

# Masters of Arts in Curriculum and Instruction (MACI)

2019-2020



CHAPMAN  
UNIVERSITY

**Attallah College of  
Educational Studies**

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Student Handbook

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*Note: This document is continually revised to reflect changes in the Commission on Teacher Credentialing and College of Educational Teacher Education program requirements. Therefore, information is considered to be a guide to requirements. Please check with credential analyst, our Teacher Education Administrative Assistant, or your faculty advisor for current requirements.*

## ATTALLAH COLLEGE OF EDUCATIONAL STUDIES VISION AND MISSION

### VISION

The College of Educational Studies will be a nationally recognized institution known for developing professionals who change the world through ethical, rigorous, and reflective scholarship and practice.

### MISSION

Through teaching excellence, engaged scholarship, and transformative educational practices, we collaborate with individuals, families, communities, schools, and organizations toward an inclusive, equitable, and just world.



**Attallah College of  
Educational Studies**

## **MASTER OF ARTS IN CURRICULUM AND INSTRUCTION (MACI) VISION, MISSION, AND PROGRAM LEARNING OUTCOMES**

### **VISION**

Of SERVICE that conceives of teaching as only one of many opportunities to “give back” or contribute to society.

Of SOCIAL JUSTICE that conceives of teaching as a direct means of addressing social inequities.

Of PRACTICE that focuses upon teaching as a profession with a scholarly knowledge base and a set of clinical practices that should be learned and developed through sustained collaboration.

Of PARTNERSHIP with schools surrounding Chapman University, mutually informing our endeavors and working together toward a common goal.

### **MISSION**

The mission of the Chapman Master of Arts in Curriculum and Instruction (MACI) and credential program is to prepare reflective teacher-researchers who use integrated, developmentally appropriate, and critical pedagogies, and are ready to collaborate within diverse educational communities in order to lead us towards a more economically, socially, environmentally and politically just world.

### **LEARNING OUTCOMES**

The Chapman MACI program outcomes are reflected in the Teaching Performance Expectations (TPEs) which are found on page 23-25.

## TEACHER EDUCATION FACULTY PERSPECTIVES

"All cultures use language to communicate their ways of being, emotions, ideas and beliefs; they tell stories about their past, and express their hopes for the future through oral language, and many also do so through written language. As children come into their communities, they acquire languages in a somewhat natural way, learning patterns and ways of expression. Every language is equally valuable and worthy, and is composed of different parts. For the brain, becoming proficient in a language is a complex developmental process in which humans engage over time. In California public schools, we have many children who have grown in communities where they speak languages other than English. For these children, we have the responsibility as teachers to help them acquire English as well as learn academic material for which they are held responsible—we do this while honoring and valuing their home languages and using what they know." – Dr. Anaida Colón-Muñiz

"My goal as a teacher educator is to make visible how educators can organize learning in ways that advance content knowledge and practices, cultivate students' sense of agency and authority in learning as individuals and collectives, and work in ways that fulfill and deepen the social, emotional, political, and academic aspirations of our teacher candidates and of the students they serve. We must teach in ways that respect and care for the souls of our students. Students bring to school their histories, dreams, and experiences. In our courses, my teacher candidates and I work together to consider the possibilities of what this would look like when school mathematics, science, and other disciplinary literacies are attentive to and leverage students' stories and histories." – Dr. Cathery Yeh

"Systems thinking is a shift from the traditional educational pursuits of individuals or institutions. Instead, it embraces the perspective of "not thinking of the school as an isolated entity but as an interconnected set of processes and practices, linked by its nature both to the community around it and to the classrooms and individual learning experiences within it" (Senge et al., 2012, p. 15). Systems thinking, part of the emerging movement of *systemic sustainability education (SSE)* (Davis, Sumara, & Luce-Kapler, 2015), demands an understanding of the "big picture" to leverage change on social, economic, cultural, cognitive, and emotional levels for a thriving 21st century existence." – Dr. Amy Ardell

