

Alternative Teacher Certification Program



Policy Handbook
2012-2013

***HUSTON-TILLOTSON
UNIVERSITY***

Mission Statement

The mission of Huston-Tillotson University Alternative Teacher Certification Program is to prepare diverse, degreed individuals for a successful EC-12 teaching career through a focused curriculum, supported internship, and on-going professional development.

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Background

Huston-Tillotson University is a historically black university affiliated with The United Methodist Church and the United Church of Christ. The mission of the University is to provide its increasingly diverse student body with an exemplary education that is grounded in the liberal arts and sciences, balanced with professional development, and directed to public service and leadership. The University prepares students with the integrity and civility to thrive in a diverse society, fosters spiritual development, preserves and promotes interest in the accomplishments and experiences of the University's historic constituents and evolving populations, and creates and sustains supportive relationships which advance the Huston-Tillotson University community.

Huston-Tillotson University is the oldest institution of higher education in Austin. Tillotson Collegiate and Normal Institute opened on January 17, 1881 and Samuel Huston College opened in the fall of 1900. Huston-Tillotson College was formed when Tillotson College and Samuel Huston College merged in 1952. Huston-Tillotson University awards undergraduates four year degrees in business, education, the humanities, natural sciences, social sciences, science, and technology. A multi-cultural, multi-ethnic, and multi-faith institution, the University welcomes students of all ages, races, and religions.

Alternative Teacher Certification was established in 1984 by the 68th Texas Legislature in House Bill 72 to provide entry into the teaching profession for degreed individuals wishing to make a career transfer into teaching. Professionals from many different fields choose to become teachers through Alternative Teacher Certification and bring a new and varied dimension, experience, and perspective to Texas classrooms. In Huston-Tillotson University's field-based program, interns make a valuable contribution to public schools by drawing upon diverse experiences.

The Huston-Tillotson University Alternative Teacher Certification Program (HT ATCP) was established in 1994. It is accredited by the Texas Education Agency State Board of Educator Certification. HT ATCP has maintained the highest rating available to teacher preparation programs since its establishment. As part of the Huston-Tillotson University educator preparation program, candidates also earn 18-21 hours of undergraduate university credit during the course of the program.

Huston-Tillotson University Policies

All policies contained in the *Huston-Tillotson University Bulletin, 2010-2012* apply to all candidates, interns, clinical teachers, faculty, and staff of the HT ATCP. The *Huston-Tillotson University Bulletin, 2010-2012* is available online at www.htu.edu/campuslinks.

Certificates Offered

Elementary Level Certificate

Generalist EC-6

Middle Level Certificate

Generalist 4-8

Single Subject Certificates

English Language Arts and Reading 4-8
English Language Arts and Reading 8-12
Mathematics 4-8
Mathematics 8-12
Mathematics/Science 4-8
Science 4-8
Science Composite 8-12
Physical Sciences 8-12
Life Sciences 8-12
Social Studies 4-8
Social Studies Composite 8-12
History 8-12
Music EC-12
Physical Education EC-12
Special Education EC-12
Computer Science 8-12
Technology Applications 8-12

