

Secondary Education Credential Program *Admission Guide*



HUMBOLDT STATE UNIVERSITY

Secondary Education Program, College of Professional Studies
Library 008, (707) 826-5867



Education Program Mission Statement

We in the Secondary Education Program at Humboldt State University are committed to the high quality education of teachers. As former classroom teachers ourselves, we are all deeply committed to children and adolescents and keep them at the heart of our teaching. Our goal for all of our students is that, upon graduation from our program, they will become exceptional classroom teachers and take on leadership roles within public schools across the state as strong and articulate advocates for children and adolescents and for public education.

We believe that our rigorous and thorough selection process of the individuals we accept into our program helps to promote success in our public schools because that success relies on the hiring of highly qualified teachers. We believe in offering a challenging academic program that focuses on best educational practices and the creation of a community of caring in our program and in our public school classrooms. Because of our small size, we are able to offer the personal, community-centered program that best aligns with our educational philosophy. Thus, we respond to our students' work personally; help our students become aware of their own assumptions, preconceptions, and personal filters; and assist them in understanding how such assumptions, preconceptions, and filters affect their teaching and the equity of the education that their students receive.

We believe that passion must be the touchstone of all teaching, and we believe that we as teachers should join with our students to bring our hearts as well as our minds into the classroom.

We are committed to the act of teaching as being one of social activism and promotion of social justice. We see teachers as being agents of social change. We are aware that prospective teachers may perceive a disconnect between the philosophy of education in some public school systems and that which we profess, and we see it as part of our mission to assist our students in their development so that they are able to take their place in those systems as thoughtful and sensitive agents of change, constantly working to bridge, narrow, and eventually close the gap between what they experience in schools and what they believe.

We know that teaching is hard work, and we believe that no profession is more rewarding and more worth the dedication it requires than our profession. This becomes especially apparent when we as teachers perceive students not as passive recipients but rather as active seekers of knowledge and learning, and this philosophy is central to our program and our teaching. We believe that literacy is the responsibility of every teacher in secondary schools, and we recognize that this too represents hard work and, for some, a stretch beyond our students' definition of what should be included in their disciplines and their teaching.

We see the individuals in the Secondary Education Program as being involved in the process of becoming a teacher in lieu of being a student. Such a transition is, by definition, sometimes a difficult one, and we believe it is our responsibility to attempt to ease that transition and to assure that every person who graduates from our program is one we are proud to number among those we have prepared for entrance into our profession.

The Secondary Education Teaching Credential at HSU

Set between redwood groves and the Pacific Ocean, 270 miles north of San Francisco, Humboldt State University offers an intimate, naturally beautiful setting for your studies. HSU has a strong reputation for academic excellence and educational value.

The University has a long tradition of teacher education and preparation, dating back to 1914, when it first opened as a Normal School. Over the years, HSU has educated most of the teachers and administrators of this region while developing a reputation for innovation and close cooperation with local school districts. Today over 1,000 of the 7,500 HSU students are involved in some phase of preparation for careers in education.

The School of Education's credential and masters programs, in conjunction with the Center for Educational Excellence, Collaboration & Inquiry, foster positive working relationships with the local schools accommodating student teachers and graduate students. With small class sizes and cooperative efforts of excellent mentor teachers, Education professors, and university supervisors, you can receive individual attention in a friendly, supportive environment.

With the relatively small student population here on the North Coast, education is best served by a small teacher preparation program. Our size (under 100 candidates annually) works to your advantage: smaller classes, more one-on-one supervision, office workers happy to answer individual questions, a chance to build lifelong friendships with other candidates. We promise: you won't get lost in our program. Always feel free to let us know how we can help you further.

A California single subjects credential permits teaching a specific subject, kindergarten through grade 12 (typically in middle and senior high schools). Humboldt State University currently offers 12 areas of subject specialization:

Art	Math
Business	Music
English	Physical Education
French	Science
German	Social Science
Industrial Arts	Spanish

Our service area includes a high concentration of indigenous American Indian tribes (seven rancherias, four reservations, 13 distinct tribal groups). The larger reservations are more than an hour's distance from campus. We make every effort to accommodate candidates who wish to student teach in one of these locations.

Humboldt State University's Secondary Education (SED) program enjoys positive relationships with the local schools that work with our apprentice teachers from year to year. With the cooperative efforts of excellent mentor teachers, SED professors, and university supervisors, you can receive the individual attention that will make your credential-year experience most rewarding.