"Naming our worlds, a fundamental precept in Paulo Freire's approach to education, is not merely a cognitive activity. Although students are apprenticed into academic literacies, engaging with challenging ideas and texts should be a resource for critically reflecting upon and transforming students' understanding of oppression in everyday life, thus equipping students with tools for understanding the way schools and schooling systems operate and shape their lives. I believe naming or 'reading the world,' when accompanied by conceptual tools, is integral to a critical understanding of students' lives and the world they live in. This critical literacy is not just about reading but acting in the world, thus inviting students (and teachers) into social activism and making it a part of their everyday lives as educators and beyond." –Dr. Miguel Zavala

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## IS EDUCATION THE RIGHT CAREER FOR YOU OR ARE YOU RIGHT FOR EDUCATION?

Are you right for the education field? Much may depend on your ability and willingness to answer this question honestly. The job of an educator demands special dedication and a service-oriented attitude. It requires excellent oral and written communication skills. A high-energy level and physical stamina are absolute musts. Above all, you must be passionate about helping young people learn without prejudice or favor and you should be prepared to devote yourself to this work. Teaching is a vocation, a calling, first and foremost.

The State of California Commission on Teacher Credentialing (CTC) requires all teacher preparation programs screen candidates at regular intervals as they proceed through the program. A preliminary “intake” is held as a prerequisite to entering this program. We screen for:

- Evidence of personal qualities deemed suitable to teaching,
- Subject matter competence,
- Effective oral and written communication skills,
- High energy level, and a
- Passion to teach.

If at any point there is some question in one or more of the foregoing areas, we may counsel you to undertake additional coursework or to rethink your decision to enter teaching. The job of an educator involves a balance of intellectual, emotional, social, and interpersonal skills. If there is cause for concern, an applicant may be counseled out of the credential program. **Therefore, you should be aware that completion of coursework alone is not a guarantee of Chapman University’s recommendation for a teaching credential.**

The Attallah College of Educational Studies expects all teaching credential candidates to adhere to professional dispositions associated with the California Teacher Performance Expectations (TPEs) regarding Professional, Legal, and Ethical Obligations. These dispositions are highlighted throughout the TPEs, and specifically articulated in TPE 6: Developing as a Professional Educator. The dispositions include (but are not limited to): exhibiting positive dispositions of caring, support, acceptance and fairness towards students, families and colleagues; demonstrating how to communicate effectively with peers, colleagues, families, and members of the community; and demonstrating understanding of professional responsibilities, professional conduct, and moral fitness. All Attallah College professional licensure Teacher Education programs require candidates to demonstrate the knowledge, skills, and dispositions outlined in the conceptual framework of the Attallah College of Educational Studies. Each candidate will be evaluated throughout her/his program on these dispositions by faculty and school personnel, and will receive regular feedback on these dispositions.

Credential candidates are being prepared for the teaching profession, and are intentionally working toward professional dispositions. Thus, all assignments submitted for coursework or fieldwork experiences must adhere to the professional dispositions guidelines below. Assignments that do not adhere to professional expectations may automatically receive a failing grade. This includes assignments that contain inappropriate or unprofessional content, do not adhere to the respect for cultural differences or the beliefs of others, or cause the instructor and/or school personal concern regarding the candidate and his/her work with children and/or colleagues in the field. According to TPE 6.2, Candidates must demonstrate, “the ability to



recognize their own values and implicit and explicit biases, the ways in which these values and implicit and explicit biases may positively and negatively affect teaching and learning, and work to mitigate any negative impact on the teaching and learning of students. They exhibit positive dispositions of caring, support, acceptance, and fairness toward all students and families, as well as toward their colleagues.”

Dispositions are defined as how values, commitments, and professional ethics manifest themselves in professional practice. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice (NCATE, 2001). The following dispositions are expected of candidates in the university classroom, in schools, and in the community (including online communities).

