

# HUMBOLDT STATE UNIVERSITY

Your Secondary Education (SED) application will be assessed by a committee of professors in your chosen subject area. They will conduct Subject Matter Departmental Review (SMDR), which may include an interview, presentation, and/or writing sample (depending upon your specific subject area). The SMDR committee will rank and select applicants for a SED departmental interview. **Only those applicants who pass Subject Matter Departmental Review will be considered for admission.** The SED coordinator will notify applicants of the SMDR results and schedule SED program interviews.

Department: INDUSTRIAL TECHNOLOGY  
Subject Matter Departmental Review

Industrial Technology Department      826-4281

## A. CRITERIA FOR CONSIDERATION FOR ADMISSION

1. The candidate must demonstrate a clear understanding of the following clusters:

- Construction
- Electronics
- Energy and Power
- Manufacturing
- Visual Communications
- Related Technologies

Challenge exams are available for those candidates who have not completed courses in each of the cluster areas or for those candidates who did not receive a grade of “C” or better in each course.

2. The candidate must possess the ability to use the computer effectively in at least a word processing mode. Those who have not had formal training in this area would provide the department committee with a portfolio of materials that demonstrate these skills or be prepared to demonstrate said skills as outlined in section B.1.f below.
3. The candidate must possess the required grade point (GPA) that is in effect at the time of application. In lieu of the required GPA, the appeal process may be applied.
4. The candidate must demonstrate the ability to communicate clearly both orally and in writing. Passage of the GWPE and CBEST exams will serve as measures of the fundamental writing skills; however, close attention will be given to the application of admission to the Secondary Education Credentialing Program (section B.1.b.). the oral communication skills will be assessed during the interview process (section B.1.f.).
5. “The candidate must successfully complete a qualitative, early field experience in a school setting and receive university or university authorized supervision during the experience.” The experience must also be consistent with university policy.
6. The candidate must complete any and all other statutory, CSU, and campus requirements prior to and during the student teaching experience.

## B. PROCEDURE

1. Prior to admission into the Secondary Education Credentialing Program:

The candidate must submit a completed application available in the Education and Credentialing Office, Library 08. The completed application will be reviewed by the Industrial Technology Credential Committee. As part of the packet, the candidate must include a writing sample that is intended to demonstrate not only proficiency in writing composition but also clarity of thought, critical thinking skills, and integrative thinking. If the candidate chooses, s/he may provide a portfolio to demonstrate background and/or preparation which would otherwise not be apparent to those reviewing the other application materials.

In addition, the candidate will also be interviewed by the department committee. This will enable the committee to meet the candidate and resolve any remaining concerns. It will also provide the opportunity for the candidate to demonstrate oral communication skills and to present information relevant to the application.

When the application packet is completed, the Industrial Technology Department will review it to determine if the candidate's preparation and experience satisfy the criteria in section B above. Specifically, the department committee will assess the candidate's knowledge of Industrial Technology by means of the measures listed below.

- a) Review the candidate's entire application packet in order to obtain an overview of his/her preparation and interest.
- b) Review the sample of writing provided by the candidate, noting not only the student's communication skills and proficiency in written exposition, but also the demonstration of clarity of thought, critical thinking skills, and integrative thinking.
- c) Review the letters of recommendation provided by those familiar with the candidate's knowledge, skills, experience, personality, and potential.
- d) Review the candidate's transcripts, noting the courses taken and the grades received.
- e) Review the portfolio (if provided by the candidate) that reveals knowledge, skills, or experiences not included in the admissions packet.
- f) Interview the candidate to further assess his/her subject matter competence. (This may include an oral examination and /or observation of a candidate's presentation/demonstration.)

Those candidates who complete the above process but fail to demonstrate sufficient knowledge of the subject matter shall be provided, by the department, a written recommendation as to how to obtain the appropriate background in an efficient manner and, thereby, become eligible for admission in the Secondary Education Credentialing Program. In rare cases, candidates who knowledge of the subject matter area is judged only slightly below that which is expected may be admitted to the program on a conditional basis. In such cases, candidates shall be provided with a written description of any deficiencies that must be removed an acceptable mechanism for removing the deficiencies, and a specific time table by which the deficiencies must be removed.

2. During the program participation:

The student will meet with his/her industrial technology faculty advisor a regular and frequent basis so that the student's progress can be monitored, the purpose being:

- a) To make sure that any conditions specified at the time of admission are being fulfilled.
- b) To make sure that any deficiencies noted at any previous state of review are being removed in a timely manner.
- c) To assist the student in meeting any needs s/he identifies during the course of the program.
- d) To provide the student with appropriate advice throughout his/her participation in the program.

3. Prior to being recommended for a teaching credential:

The candidate's performance in all aspects of the credential program shall be reviewed prior to being certified as competent. Although the Industrial Technology Department will continue to employ those criteria and methods of review previously mentioned, it shall also devote particular attention to evaluations of the candidate's performance during the student-teaching phase of the program. Specifically, the knowledge and incorporation of acceptable instructional procedures, classroom management, and professional attitudes shall be assessed. The assessment of these standards shall be as follows:

The standard for instructional procedures will be achieved by completing SED 736 – Secondary Curriculum Instruction: Industrial Technology – with a grade of “B” or better and a satisfactory fieldwork evaluation by the university supervisor and master teacher. (Challenge exams are available for those whose course grade was a deficit; however, there is no challenge for a negative fieldwork evaluation.)

The standard for classroom management will have been achieved by completing IT 590 – Principles and Problems of Teaching Industrial Subjects – with a grade of “B” or better and a satisfactory fieldwork evaluation by the university supervisor and the master teacher. (Challenge exams are available for those whose course grade was a deficit; however, there is no challenge for a negative fieldwork evaluation.)

The standard for professional attitudes will have been achieved by completing IT 590 – Principles and Problems of Teaching Industrial Subjects – with a grade of “B” or better and a satisfactory fieldwork evaluation by the university supervisor and the master teacher. (Challenge exams are available for the coursework; no challenge for fieldwork evaluation.)