist of 50 objective questions (concerned with grammar, punctuation, sentence structure, and diction) and a five-paragraph essay to be written on a topic chosen by the English faculty. Students who do not make a passing score on the English Proficiency Examination may audit EN1113 and/or seek tutorial help from the Director of Counseling Services prior to taking the examination a second time. Students who do not make a passing score on the second testing must 1) retake and complete English Composition I (at Williams), earning a "C" or higher grade OR 2) continue to take the regularly scheduled EPE until a passing score is achieved. If a student chooses (1) and succeeds in the course as stipulated, there will be no need to retake the EPE.

BACKGROUND CHECKS

The FBI and Child Maltreatment Central registry background checks, are required for *clinical internship*, first time licensure, first time or change of employment, and all renewals.

NEW ONLINE BACKGROUND CHECK CONSENT FORM INSTRUCTIONS: A paper consent form is no longer required – it has been replaced by the new Online Background Check Consent Form:

<http://dese.ade.arkansas.gov/>

Click on “B” and select Background Checks.

Scroll down and select **Step One: Online Background Check Consent Form**

Every applicant for the state and federal background checks must:

- Complete the Online Background Check Consent Form. The form is automatically uploaded to the Arkansas Department of Education’s database. Therefore, it is no longer necessary to complete the paper form and return it to the Department of Education;
- Print the form (or download it to a mobile device); and
- Bring it to the fingerprinting location. Reminder: Each applicant should have these items with them at the fingerprinting location:

Printed (or downloaded) copy of the Online Consent Form

Government-issued photo ID

Transaction number (from online payment receipt or from the employer)

Payment for the online FBI background checks must be made online by debit or credit card, as instructed in the link provided above. You are considered an **EDUC Teacher (Pre-Service)**.

*Payment for the Child Maltreatment Central Registry background check is handled separately from the FBI background check, and is made by **check or money order**.*

***You must provide proof of background check and Child Maltreatment Background check to the Education Office by doing the following:**

- For the criminal history background check, **bring a copy of the receipt from the online payment.**
- **For the Child Maltreatment Central Registry, bring your completed form to the Education Office along with payment by check or money order paid to the order of ADHS.**
- An application for an Arkansas teaching license will be DENIED for anyone who has been convicted of or pled guilty or nolo contendere to any of the listed offenses or has a true report in the Arkansas Child Maltreatment Central Registry. While this denial may be appealed to the Arkansas State Board of Education, there is no guarantee that the appeal will be granted.

Some of these offenses include:

- Any felony violation of the Uniform Controlled Substances Act
- Rape
- Felony Theft
- First, Second, or Third Degree Sexual Assault
- First or Second Degree Battery
- Distribution to Minors
- Aggravated Assault
- Robbery
- First Degree Assault
- Breaking or Entering
- First Degree Terroristic Threatening

(See Ark. Code Ann. § 6-17-410(c) for the complete list of disqualifying offenses)

Even if your record has been expunged or pardoned for any disqualifying offense, you will NOT be able to receive an Arkansas teaching license without your appeal being granted by the Arkansas State Board of Education. If you have any questions about whether your prior criminal record will keep you from getting your teaching license, please read Ark. Code Ann. § 6-17-410 and/or consult your attorney

PRE-CLINICAL INTERNSHIP

The purpose of the pre-clinical internship experience is to familiarize upcoming student teaching interns with their cooperating schools and teachers. Teacher candidates are required to spend the specified days with their cooperating teachers from the beginning to the end of the school day. Candidates shall dress, groom, and behave professionally each day. Your appearance makes a lasting impression.

All majors will have two cooperating teachers (two assignments). Pre-clinical internship will be divided equally between the cooperating teachers of each assignment. Pre-clinical internship is four days in length with two days being spent with each teacher.