HSU's Career Center assists students in job-search strategies. In a survey of recently credentialed SED candidates, over 90% of the respondents had found jobs in the teaching profession. The Department of Education offers a Masters of Arts degree in Education and has four credential programs: Administrative Services (707-826-5886); Elementary Education, (707-826-5108); Secondary Education, and Special Education (707-826-5795).

Visit our website:
<http://www.humboldt.edu/~educ>

Are You Ready to Apply to HSU's Secondary Education Program?

1. **Baccalaureate Degree** Do you have (or will you soon have) a baccalaureate degree from a regionally accredited college/university?
2. **CSU Postbaccalaureate Application** Have you submitted a CSU postbaccalaureate application and official transcripts directly to HSU's Enrollment Management - office? You can apply online at http://www.csumentor.edu/admissionapp/grad_apply.asp. Submit this application any time until the March 1 deadline. There are two exceptions to this requirement: (1) If you *won't have a completed baccalaureate degree* by the time you enter the SED program, you must register for the fall semester as an undergraduate, then petition - Enrollment Management to count your fall SED courses as graduate work. In August, reapply as a postbaccalaureate student for the spring semester. (2) If you are *already an HSU graduate/post-baccalaureate student*, file a Change to 5th Year Program form to change/add Single Subject Credential to your objective.
3. **2.67 GPA** Will your cumulative overall grade-point average (GPA) meet or exceed 2.67 (on a 4.0 scale) or 2.75 in last 60 semester units? If your GPA falls short of the standard, you must file a low GPA appeal with your application. Please read the appeal material carefully as additional coursework or examinations may be required.
4. **45 Hours Early Fieldwork** By the time you apply, will you be able to document at least 45 hours of early fieldwork (observation and participation) in one or more grade 7-12 classrooms? You can meet this requirement through the SED 210/410 course at HSU, through a comparable course at another university, or through privately arranged experiences (approved by the SED coordinator) in accredited schools with credentialed teachers.
5. **CBEST** Have you passed all three sections of the CBEST (California Basic Educational Skills Test)? If not, you will need to sign a statement in the application packet saying that you understand you cannot begin the SED program unless you pass the CBEST. You must take the CBEST on or before the June test date. Information about the examination is online at www.cbest.nesinc.com.
6. **Computer Competency Requirement** All candidates are required to demonstrate entry level computer competency by one of the following four options: (1) pass EDUC 285, "Technology Skills for Educators", information online, www.humboldt.edu/~educ 285; (2) pass the CSET Preliminary Educational Technology Exam, registration online, www.cset.nesinc.com; (3) complete the CIS minor; (4) pass course(s) equivalent to EDUC 285 that meet Level 1 standards.
7. **CPR Requirement** Are you CPR certified? Candidates are required to have current adult, child, and infant CPR certification to begin the program. **An online course is not acceptable.**
8. **Constitution Requirement** To apply for a credential, California requires a basic Constitution course (at HSU, courses PSCI 110, 210, 359, or 410) or a passing score on the U.S. Constitution Test scheduled by the HSU Testing Center. Most CSU graduates have met this requirement. If you are not a CSU graduate, contact the Coordinator's Assistant at (707) 826-5867 to determine whether your coursework satisfies this requirement

9. **Certificate of Clearance** Are you eligible to receive a **Certificate of Clearance**? You must obtain a certificate of clearance through the California Commission on Teacher Credentialing (unless you are already teaching with an emergency permit). If you have any arrests, contact the SED coordinator, 707-826-5870, for advising before applying for your certificate of clearance. Livescan transmission of fingerprints can be done at the University Police Department. The state requires a certificate of clearance for student teaching. Your original certificate of clearance must be filed with CCTC before you may begin the credential program. Therefore, *you must file for your certificate of clearance, on or before February 1.*
10. **Subject Matter Program Major** When you apply, will you have completed at least **4/5 of an undergraduate subject matter program major approved by the California Commission on Teacher Credentialing**? At HSU, these majors are labeled Art Education, Business Education, etc. Other schools have comparable programs. *If you won't complete such a body of course work, you must meet the requirements outlined next in "a".*

FOR STUDENTS WITHOUT A SUBJECT MATTER PROGRAM MAJOR:

- a. **CSET** Have you passed all applicable sections of the **CSET subject matter exam**? Testing information is available online at www.cset.nesinc.com and at the HSU Testing Center, (707) 826-3611. The CSET registration bulletin has tables which tell you which tests to take. Applicants are expected to pass all required exams by August. *Applicants who have passed all subject matter exams prior to the February 1 application deadline may be given admission priority.*
11. **Subject Matter Competency Assessment** Will you be able to meet the **Subject Matter Competency Assessment requirements established by the appropriate HSU subject area committee**? SMCA requirements could include tests, specific course work, portfolios, oral exams, interviews, and more. For details, call the appropriate departmental office listed below and ask for the **single subject credential advisor**. (All phone numbers begin with area code 707):