**Professional Commitment and Responsibility: The candidate demonstrates a commitment to the profession and adheres to the legal and ethical standards set forth by it.**

The Candidate:

- \* Maintains appropriate confidentiality
- \* Demonstrates compliance with laws/regulations
- \* Demonstrates compliance with policies/standards
- \* Maintains professional appearance
- \* Is prepared for class or appointments
- \* Is punctual for class or appointments
- \* Demonstrates academic integrity

**Professional Relationships: The candidate develops, maintains, and models appropriate relationships within the workplace, community, and larger diverse society.**

The Candidate:

- \* Demonstrates high expectations for others
- \* Demonstrates respect for the beliefs of others
- \* Demonstrates effective collaboration skills
- \* Demonstrates respect for cultural differences
- \* Demonstrates compassion for those experiencing difficulty
- \* Demonstrates patience during the learning process
- \* Demonstrates flexibility during the learning process

**Critical Thinking and Reflective Practice: The candidate demonstrates a commitment to continuous development within the profession.**

The Candidate:

- \* Demonstrates critical thinking in written or verbal form
- \* Addresses issues of concern professionally
- \* Responds positively to constructive criticism
- \* Actively seeks out new information
- \* Seeks help when needed
- \* Demonstrates personal progress
- \* Demonstrates reflective practice in written or verbal form

## Expectations and Considerations

**Time Management:** Many of you will have other responsibilities while working on your teaching credential. It will be important to allow sufficient time in your schedule for all the requirements you must complete. Keep in mind the credential coursework at Chapman is demanding, and be sure you allow sufficient out-of-class time for completing your course assignments at a high-quality level.

**University Attendance Policy:** Students are expected to attend *all class sessions*. Attendance and participation will affect the grade. Absences in excess of 20% of class periods may result in a grade of "F." In classes that meet for three or more hours, this means being absent from more than two classes.

**Certificate of Clearance:** All credential candidates must file for their Certificate of Clearance (see credential specialist). A substitute teaching permit or other document issued by the Commission on Teacher Credentialing may be submitted in lieu of the Certificate of Clearance.

**Demanding Coursework:** Coursework is very demanding. Candidates need to be aware that some undergrad courses may require approximately twelve hours of fieldwork above and beyond class meetings and other course activities.

**Teaching Residency:** During the 5<sup>th</sup> year of MACI, students are required to be in their student teaching placement from the first contract day to the last day of school, adhering to union contract hours. This results in a total of 1086 hours of classroom residency as a student teacher. Student teachers may substitute teach (assuming they have obtained the proper certification) no more than 10 days during the school year. They may be absent no more than 8 days during the school year due to illness or personal necessity.

**Fellowships:** See Graduate Catalog for specific regulations.

**Grading:** Students must maintain a GPA of 3.0. No grade below a "C+" is acceptable toward a degree or credential.

**Dismissal from the Program:** A student may be dismissed from the program at any time if, in our professional judgment, the candidate is not well suited to a career as a classroom teacher. The following may be given as adequate reasons for dismissing a student from the program: inadequate performance in course work or student teaching, excessive absences in student teaching and/or class, poor oral and/or written communication skills, poor interpersonal skills, evidence of a negative attitude, or a lack of commitment to the teaching profession.

**Restrictions:** Students are expected to maintain continuous enrollment. If, for an acceptable reason, students find it necessary to interrupt progress toward their credential, a leave of absence may be granted for one calendar year. A leave allows students to retain the right to elect requirements in effect at the time of the leave or to adopt those in effect at the time of re-entry. Leave of Absence requests are processed by petition (See section entitled "Petitions" in this handbook). Without an official leave of absence, readmission to the University and to the program is required. In addition, students will be held accountable for any new requirements added in their absence. Approval of a

leave does not alter the seven-year period for completion of all credential requirements. Also note, CSET and RICA exam results are valid for a limited number of years for certification purposes.