*Teacher candidates should **never** interact with K-12 students using any form of social media, i.e. Facebook, texting, Twitter. Any teacher candidate caught in this act will be subject to immediate dismissal from the Williams Teacher Education Program. Also, teacher candidates should not use social media to discuss students, student performance, or other teachers.*

The teacher candidate should:

- Become acquainted with principal and cooperating teacher
- Become acquainted with the school campus
- Meet other staff members
- Discuss school policies on dress, parking, schedule, etc., with the cooperating teacher.
- Spend a majority of the day in the classroom of the cooperating teacher
- Become familiar with the daily classroom schedule of the cooperating teacher
- Discuss with the cooperating teacher initial responsibilities/teaching activities
- Discuss cooperating teachers' classroom policies
- Become familiar with any textbook being used in the classroom

CLINICAL INTERNSHIP ADMISSION REQUIREMENTS

Once a student has met and received written confirmation from the WTEP Admission Committee, he or she will continue to advance toward acceptance into Clinical Internship by following the criteria as specified in the WTEP Gates:

Teacher candidates must take all required Praxis II content tests, *and official scores must be on file in the Education Office by the last day of mid terms during block course semester.* Candidates must complete all departmental requirements, including ***general education requirements, specialization requirements, pre-professional requirements, and professional requirements** with at least a grade of "C" prior to enrolling in clinical internship.

*(The only general education requirements that must be completed with at least a grade of "C" are English Composition I and II, Speech and Communication, Introduction to Teaching, College Algebra, and/or Contemporary Math.)

CONTINUING IN THE PROGRAM

Retention Procedures

Once a student has met the criteria for admission and has received written confirmation of WTEP acceptance, he or she will continue to advance toward the goals of the program and a degree if the following criteria are met:

1. Voluntary and continued enrollment and satisfactory participation in upper level coursework at WBU that moves the student toward fulfilling the degree requirements of a Bachelor of Science in Education in his or her respective degree program.
2. Maintain a C or above in each required pre-professional, professional, and specialization course. Furthermore, if a student's GPA falls below 2.50 at any time, the student will be suspended from the WTEP until he/she is able to raise the cumulative GPA to at least 2.50. During the aforementioned suspension, a student will not be allowed to proceed to the block courses or to Clinical Internship. Also, students whose cumulative GPA falls below a 2.50 will not be allowed to graduate.
3. Adherence to WBU and WTEP policies for teacher candidates while engaged in field experiences.
4. Consultation with an education faculty advisor in the Teacher Education Program is necessary to assess status and progress toward program completion. One session each semester is required. Additional sessions may be scheduled as deemed necessary.

Dismissal Procedures

Dismissal of a teacher candidate from the WTEP is a result of the Teacher Education Admission Committee's recommendation. Steps preceding the recommendation include one or more conferences with the teacher candidate in question based on the following conditions:

1. A teacher candidate requests withdrawal from the WTEP.
2. An unfortunate condition of physical or emotional health or disease that would prevent a teacher candidate from the normal day-to-day process of completing course work and participating in activities related to teaching. In this event the student would be advised to redirect his or her abilities to another field or be advised to postpone the acquisition of a degree in education until such condition did not exist.
3. A teacher candidate demonstrates personal or professional behavior that unsatisfactorily represents the sequential professional development as expressed in the WTEP philosophy, goals, and objectives.
4. Conduct that would not be consistent with WBU general university standards as described in the Williams Baptist University Academic Catalog and Student Handbook or a felony conviction.

Exit Requirements

Teacher candidates who fulfill the following requirements will receive a Bachelor of Science in Education from Williams Baptist University:

1. Meet admission requirements and course work requirements outlined in the Williams Baptist University Academic Catalog and Student Handbook.
2. Fulfill each criterion of WTEP Admission Requirements, WTEP Retention Procedures, and WTEP Clinical Internship Admission Requirements.
3. Successfully complete a semester of Clinical Internship as described in the respective Professional Requirements sections of the catalog.
4. Official Praxis II PLT scores for your area of certification (K-6, 4-8, 7-12) must be received from ETS in the Education office by the last day of midterms prior to spring graduation. *STUDENTS ARE REQUIRED TO ENSURE THE TIMELY SUBMISSION OF THE REQUIRED SCORES TO THE EDUCATION OFFICE BY SCHEDULING THE EXAM AND PROVIDING REGISTRATION INFORMATION FROM PRAXIS.*
5. Complete and file a Williams Baptist University Intent to Graduate Form by prescribed date in the current WBU catalog.
6. Satisfy all Williams Baptist University financial obligations.
7. Successfully pass the English Proficiency Examination as well as all other WBU requirements as stated in the catalog.
8. **Elementary Ed K-6 majors only:** Official Foundations of Reading scores must be received in the Education Office no later than four weeks prior to graduation.
9. Complete Release of Official Records form in the Education Office.
10. Complete the online application process:

Log-on at adeaels.arkansas.gov/AelsWeb/Account/TeacherLogin.aspx

- Select **Apply for a Standard License**
- Select **First-time Licensure (recent graduate from an Arkansas institution)**
- Select **Williams Baptist University**

Complete the information requested on the pages that follow.

(No application for Arkansas Teacher Licensure may be submitted prior to receipt of official Praxis II scores.)

To be recommended for the Standard Arkansas License, teacher candidates must **pass** the required Praxis II content test and take the required Praxis II PLT test. Candidates who have not passed all required licensure tests may qualify for a one year, non-renewable provisional Arkansas License. WTEP completers are defined as teacher candidates who have completed all degree requirements and all WTEP requirements.

PRAXIS REQUIREMENTS

This list has been provided as a guide only. Arkansas licensure requirements and ETS test codes change often. Thus, **it is the responsibility of the teacher candidate to choose the correct test.** You may find the appropriate test code by visiting the Arkansas requirements page on the Praxis website at www.ets.org/praxis.

PRAXIS II: CONTENT TEST <i>(Licensure Requirement - taken during block courses prior to clinical internship. Scores must be on file before candidates can enroll in clinical internship.)</i>			
Certification Area	Required Test	Code	Qualifying Score
Elementary Education K-6	Elementary Education: Multiple Subjects (On-screen scientific calculator provided.)	5001	*
	Mathematics Subtest (On-screen scientific calculator provided.)	5003	157
	Reading Language Arts Subtest	5002	157
	Science Subtest (On-screen scientific calculator provided.)	5005	159
	Social Studies Subtest	5004	155
	<i>* To pass the Elementary Education: Multiple Subjects test you must receive a passing score on each subtest. If you wish to take all four subtests (5002, 5003, 5004, 5005) at the same time, select Elementary Education: Multiple Subjects (5001) when registering. If you wish to take or retake an individual subtest, you may register to take just that subtest.</i>		
English 7-12	English Language Arts: Content Knowledge	5038	162
Health and Physical Education K-12	Health & Physical Education: Content Knowledge	5857	155
Middle School Math/Science 4-8 And Middle School Language/Lit/SS	Middle School English Language Arts	5047	164
	Middle School Mathematics	5164	150
	Middle School Science	5442	147
	Middle School Social Studies	5089	149
Music K-12	Music: Content Knowledge	5113	157
Social Studies 7-12	Social Studies: Content and Interpretation	5081	155

PRAXIS II: PRINCIPLES OF LEARNING AND TEACHING
(Graduation Requirement - taken during clinical internship)

Certification Area	Required Test	Code (Computer)	Qualifying Score
Art K-12, Health & PE K-12, And Music K-12	Principles of Learning and Teaching: Grades K-6	5622	160
	Or		
	Principles of Learning and Teaching: Grades 5-9	5623	160
	Or		
	Principles of Learning and Teaching: Grades 7-12	5624	157
Elementary Education K-6	Principles of Learning and Teaching: Grades K-6	5622	160
English 7-12	Principles of Learning and Teaching: Grades 7-12	5624	157
Middle Level Math/Science And Middle Level Language/Lit/SS	Principles of Learning and Teaching: Grades 5-9	5623	160
Social Studies 7-12	Principles of Learning and Teaching: Grades 7-12	5624	157

Foundations of Reading Test
Licensure Requirement

(Plan to take immediately after completing ED 3053 Emergent Literacy and ED 3233 Reading Instruction: K-6. This can be taken before or during block courses. Scores must be on file in the Education Office BEFORE the start of the internship semester)

Who takes the test?	Required Test	Qualifying Score
Elementary Education K-6 Majors	Foundations of Reading Test	240