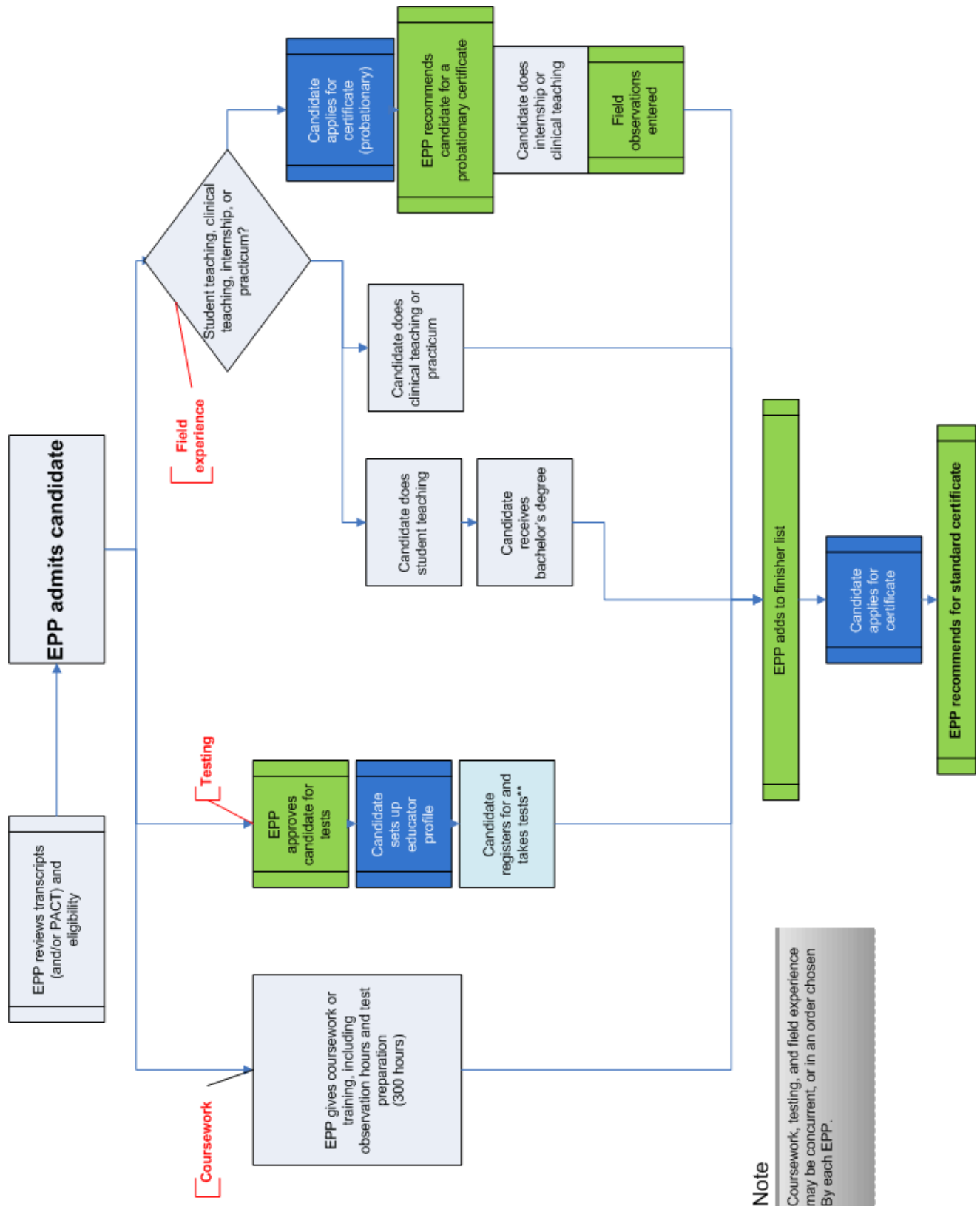
All Level Supplemental Certificates*

Bilingual Education Supplemental
English as a Second Language Supplemental
Special Education Supplemental

* Must also earn EC-6 Generalist, 4-8 Generalist, or a single subject certificate.

The Road to Certification in a Nutshell

1. Candidate registers for ATCP456 and pays Phase 1 tuition
2. Candidate attends classes 3-4 times weekly 6-9 PM
3. Candidate completes 30 hours of field experiences and submits written reflections
4. Candidate enters demographic information on TEA website with user name and password (to apply for certifications)
5. Candidate sets up account on ETS with user name and password (to register for exams)
6. Candidate receives approval to register for TExES content exam(s) after at least 6 hours of test preparation and a score of at least 80% correct on practice exam
7. Candidate takes and passes the content TExES exam(s)
8. Candidate begins to apply for (internship) teaching positions or chooses clinical teaching
9. Candidate completes Phase 1
10. Candidate registers for ATCP476A and pays Phase 2 tuition
11. Accredited school district offers employment at an accredited campus to intern or candidate chooses to complete one semester of clinical teaching
12. HT ATCP Director approves position
13. Candidate is now referred to as an intern or clinical teacher
14. Intern applies for Probationary Certificate on TEA web site
15. HT ATCP recommends intern for Probationary Certificate
16. TEA approves Probationary Certificate
17. Interns, clinical teachers and unemployed candidates attend Phase 2 classes at HT ATCP approximately twice monthly on Saturday from 9-12
18. Field Supervisor (FS) and Campus Mentor (CM)/Cooperating Teacher (CT) observe interns and clinical teachers at least three (3) times per semester and provide support and written feedback
19. Interns and clinical teachers observe other campus teachers at least 3 times per semester and submit written observations to FS
20. Interns, clinical teachers, and unemployed candidates take and pass PPR EC-12 TExES exam
21. Clinical teachers complete assignment with satisfactory recommendations from FS, CM, Campus Administrator, and HT ATCP Director
22. Clinical teacher applies for Standard Certificate
23. HT ATCP Director recommends clinical teacher for Standard Certificate
24. Interns, clinical teachers, and unemployed candidates register for ATCP476B and pay Phase 3 tuition
25. Interns, clinical teachers, and unemployed candidates attend Phase 3 classes at HT ATCP approximately twice monthly on Saturday from 9-12
26. FS and CM/CT observe interns and clinical teachers at least three (3) times per semester and provide support and written feedback
27. Interns and clinical teachers observe other campus teachers at least three (3) times and submit written observations to FS
28. Interns and clinical teachers take and pass EC-12 PPR TExES exam if not passed during Phase 2
29. Interns and clinical teachers complete internship/clinical teaching with satisfactory recommendation from FS, CM, Campus Administrator, and HT ATCP Director
30. Interns and clinical teachers apply for Standard Certificate
31. HT ATCP Director recommends interns and clinical teachers for Standard Certificate
32. TEA approves Standard Certificate
33. Celebrate at the Certification Celebration!