Art	J. Berke	826-3630	Music	P. Cummings	826-5435
Business	--	826-5870	Physical Edu	R. Braithwaite	826-4536
English	N. Hobbel	826-3161	Science: Biology	J. White	826-5551
French	J. Gaasch	826-5276	Science: Geology	A. Lehre	826-3165
German	K. LaBahn	826-3158	Science: Chemistry & Physics	--	826-5870
Industrial Arts	M. Doggett	826-4281	Social Science	G. Olson-Raymer	826-4788
Math	D. Oliver	826-4921			

If you can answer YES to these questions, you are ready to submit an application for - admission to the Secondary Education program, described in the following pages. (*Please note: This application packet is in addition to your application to HSU as a post-baccalaureate student, which you send directly to the Enrollment Management office.*)

If you currently are unable to meet one or more of these requirements, please consider further preparation before applying to our program.

Application Process Time Line

One year before entering the program . . .

Before mid-September

- Register for CBEST **and**, if needed, CSET subject examinations.
- Arrange to meet competency assessment

Late September through December

- Take CBEST and (if necessary) CSET subject examinations. Free workshops and tutoring are available for applicants and students preparing to take CBEST exams. * Pass the CBEST and, if applicable, the CSET exams as early as possible. California college testing centers have registration information. Arrange to have scores sent directly to HSU. Libraries, bookstores, and the testing companies themselves have materials to help you prepare. Contact Humboldt State University's Testing Center (826-3611) for all testing information.
- Attend any one of the SED orientation sessions. Orientation meetings are held on campus to assist you in the application process. Application packets are available at these meetings. For dates, times, and places call (707) 826-5867.
- Arrange for recommendation letters.
- Fill out application forms.
- Obtain unofficial transcripts to accompany your SED application. Arrange for official transcripts (including fall grades) to accompany your application to HSU Enrollment Management. Applications to SED and HSU due February 1.
- Complete the early fieldwork requirement (observation and participation for 45 hours).
- Get fingerprinted; complete application for certificate of clearance. Mail completed application with fee **before** February 1.
- Complete health verification materials.

February/March

- **Deadline to submit original SED application plus one copy to the Credential Programs Office, Library 008: February 1.**
- **Deadline to submit HSU post-baccalaureate application, official transcripts and \$55 application fee to Enrollment Management: February 1.**
- Packets forwarded to subject area screening committee for approval.
- GPA-appeals committee makes selections.
- Coordinator contacts applicants by letter with dates and times for SED program interviews.
- Approved applicants interview with SED faculty and coordinator.

April through June

- Field site placement interviews with local school district administrators and master teachers.
- Participation in mentor teachers' classrooms to confirm placements.
- Official acceptance letter in May or June confirms admission to SED.
- Attend an orientation meeting the third week of May to receive summer assignments and meet other candidates.

Mid- August

- Attend 8:30am-5:00pm, M-F, intensive classes for two weeks that include an orientation for incoming SED candidates, meeting with faculty and supervisors, and registering for classes.
- Turn in clearance certificate, CPR verification, and passing CBEST and CSET (if applicable) scores.

The Application Packet

Complete and return **two complete admission packets** (one permanent file copy and a photocopy to travel to the subject area committee and the interviewing school district) to:

Secondary Education (SED), Library 008, HSU, 1 Harpst St, Arcata CA 95521-8299

For forms in a hurry, our fax number is (707) 826-5868. Do not fax your entire application. *Before sending in your application, make a photocopy of the entire packet, and keep it in your files. Incomplete packets will be returned to applicants.* Be sure to confirm with HSU Enrollment Management that they have received your post-baccalaureate application and official transcripts from all colleges attended. (If your most recent college work was at HSU, your official transcripts are already here — there is no need to pay for new ones.) Also, there is no need to attach additional recommendation letters or another professional goal statement to the post-baccalaureate application. A one or two sentence Statement of Purpose is sufficient on form B, question 20.

Three Phases of Assessment

After applications are submitted to the Education and Credentialing Office on or before February 1, applicants are assessed in three phases for admission to the program.