## COURSE SEQUENCE

### Master of Arts in Curriculum & Instruction (MACI): Elementary Education UNDERGRADUATE

Prerequisites	Spring Junior Year 15 Units PEDAGOGICAL CONTENT KNOWLEDGE	Fall Senior Year 6 Units LANGUAGE & LITERACY PEDAGOGY	Spring Senior Year 9 Units SKILLS IN CONTEXT. TEACHING, LEARNING, & ASSESSMENT
IES 102: Social Const. of Difference	IES 412: Teaching Writing K-12 (3)	MACI 410: Literacy & Learning K-3 (3)	MACI 411: Literacy & Learning gr. 4-6 (3)
IES 204: Exploring Theories of Learning	IES 448/449 or EDUC 451: Ed Tech (3)	MACI 430: 2nd Lang. Acq. & Acad. Dev. in Multicultural Setting (3)	MACI 431: Developing Effective Educational Environments (3)
IES 205: Learning Across Boundaries	MACI 311: T&L Math Concepts, Skills, & Crit. Thinking (3)		MACI 493: Instructional Design & Assessment (3)
IES 206: Schools in Society	MACI 312: Contextual T&L of Science (3)		
IES 316: Aesthetic Education	MACI 313: History for Diverse Learners (3)		
IES 340: Children's Literature			

### Master of Arts in Curriculum & Instruction (MACI): 5<sup>th</sup> Year- Elementary Education 30 Graduate Units

	Summer III semester:	Fall semester:	Interterm semester:	Spring semester:	Summer I semester:
<i>Year's concentration is building candidate's craft knowledge</i>	EDUC 571: Inclusion in the Public Schools (3)	MACI 600: Proseminar (4)	MACI 582: Teacher Residency (4)	MACI 600: Proseminar (4)	MACI 582: Teacher Residency (3)
	MACI 631: Differentiation in Academically-Diverse K-12 Classrooms (3)	EDUC 550: TPA (0 units; course fee attached)		MACI 582: Teacher Residency (3)	MACI 575: Critical Analysis of Educational Practice ( <i>Demonstration of Mastery</i> ) (3)
		MACI 582: Teacher Residency (3)			

Master of Arts in Curriculum & Instruction (MACI): **Secondary** Education **UNDERGRADUATE**

Prerequisites	Spring Junior Year 15 Units PEDAGOGICAL CONTENT KNOWLEDGE	Fall Senior Year 6 Units LANGUAGE & LITERACY PEDAGOGY	Spring Senior Year 9 Units SKILLS IN CONTEXT. TEACHING, LEARNING, & ASSESSMENT
IES 102: Social Const. of Difference	IES 412: Teaching Writing K-12 (3)	MACI 420: Secondary Content Area Literacy (3)	MACI 421: Secondary Content Area Methods (English, Math, Science, & History Single Subject students) (3)
IES 204: Exploring Theories of Learning	IES 448/449 or EDUC 451: Ed Tech (3)	MACI 430: 2nd Lang. <u>Acq.</u> & Acad. Dev. in Multicultural Setting (3)	MACI 431: Developing Effective Educational Environments (3)
IES 206: Schools in Society	MACI 311: T&L Math Concepts, Skills, & Crit. Thinking (Required of <b>Math</b> Single Subject students only) (3)		MACI 493: Instructional Design & Assessment (3)
IES 340: Children's Literature (Required of <b>English</b> Single Subject students only)	MACI 312: Contextual T&L of Science (Required of <b>Science</b> Single Subject students only) (3)		
	MACI 313: History for Diverse Learners (Required of <b>History</b> Single Subject students only) (3)		

Master of Arts in Curriculum & Instruction (MACI): 5<sup>th</sup> Year- **Secondary** Education  
30 Graduate Units

	Summer III semester:	Fall semester:	Interterm semester:	Spring semester:	Summer I semester:
<i>Year's concentration is building candidate's craft knowledge</i>	EDUC 571: Inclusion in the Public Schools (3)	MACI 600: Proseminar (4)	MACI 583: Teacher Residency (4)	MACI 600: Proseminar (4)	MACI 583: Teacher Residency (3)
	MACI 631: Differentiation in Academically- Diverse K-12 Classrooms (3)	EDUC 550: TPA (0 units; course fee attached)		MACI 583: Teacher Residency (3)	MACI 575: Critical Analysis of Educational Practice ( <i>Demonstration of Mastery</i> ) (3)
		MACI 583: Teacher Residency (3)			