Program Design

HT ATPC is implemented in a three-semester (Phase 1, Phase 2, Phase 3) sequence with Phase 1 being the initial training prior to internship and Phases 2 and 3 consisting of ongoing training during the candidate's internship, clinical teaching, or job search. A new cycle begins two times during the course of an academic year: spring and summer. The deadline for spring applications is November 15. The deadline for summer applications is March 15. The spring cycle begins in early January. The summer semester begins in early May. Training consists of field experiences, seminars, workshops, and online assignments presented by real-world practitioners who exemplify the best teaching practices.

| 2012-2013 | Spring Start | Summer Start |
|---|-------------------|-----------------|
| Application deadline | November 15, 2012 | March 15, 2013 |
| Classes begin | January 07, 2013 | May 7, 2013 |
| Pass TExES content | Mid-April 2013 | Early July 2013 |
| Classes end | Late April 2013 | Late July 2013 |
| *Eligible for Internship or clinical teaching | August 2013 | August 2013 |
| **Eligible for Certification | May 2014 | May 2014 |

*If Phase 1 completed successfully and content TExES passed

** If Internship or clinical teaching completed successfully and PPR EC-12 TExES passed

Application Process

Application Materials and Deadlines

The process begins with an application that can be downloaded and printed at <http://htu.edu/academics/special-programs/alternative-teacher-certification>. The application, HT forms, and reference forms require original signatures.

Overall GPA and Transcripts

Admission to HT ATPC requires a baccalaureate degree from a regionally accredited institution of higher education. The applicant must submit an official transcript from every college and/or university attended. Applicants' transcripts must demonstrate a 2.5 GPA overall or in the last 60 hours taken. HT ATPC computes the GPA based on all transcripts.

For proper tracking, transcripts must be sent ATTENTION: Dr. Ruth Kane, ATPC.

Applicants with Foreign Transcripts

All foreign transcripts must be evaluated by a TEA approved agency. The detailed evaluation must include a translation and evaluation for all courses and degrees. In Austin, contact Foreign Credentials Service of America at 512.459.8428. Click below for the complete list of companies:

www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp.

The Test of Proficiency in the English Language internet-based Test (TOPEL-iBT) is required of all applicants who present transcripts from a foreign country. A minimum score of 26 on the speaking section is required.

An applicant with a foreign transcript must demonstrate evidence of competence in reading, writing, and math using one or a combination of the following measures:

- SAT with a minimum score of 500 in both verbal and quantitative; **OR**
- ACT with a minimum score of 19 in both English and math; **OR**
- THEA (Texas Higher Education Assessment), formerly TASP (Texas Assessment of Skills Proficiency) with minimum scores of 250 in reading, 230 in writing, and 230 in math; **OR**
- GRE with a minimum score of 450 on the verbal and 450 on the analytical.

Test scores must be submitted to the HT ATCP office prior to the application deadline.

Required Previous Coursework

EC-6 Generalist and 4-8 Generalist Certificates

- 24 semester hours to include a combination of English, math, science, and social studies such as government, history, political science, geography, etc.

Single Subject Certificates

- HT ATCP does not offer content preparation for some single subject certifications, i.e. math, science, music, PE, history.
- 24 semester hours, with 12 of the hours being upper division (junior or senior level courses) in the core academic subject area in which certification is sought; **OR**
- A passing score on the PACT content exam prior to program acceptance

References

Each applicant must submit **three** professional references on the form downloadable from the HT ATCP web page. **The official HT ATCP reference form must be used. Completed reference forms should be mailed, faxed (512.505.3190) or emailed (rakane@htu.edu) directly to the HT ATCP office by the reference.** References that are personally delivered by the candidate will not be considered. We recommend you provide the reference with a stamped envelope addressed to HT ATCP so s/he only has to put the form in the envelope and drop it in the mail.

Criminal Background Check*

Each participant is required to submit a criminal background report from the Texas Department of Public Safety (<http://www.txdps.state.tx.us/>). Applicants whose background checks are unacceptable, will not be admitted to the HT ATCP. The employing school district and TEA will also conduct criminal background checks.

*Current employees of public school districts are not required to submit the criminal background check. Proof of employment is required such as a copy of the District ID badge.

LASSI Assessment

The Learning and Study Strategies Inventory (LASSI) is designed to gather information about learning, study practices, and attitudes. The assessment is web-based and must be taken at the HT ACTP office. Applicants whose materials and references have been approved for further review will be invited to the university for the LASSI and the personal Interview described in the next section.

Interview and Critical Thinking Skills

Applicants will participate in a structured face-to-face interview. One purpose of the interview is to assess the candidate's critical thinking skills.

Selection

Candidates are selected for the program based on their qualifications as set out in the application process. All applicants who meet minimum requirements are not selected for the program. Each year HT ATCP identifies a maximum number of applicants who will be accepted into the program. Those applicants whose qualifications rise to the top of the applicant pool are selected. The selection criteria include overall GPA, coursework requirements per certification area, structured interview score, LASSI score, quality of references, work experience, and application writing sample. HT ATCP also uses other criteria such as language fluency for foreign language and bilingual applicants and applicants with foreign transcripts.

Phase 1

Classes

During Phase 1, candidates meet 3-4 evenings a week from 6-9 PM on the Huston-Tillotson University campus in Evans Hall. A schedule of class meetings will be provided at the time of acceptance into the program. Special education, ESL, and Bilingual Education candidates will also meet on approximately 4 Saturdays.

Field Experiences

In addition to classroom instruction, each candidate must complete 30 hours of classroom field experiences in a public school setting prior to the end of Phase 1. The field experience report form is available on the HT ATCP web page for downloading. If you are substitute teaching, you may observe classes during your planning period, but you may not count classes in which you are acting as the regular teacher's substitute. The idea is for you to observe not only students, but teachers.