Phase I: Subject Area Competency Assessment

Your SED application will be assessed by a committee of professors in your chosen subject area. They will conduct subject matter competency assessment (SMCA), which may include an interview, presentation, and/or writing sample (depending upon your specific subject area). The subject matter competency *is distinct from any assessment of subject knowledge demonstrated through the CSET exams*.

At Humboldt, this assessment is administered by the subject-specific department (see page 3). As soon as possible, contact the **single subject credential advisor**, both to introduce yourself and to become fully apprised of the requirements. Assessments are often handled during spring semester. Most departments require compelling reasons before they will reschedule an assessment for an alternate date.

The SMCA committee will rank and select applicants for a SED departmental interview. **Only those applicants who pass subject matter competency assessment will be considered for admission.** The SED coordinator will notify applicants of the SMCA results and schedule SED program interviews.

Candidates with minor deficiencies will sometimes be allowed to interview on the assumption that they will remedy the deficiencies in a timely manner. Candidates who fail the assessment receive advice on remedying their deficiencies. **It is your responsibility** to find out specifics and timelines for subject matter competency assessment.

Phase II: SED Program

Members of the SED faculty will conduct an interview to learn more about you and assess your suitability for the teaching profession. You will be asked to complete a short, spontaneous timed-writing examination as part of your interview. Command of basic writing skills is essential for education professionals. The SED coordinator will notify applicants of interview results and, for those applicants moving forward in the process, give instructions for school-site interviews.

Phase III: School-Site

In order to be admitted to the SED program, applicants must secure a fieldwork placement with a mentor teacher in a local school. You will interview with school district administrators and teachers. Please indicate on the SED application if you have a preferred location for fieldwork placement.

Once an applicant has secured a placement s/he arranges to spend an entire teaching day with the proposed mentor teacher before the end of the school year. Credential candidates should have an opportunity to become acquainted with the school, staff and developmental level of the students before beginning summer break. Many mentor teachers share curriculum and reading lists to help prepare for the credential year.

Accepted credential candidates will be required to attend the SED Orientation in August, the week before HSU classes begin. The SED coordinator will have registration tickets and information. Plan to be present at the orientation and at your field site school for inservice meetings and preparation with your mentor teacher prior to the opening day of school.

If an applicant is turned down at the first placement option, his/her application will be forwarded to an alternate school. **Applicants who fail to secure placement after consideration at two sites will not be admitted to the SED program.** When contacted by the schools, the SED coordinator will notify applicants of their admission status.

The Credential Year

The SED program is a two semester program designed to meet the requirements for a California single subject preliminary teaching credential (2042). A California single subject credential permits teaching a specific subject, kindergarten through grade 12 (typically in middle and senior high schools).

The SED program begins in August and courses are offered in a two semester sequence. Generally in the first semester you learn *how* to teach; in the second semester you practice what you have learned. Starred courses (*) are conducted off campus at school settings. Units are in parentheses.

FALL SEMESTER

SED 711	Nonviolent Crisis Intervention (1)
SED 712	Teaching & Learning in Secondary Schools (2)
SED 713	Classroom Management (1)
SED 714	Educational Psychology (2.5)
SED 715	Multicultural Issues in Education (2)
SED 717*	Service Learning in a Multicultural Setting (1)
SED 730	Bilingual Theory and Methods (2)
SED 731-741	Secondary Curriculum Instruction (2) (<i>Special Methods Course in your subject area</i>): Art 731, Business 732, English 733, Modern Language 734, Industrial Technology 736, Math 737, Music 738, Physical Education 739, Science 740, Social Studies 741
SED 743	Content Area Literacy (2)
SED 762*	Supervised Fieldwork in Apprentice Teaching (2)
SED 776	Teaching Diverse Learners (2)

During the fall semester, you will be evaluated by your mentor teacher, supervisor, and both discipline-specific and education faculty in terms of your academic

SPRING SEMESTER

SED 744-754	Single Subject Seminar (1) (<i>Special Methods Course in your subject area</i>): Art 744, Business 745, English 746, Modern Language 747, Industrial Technology 749, Math 750, Music 751, Physical Education 752, Science 753, Social Studies 754
SED 755	Literacy Applications (1)
SED 756	Bilingual ELD Applications (1)
SED 763*	Intersession Participation & Apprentice Teaching (1)
SED 764*	Apprentice Teaching Single Subject (6)
SED 765*	Apprentice Teaching Single Subject (6)
SED 766*	Intersession Apprentice Teaching (1)

In the spring, you spend the entire day in the local school, as any other teacher would. Many candidates find it difficult to hold part-time jobs or take substantial additional course work during full-time teacher apprenticeship. SED candidates must maintain a "B" average to remain in the program.