Content exam(s)

Candidates are required to pass the content exam(s) and the PPR EC-12 within 2 years of completing Phase 1 classes. Candidates who do not meet this deadline will not be given permission to test until they have paid for and repeated all Phase 1 classes.

Candidates may not take TExES exams until they have received at least 6 hours of test preparation and scored at least 80% on a full written practice exam. Candidates will register to take TExES exams when approved to do so. Cost for exams is \$120 each.

Phase 1 Curriculum (EC-6 Example)

| |
|--|
| Orientation, professionalism |
| Classroom Management I & Code of Ethics |
| Learning Theories I |
| Learning Theories II |
| Child & Adolescent Development |
| Introduction to Lesson Planning |
| Classroom Management II |
| EC-6 TEKS organization, structure, and skills |
| EC-6 ELAR I (Oral Language) |
| EC-6 ELAR II (Phonological & Phonemic Awareness) |
| EC-6 ELAR III (Alphabet Principal) |
| EC-6 ELAR IV (Literacy) |
| EC-6 ELAR V (Word Analysis & Decoding) |
| EC-6 ELAR VI (Reading Fluency & Comprehension) |
| EC-6 Science I |
| EC-6 ELAR VII (Writing & Written Communication) |
| EC-6 ELAR VIII (Assessment of Developing Literacy) |
| EC-6 ELAR IX (Comprehension in the Content Area) |
| EC-6 Science II |
| EC-6 Science III |
| EC-6 Math I (Math Instruction) |
| EC-6 Math II (Number Concepts, Patterns, & Algebra) |
| EC-6 Math III (Geometry, Measurement) |
| Multiculturalism in the Classroom |
| Classroom Assessment, State & National Standards |
| Marketing Yourself |
| EC-6 Math IV (Mathematical Processes, Probability, & Statistics) |
| EC-6 Social Studies |
| EC-6 Music & Art |
| EC-6 Health & PE |
| Classroom Management III |
| Special Populations (IDEA, 504, ELL) and Inclusion |
| Scaffolding Instruction, Accommodations, & Modifications |
| Instructional Strategies |
| Lesson Planning I |
| Questioning Strategies |
| Differentiating Instruction |
| Lesson Planning II |

Phase 2

Classes

Phase 2 candidates will attend classes from 9 AM-12 PM on Saturdays. These classes will meet approximately every other Saturday. All candidates will register for Phase 2 classes for the fall semester following the completion of Phase 1.

Internship or Clinical Teaching

Candidates, who complete Phase 1 successfully, will be provided with a letter authorizing them to seek employment with an accredited school. Candidates are not eligible to begin an internship or clinical teaching until the 30 hours of field experience have been completed and the content exam(s) passed.

At an accredited school, candidates may select from two options:

1. Secure a paid, full time internship position for a minimum of 180 days
2. Be assigned an unpaid, 12-week clinical teaching experience through the Huston-Tillotson University faculty member who supervises clinical teaching

It is the responsibility of the candidate to find an internship/teaching position (preferably) within 30 miles of HT prior to the beginning of the school year. It is important that the position be a match between the campus and the intern; therefore, HT ATCP does not “place” candidates. NOTE: If a candidate is offered a position outside the 30-mile radius, the position must be approved by the HT ACTP Director because an additional field supervisor may be required and/or an additional fee may be assessed to the intern.

Probationary Certification

Candidates for the internship will create a personal account on the TEA web site (www.sbec.state.tx.us) where they will apply for Probationary Certification. The certification fee is \$52. At the time of the probationary certification application, candidates will also pay \$42 to apply for fingerprinting through TEA. An email will be sent to the candidate from TEA informing the candidate where to go for the fingerprinting. Clinical teachers are not required to have a Probationary Certificate.

Employment

HT ATCP informs schools and districts about candidates seeking employment. The program also provides guidance for candidates in developing resumes and participating in interviews. The program makes candidates aware of job fairs in the region.

Candidates should **not** resign non-teaching positions until officially offered a position by a school district with a signed a contract for employment as a teacher with the position approved by the HT ATCP Director. Candidates may accept positions only in areas of certification offered by HT ATCP. The position must be with a system accredited by the Texas Education Agency. If in doubt, check with the Director. Teacher Aide positions may not be used as an internship or clinical teaching.

HT ATCP offers no guarantee or promise of employment, even if the initial program requirements are met. It is the ***candidate's*** responsibility to secure full-time employment with a program accredited by the Texas Education Agency. The HT ATCP staff is happy to provide letters of recommendation to potential employing districts. A list of central Texas districts, charter schools, and accredited private schools is included on page 19 of this policy manual.

A candidate may accept employment at any district within a 30-mile radius of the Austin city limits. A candidate who wishes to be employed beyond this 30-mile radius may be assessed a fee of \$200.00 per academic year to help defray traveling expenses incurred by the Field Supervisor.

Once employment has been approved, officially offered, and accepted, the Director will

send the “Statement of Eligibility for Internship” (SOE) form to the district human resources office.

Interns and clinical teachers will be assigned a Huston-Tillotson Field Supervisor and a Campus Mentor. The HT Field Supervisor will observe the intern at least once per month, provide written and oral feedback, meet with the intern to discuss challenges and successes, and provide ongoing support and guidance. The Campus Mentor will be assigned by the building principal to support the intern on a daily basis. HT ATCP will train the Campus Mentor regarding expectations for the Campus Mentor and the intern. The Campus Mentor will also observe the intern at least three (3) times per semester and provide written feedback to both the intern and the HT Field Supervisor. The intern is required to observe other teachers and submit written observation information during the internship.

Candidates Not Hired or Not Opting for Clinical Teaching

If a candidate has not been hired by the end of Phase 2, the candidate will meet with the Director to review options and develop an individual plan. Options include, but are not limited to the following:

1. Candidate may request to participate in clinical teaching.
2. Candidates who have not secured an internship or completed clinical teaching within 4 long semesters (excludes summer) after the completion of Phase 1 will be withdrawn from the program administratively.
3. Candidates who have not passed the content exam within 2 long semesters after completing Phase 1 will be administratively removed from the program.

For Options 2 and 3, readmission to the program is not guaranteed. The application fee will be waived and Phase 1 fees will be adjusted in proportion to instruction attended. The Director will determine which options are available to the candidate based on the candidate’s previous performance, attendance, and any other factors deemed appropriate.

Phase 3

Classes

Phase 3 is the last semester of HT ATCP for the successful student. Interns and clinical teachers will continue to attend ongoing professional development approximately twice monthly on Saturdays from 9 AM to 12 PM on the Huston-Tillotson University campus in Evans Hall. The Huston-Tillotson Field Supervisor and Campus Mentor will continue to observe the intern and provide written and oral feedback and support at least once per month. The intern will continue to observe other teachers and submit written observation information to the Field Supervisor.

PPR EC-12 Exam

All candidates must pass the Pedagogy and Professional Responsibility (PPR) exam

prior to April 15 of the certification year (internship or clinical teaching).

Standard Certification

At the end of Phase 3, if the intern/clinical teacher is recommended for certification by the supervising principal (or designated primary appraiser) and the HT ATCP Director, the intern/clinical teacher will apply for the Standard Certificate from the Texas Education Agency. HT ATCP will then recommend the intern for the Standard Teaching Certificate. TEA makes the final determination.

Not Recommended For Certification at the End of Internship

An intern who is not recommended for Standard Certification at the end of the internship year may apply for an extension of the Probationary Certificate upon approval by the HT ATCP Director and the employing entity. The intern will be responsible for expenses incurred as the result of an extended internship. If the intern does not pass the required TEXES exams (testing) or complete the internship in a satisfactory manner (performance), there will be a monthly fee to cover program expenses for intern support during the extension period. The monthly fee for testing extension is \$100.00 per month. The monthly fee for a performance extension is \$200.00 per month. If both situations apply, the fee will be no more than \$200.00 per month. The intern must also pay TEA an additional \$52.00 to extend the Probationary Certification. An intern may receive a maximum of two extensions of the Probationary Certificate, for a total of three years.

Not Recommended For Certification at the End of Clinical Teaching

A clinical teacher who is not recommended for Standard Certification at the end of the 12-week assignment may apply for a second opportunity for clinical teaching. An opportunity to repeat clinical teaching is the decision of the HT ATCP Director. The clinical teacher will be responsible for expenses incurred as the result of a second clinical teaching opportunity. HT ATCP will charge the clinical teacher a monthly fee to cover program expenses. The fee for the extension is \$200.00 per month.

General Information

Professionalism

Professionalism is an important part of a career in teaching. As teachers work with students, colleagues, administrators, parents, and community members, conducting oneself in a professional manner is essential. When an applicant becomes a member of HT ATCP, professionalism will be modeled and taught. Each student is subject to the rules and regulations of Huston-Tillotson University. No student may obstruct, hamper, disrupt, or otherwise interfere with the institution's fulfillment of its mission. Any occurrence of these infractions may be cause for dismissal from the program. The Candidate Agreement has a clause that states, "Successful completion is contingent upon meeting all course and attendance requirements, **demonstration of interpersonal skills deemed necessary for teaching in a team environment**, satisfactory performance on assessments, and **professional conduct in all class sessions.**" The candidate agreement also states that students agree to "maintain a

professional demeanor and exercise sound judgment at all times while representing my school, my district, and HT ATCP.” It also states students will **“maintain professionalism in all HT ATCP classes and activities.”** Professionalism includes being on time for all classes, participating in class discussions, treating colleagues, fellow candidates, interns, faculty, and staff with respect, as well as other relevant practices and procedures. School districts want to hire and maintain faculty who are models for their students and their community. Professionalism is a vital part of the HT ATCP instructional program. Failure to adhere to these provisions is grounds for immediate dismissal from the program.

Code of Ethics and Standard Practices for Teacher Educators

All HT ATCP candidates will sign a written agreement to comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community.

Class Expectations

HT ATCP maintains high standards of conduct during instruction and expects candidates and interns to demonstrate professional behavior during classes and while on the university campus. Participation and cooperation at all class sessions (face-to-face and/or online) is required for successful completion of the program. Documentation of attendance, mastery of teacher competencies, lesson plans, and participation at each session will be on file in the HT ATCP Director’s office. The curriculum is aligned to educator standards, and instruction is designed to provide candidates with experiences and information needed for the first year of teaching. Teaching strategies presented and modeled are appropriate for teachers of all grade levels and instructional arrangements. Candidates and interns may dress comfortably for the sessions; however, tank tops, bare midriffs, spaghetti straps, tube tops, and halter tops are not permitted for men or women on the HT campus. Hats are prohibited in the classrooms.