Fall Semester

711 Nonviolent Crisis Intervention: 1 unit
712 Teaching & Learning in Sec. Schools: 2 units
713 Classroom Management: 1 unit
714 Educational Psychology: 2.5 units
715 Multicultural Issues in Education: 2 units
717 Service Learning in a Multicultural Setting: 1 unit
730 Bilingual Theory and Methods: 2 units
743 Content Area Literacy: 2 units
762 Supervised Fieldwork in Apprentice Teaching: 2 units
776 Teaching Diverse Learners: 2 units
Special Methods: 2 units

Spring Semester

755 Literacy Applications: 1 unit
756 Bilingual ELD Applications: 1 unit
763 Intersession Participation & Apprentice Teaching: 1 unit
764 Apprentice Teaching Single Subject: 6 units
765 Apprentice Teaching Single Subject: 6 units
766 Intersession Apprentice Teaching: 1 unit
Special Methods: 1 unit

Fall: classroom observation and participation
Spring: apprentice teaching time

For additional information about the credential year, please read the SED Handbook, available in the HSU Bookstore or visit our web page: www.humboldt.edu/~sed. Upon completion of all required tests, assessments and observations, the constitution course requirement, an accredited bachelors degree, and the SED course sequence listed above, you may apply for a **Single Subject Preliminary Credential (2042)**. Preliminary credential holders can earn a Professional Clear Credential by completing a CCTC approved Induction Program or by completing a CCTC approved Fifth-Year Program at a college or university.

Costs

\$55	CSU application fee
\$40	CBEST
\$200+	CSET (if required)
\$20	Liability insurance (included as a course fee)
\$83	Clearance Certificate
\$55	Credential Fee (\$30 rolls over from clearance)
\$30	CCTC fee (per subject) when using test scores to apply for a credential
\$15	Commencement fee (required)
\$3,750	Estimated Tuition
\$500	Books, materials (expected cost for the full year)

HSU's Financial Aid office (707-826-4321) can answer questions about loans or other financial aid.

Postponement / Reactivation

If, after securing a placement and being notified of your acceptance, you decide to postpone entering the SED program, write a letter to the SED Coordinator stating your intent. You may postpone for one year. If postponement exceeds one year, you will be required to update your application and repeat the interview processes before proceeding to the school site placement interviews. To reactivate your file following postponement, you must write a letter to the SED Coordinator requesting reactivation before February 1 of the year you want to enter the program.

Liability Insurance

Local school districts require that you show proof of at least \$200,000 professional liability insurance to our office. Liability insurance is included as a class fee in the Secondary Education Program.

Scholarships and Financial Aid

HSU offers a wide range of scholarships for credential students. All this information is available at HSU's Financial Aid website: <http://www.humboldt.edu:8889/banserv/finaid/schol.pl>. Also available to HSU students are the Humboldt Area Foundation-administered scholarships. All necessary forms and directions are online. Please log on to their website: www.hafoundation.org.

Support Services

- HSU makes a concerted effort to recruit a student population with a balanced representation by sex, ethnicity, and handicapping conditions; to retain those students throughout their studies; and to seek this representation in specific programs throughout the campus.
- The Indian Teacher and Educational Personnel Program (ITEPP), established in 1969, provides specialized services for Native American candidates, provides access to specialized courses and curricular resources to all HSU students and faculty and to other educators in the community.
- Teacher Recruitment Project (TRP), established in 1989, seeks to recruit and retain under-represented students in the teaching profession. TRP has offered stipends to these credential candidates as well as individualized support services based on particular needs and may continue to do so if the grant is received.

***For further information, visit our website:
www.humboldt.edu/~educ***

***Direct any questions regarding
program requirements and procedures to:***

**School of Education
Credential Programs Office
Library 008,**

One Harpst Street, Arcata, CA 95521

Fax: (707) 826-5868

Sheila Rocker Heppe, Coordinator
(707) 826-5870, srh@humboldt.edu

Kristin Mack, Coordinator's Assistant
(707) 826-5867, klm87@humboldt.edu

For questions about state credentialing requirements, contact:

Marilynn Claypool, Credential Analyst
Academic Information & Referral Center, 707.826.6222

Carmela Paradise, Waivers and Out-of-State Credentials
707.826.3729, ctp7001@humboldt.edu

The California Commission on Teacher Credentialing
PO Box 944270, Sacramento CA 94244-2700
916.445.7254, Email: certification@ctc.ca.gov