Attendance

Candidates and Interns are expected to be present and on time for all instructional sessions. In order to prepare candidates and interns for success in the teaching profession, the program is intensive and compressed. Therefore, the attendance policy is strictly enforced. Participants document their attendance and arrival time on the sign-in form immediately upon arrival at each session. This is the official record of attendance. There are no excused or unexcused absences. You are either present or absent. Students must complete 30 hours of pre-internship field experiences, and a total of 80 hours of pre-internship training. A total of at least 300 hours of training must be completed and documented in order to qualify for the standard certificate. These hours do not include conferences with mentors and/or field supervisors.

Absences

In case of an emergency, a candidate or intern may find it necessary to miss instruction. Consequently, the candidate or intern must notify the HT ATCP Director of the absence by email and phone. The HT ATCP allows a maximum of **two** absences throughout the

entire time in the program (Phases 1, 2, and 3). Any absences must be made up with instruction similar to that missed and must be approved by the Director in advance of attending the make-up session. Professional development attended by a candidate or intern prior to the absence may not be used as a make-up session for the absence. However, if a district or organization is providing professional development later in the year, that professional development might be appropriate.

If a candidate or intern misses more than two class sessions, the staff will meet to discuss the absences and determine whether or not the candidate or intern will continue in the program. Options include the following:

1. probationary status with an individual intervention plan,
2. denial of eligibility to take TExES exams, or
3. dismissal from the program.

If an extension is necessary due to absences, it will be handled in the same way and with the same fees as extensions due to performance failure. **If a person is dismissed from the program due to absences, no fees will be refunded.**

NOTE to Interns and Clinical Teachers: Attendance at instructional sessions takes precedence over campus or district meetings or activities unless prior permission is obtained from the Director.

Punctuality

Punctuality Includes being in your seat and ready to learn when the session begins and after breaks. Candidates and interns will expect this behavior of their students and HT ATCP expects it of candidates and interns. Attendance for the entire class session is required. A “tardy” is defined as “late to class, late returning from a break, or leaving prior to class dismissal.” Tardy minutes will accumulate throughout the class session. The program reserves the right to meet with interns to discuss chronic tardiness.

Parking

Free parking is available for candidates in the lot on Chalmers Street west of campus. Students wishing to park on campus must purchase a \$25 student parking permit by completing an application provided by the Campus Safety Office. The permits are valid for one academic year (September 1-August 31). Spring and summer permits are available for reduced rates (Spring, \$12.50 and Summer, \$7.00). The student permit allows parking in the student parking area north of the Student Union. Parking spaces in front of Evans Hall are reserved for faculty, staff, and the disabled.

Intervention Plans

In the event that a candidate, intern, or clinical teacher is not meeting program expectations, s/he may be placed on an intervention plan and could ultimately be removed from the program. This could occur either in Phase 1, 2, or 3. If a candidate or intern is experiencing difficulty in a specific area, including participation in instructional sessions, attendance, completion of assignments, performance in field experience, or performance during the internship, the HT ATCP Director will meet with the student to determine the course of action which may include an intervention plan.

Timelines for meeting the expectations of the intervention plan will be established. Those involved in the development of the intervention plan will meet regularly to evaluate progress. Copies of the intervention plan will be provided to the candidate, intern, clinical teacher, principal (if during internship), and HT ATCP Field Supervisor. A copy will also be placed in the student's file. Completion of an intervention plan does not guarantee continued eligibility in the program.

Program Dismissal

Accepted applicants sign a Candidate Agreement at the beginning of Phase 1 training. This agreement states that the candidate or intern may be dismissed from the program. Although the student may be placed on probation prior to dismissal, there is no requirement for a probationary period prior to dismissal. The following are reasons for dismissal:

1. *Termination from a position under policy of the governing board of the hiring entity
2. *Resignation by the intern from the contracted position unless approved or recommended by the HT ATCP Director
3. Insubordination to program and/or district personnel
4. Unacceptable behavior identified in the Texas Educator's Code of Ethics
5. Failure to comply with a hiring entity's rules or policies which leads to concerns by the school administrator (This applies to actions outside the classroom as well as in the classroom.)
6. Classroom incompetence based on appraisal results, walk-throughs, and evaluations by the building principal and HT ATCP Field Supervisor
7. Failure to pay fees in a timely manner
8. Excessive absences or tardiness
9. Falsification of information or documents
10. Failure to comply with instruction requirements
11. Failure to meet HT ATCP requirements/standards during Phase 1
12. Failure to meet HT ATCP requirements/standards during the Internship
13. Failure to accept and act upon reasonable criticism
14. Failure to separate personal and professional issues

*These areas are automatic dismissals with no intervention plan.

Updating Contact Information and Name Changes

It is the responsibility of each candidate, Intern, or clinical teacher to keep his/her contact information data current. The candidate, Intern, or clinical teacher should inform HT ATCP in a timely manner when s/he moves to a new mailing address, changes an email address, or changes phone numbers. TEA requires proof of any changes in name due to divorce, marriage, or other circumstances. It is critical for the candidate, Intern, or clinical teacher to expedite these changes on the TEA web site as soon as possible. Failure to do so may cause you to be barred from a TExES exam or for your probationary or standard teaching certificate to be denied.

Course Credit and Grading

Successful program participants will receive 18-21 hours of undergraduate credit in

education courses from Huston-Tillotson University. Six hours of credit will be earned during Phase 1, Phase 2 and Phase 3. An additional 3-6 hours of credit will be earned for ESL, Bilingual Education, and/or special education. Courses will be graded on a Pass/Fail basis. Grades will be posted on the HT web site at <https://my.htu.edu>. The grade is determined based on the following criteria:

1. Participation

Information denotes that the candidate or intern has been an active and productive participant in the program. During sessions s/he has exhibited an attitude of courtesy, cooperation, and professionalism. S/he is responsible for completing all assignments successfully and submitting them on time. Full credit will not be given for late assignments. The respective consultant and/or the director will determine whether or not late assignments will be accepted.

2. Director's Report

The Director will assign a grade of Pass or Fail at midterm and at the end of the semester in <https://my.htu.edu> based on overall input from all staff, and instructors. The grade will also be based on the director's observations of the participant's willingness to cooperate, attitude, and general professionalism toward peers, staff, and consultants. This includes evidence that s/he observes program policies and procedures.

3. Field Supervisor's Report

Notes progress in overall growth of intern.

4. Campus Mentor's Report

The mentor is confident that the intern's teaching ability is at a level of at least satisfactory and progress in overall performance is noted. The intern is cooperative and willing to accept constructive suggestions for improvement. Implements suggestions

5. Campus Principal's Report

Principal's evaluation of intern is at least satisfactory.

Fees, Financial Aid, and Scholarships

Fees

HT ATCP charges a \$100 application fee. No application will be processed until the fee has been received. The application fee covers the transcript evaluation, the interview, the online LAASI assessment, and other items necessary for processing the application. **This fee is non-refundable.**

The HT ATCP total tuition cost is \$6000 with internship or clinical teaching:

\$2000 for Phase 1

\$2000 for Phase 2

\$2000 for Phase 3

At the time of admission into the program, the applicant must submit to the HT ATCP a “Student Account Payment Plan.” In this plan the student will indicate to HT ATCP how s/he plans to pay for the program: applying for federal financial student aid or with cash/credit card. Payments in cash/credit card must be received by the end of the 1st week of classes: \$1200 (60% of \$2000). The remaining \$800 may be paid monthly, but must be paid in full before the student is allowed to take any TExES exams or register for Phase 2 or 3. All payments must be made to the HT ATCP office. A \$25 extended payment fee is assessed by the HT Business Office if final payment is not made by the end of Phase 1.

During Phases 2 and 3, students who become clinical teachers are required to pay \$1200(60% of \$2000) on the first day of the semester. The remaining \$800 may be paid monthly to the HT ATCP office.

Failure to complete payments for a semester will bar the student from being allowed to continue in the program and is grounds for dismissal from the program. Students who are not current with their financial obligations to HT ATCP will not be approved to take TExES exams or recommended for Probationary or Standard Certificates.

Financial Aid

Student loans are available to interested and qualified individuals. Contact the Office of Financial Assistance at (512)505-3031 or (512)505-3032 for information. The first step is to complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The FAFSA is used to determine eligibility for most state and federal financial aid programs. Each student is encouraged to apply early (**by March 15th**) to maximize eligibility for financial aid. Prospective students must be accepted into HT ATCP before financial aid can be finalized. However, students should not wait for formal acceptance before applying for financial aid. The Stafford Loan Program and the TEACH Grant have forgiveness provisions for students who teach at least five years in low-income schools and specified subject areas after completing the program. Some restrictions apply. The State of Texas has its own loan forgiveness for teachers. Go to <http://www.tea.state.tx.us/loan.aspx> for details.

Scholarships

Scholarship money may be available for participants who do not qualify for financial aid. Proof of ineligibility for financial aid is required.

Teacher Certification Exams

The teacher certification examinations are referred to as the **Texas Examination for Educator Standards (TExES)**. All required TExES exams must be passed as a part of the certification process; however, to comply with the *No Child Left Behind Act*, interns are required to pass the **content** TExES exam prior to employment as teachers of record. Clinical teachers are also required to pass the content TExES prior to beginning clinical teaching. In an effort to ensure that participants are ready to accept

employment at the beginning of the school year, preparations for these exams begin very early in Phase 1 of the program. Participants are required to attend these preparation sessions, unless otherwise notified. Persons who do not attend the scheduled sessions will have to assume the financial responsibility for their preparation. The following resources are available for exam preparation:

1. HT ATCP library of TExES preparation manuals available for check out
2. TExES preparation software available in the computer labs located in Evans Hall
3. CertifyTeacher web-based subscription
4. Ht Main Library has state-adopted textbooks for various grade levels and subjects for check out
5. Special Education: Project IDEAL at <http://www.projectidealonline.org/index.php>
6. Special Education: IRIS Center at <http://iris.peabody.vanderbilt.edu/>
7. Math, Science, SPED & PPR: T-Cert at <http://pact.tarleton.edu/tcert/>

Prior to completion of the program, and in order to be recommended for the Standard Certificate, interns, and clinical teachers must also pass the ***Pedagogy and Professional Responsibilities EC-12*** (PPR EC-12) TExES exam. HT ATCP must approve each exam for each candidate. Upon approval, the candidate logs on to the ETS web site and registers to take the exam. Payment for the exam must be made at that time with a credit/debit card.

Public School Districts Located in the Austin Area

| | | |
|----------------------|-----------------------|-------------------------|
| Austin ISD | Giddings State School | McDade ISD |
| Bartlett ISD | Gonzales ISD | Navarro ISD |
| Bastrop ISD | Granger ISD | New Braunfels ISD |
| Blanco ISD | Harper ISD | Nixon-Smiley ISD |
| Burnet CISD | Hays CISD | Pflugerville ISD |
| Comal ISD | Hutto ISD | Prairie Lea ISD |
| Comfort ISD | Jarrell ISD | Round Rock ISD |
| Coupland ISD | Johnson City ISD | Round Top-Carmine ISD |
| Del Valle ISD | La Grange ISD | San Marcos CISD |
| Dime Box ISD | Lago Vista ISD | Schertz-Cibolo U.C. ISD |
| Doss CISD | Lake Travis ISD | Schulenburg ISD |
| Dripping Springs ISD | Leander ISD | Seguin ISD |
| Eanes ISD | Lexington ISD | Smithville ISD |
| Elgin ISD | Liberty Hill ISD | Taylor ISD |
| Fayetteville ISD | Llano ISD | Thorndale ISD |
| Flatonia ISD | Lockhart ISD | Thrall ISD |
| Florence ISD | Luling ISD | Waelder ISD |
| Fredericksburg ISD | Manor ISD | Wimberley ISD |
| Georgetown ISD | Marble Falls ISD | |
| Giddings ISD | Marion ISD | |

Charter Schools Located in the Austin Area

| | |
|---|---|
| American Youthworks Service Learning Academy | NYOS Magnolia McCullough Campus |
| Annunciation Maternity Home | NYOS Magnolia McCullough Campus |
| Austin Can Academy | San Marcos Treatment Center |
| Austin Discovery School | Star Charter School |
| Cedars International Academy | Texas Empowerment Academy |
| East Austin College Prep Academy | Texas Empowerment Academy ES |
| Eden Park Academy | Texas Preparatory School (San Marcos) |
| Fruit of Excellence School | The East Austin College Prep Academy |
| Harmony School of Excellence | The Oaks Treatment Center |
| Harmony School of Political Science & Communication | Trinity Charter School (Canyon Lake) |
| Harmony School of Science | University of Texas Elementary School |
| Harmony Science Academy Austin | UT Charter School Annunciation Maternity Home |
| Harmony Science Academy North Austin | UT Charter School George M. Kometzky School |
| Katherine Anne Porter School (Wimberley) | UT Charter School Meridell |
| KIPP Austin Academy of Arts and Letters | UT Charter School National Elite Gymnastics |
| KIPP Austin College Prep | UT Charter School Pathfinder Camp |
| KIPP Austin Collegiate | UT Charter School Pegasus Campus |
| KIPP Austin Comunidad | UT Charter School Settlement Home |
| KIPP Austin Connections ES | UT Charter School Texas |
| Meridian World School (Round Rock) | Neurorehabilitation Center |
| NYOS Charter School | |

Accredited Private Schools Located in the Austin Area

All Saints Day School
Austin Jewish Academy
Austin Montessori School
Austin Peace Academy
Austin Tennis School
Austin Waldorf School
Bannockburn Christian Academy
Bannockburn Christian School
Brentwood Christian ES and Secondary School
Capitol School of Austin
Cathedral School of St. Mary
Concordia Academy High School
Country Home Learning Center #7
Country Home Learning Center #8
Good Shepherd Episcopal School
Hill Country Christian School
Holy Family Catholic School
Holy Trinity Catholic HS
Holy Word Lutheran School
Hunting-Surrey HS
Kids R Kids #33
Kids R Kids #56
Kirby Hall School
Odyssey School
Our Savior Lutheran School
Paragon Preparatory School
Primrose School of Bee Cave
Primrose School of Cedar Park
Primrose School of Four Points
Primrose School of Round Rock at Forest Creek
Primrose School of Shady Hollow
Rawson-Saunders School
Redeemer Lutheran School
Regents School
Renaissance Academy
San Juan Diego Catholic HS
Santa Cruz Catholic School (Buda)
Shoreline Christian School
St. Andrew Episcopal School
St. Austin School
St. Dominic Savio Catholic HS
St. Francis School
St. Gabriel Catholic School
St. George Episcopal School
St. Helen School (Georgetown)
St. Ignatius Martyr School
St. James Episcopal School
St. Louis School
St. Mark Episcopal School
St. Mary School (Taylor)
St. Matthew's Episcopal School
St. Michael's Catholic Academy
St. Paul Lutheran School
St. Stephen Episcopal School
St. Theresa School
The Girls' School of Austin
The Goddard School
The Griffin School
The Khabele School
The Magellan International School
The Path Christian Academy (Pflugerville)
Trinity Episcopal School
Veritas Academy