**MACI Undergraduate**

***Course Tracking***  
***Multiple Subject***

**Prerequisites**

<input type="checkbox"/>	IES 102: Social Const. of Difference
<input type="checkbox"/>	IES 204: Exploring Theories of Learning
<input type="checkbox"/>	IES 205: Learning Across Boundaries
<input type="checkbox"/>	IES 206: Schools in Society
<input type="checkbox"/>	IES 316: Aesthetic Education
<input type="checkbox"/>	IES 340: Children's Literature

**Spring Junior Year: Pedagogical Content Knowledge**

<input type="checkbox"/>	IES 412: Teaching Writing K-12
<input type="checkbox"/>	IES 448/449 or EDUC 451: Ed Tech
<input type="checkbox"/>	MACI 311: T&L Math Concepts, Skills, & Crit. Thinking
<input type="checkbox"/>	MACI 312: Contextual T&L of Science
<input type="checkbox"/>	MACI 313: History for Diverse Learners

**Fall Senior Year: Language & Literacy Pedagogy**

<input type="checkbox"/>	MACI 410: Literacy & Learning K-3
<input type="checkbox"/>	MACI 430: 2 <sup>nd</sup> Lang. Acq. & Acad. Dev. In Multicultural Setting

**Spring Senior Year: Skills in Context, Teaching, Learning, & Assessment**

<input type="checkbox"/>	MACI 411: Literacy & Learning gr. 4-6
<input type="checkbox"/>	MACI 431: Developing Effective Educational Environments
<input type="checkbox"/>	MACI 493: Instructional Design & Assessment

# MACI Graduate

## Course Tracking

### Multiple Subject

#### Summer III Semester

<input type="checkbox"/>	EDUC 571: Inclusion in the Public Schools
<input type="checkbox"/>	MACI 631: Differentiation in Academically-Diverse K-12 Classrooms

#### Fall Semester

<input type="checkbox"/>	MACI 600: Proseminar
<input type="checkbox"/>	EDUC 550: TPA
<input type="checkbox"/>	MACI 582: Teacher Residency

#### Interterm Semester

<input type="checkbox"/>	MACI 582: Teacher Residency
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#### Spring Semester

<input type="checkbox"/>	MACI 600: Proseminar
<input type="checkbox"/>	MACI 582: Teacher Residency

#### Summer I Semester

<input type="checkbox"/>	MACI 582: Teacher Residency
<input type="checkbox"/>	MACI 575: Critical Analysis of Educational Practice ( <i>Demonstration of Mastery</i> )

# MACI Undergraduate

## Course/Program Tracking

### Single Subject

#### **Prerequisites**

<input type="checkbox"/>	IES 102: Social Const. of Difference
<input type="checkbox"/>	IES 204: Exploring Theories of Learning
<input type="checkbox"/>	IES 206: Schools in Society
<input type="checkbox"/>	IES 340: Children's Literature (Required of <u>English</u> Single Subject students only)

#### **Spring Junior Year: Pedagogical Content Knowledge**

<input type="checkbox"/>	IES 412: Teaching Writing K-12
<input type="checkbox"/>	IES 448/449 or EDUC 451: Ed Tech
<input type="checkbox"/>	MACI 311: T&L Math Concepts, Skills, & Crit. Thinking (Required of Math Single Subject students only)
<input type="checkbox"/>	MACI 312: Contextual T&L of Science (Required of Science Single Subject students only)
<input type="checkbox"/>	MACI 313: History for Diverse Learners (Required of History Single Subject students only)

#### **Fall Senior Year: Language & Literacy Pedagogy**

<input type="checkbox"/>	MACI 420: Secondary Content Area Literacy
<input type="checkbox"/>	MACI 430: 2 <sup>nd</sup> Lang. Acq. & Acad. Dev. In Multicultural Setting

#### **Spring Senior Year: Skills in Context, Teaching, Learning, & Assessment**

<input type="checkbox"/>	MACI 421: Secondary Content Area Methods (English, Math, Science, & History Single Subject students)
<input type="checkbox"/>	MACI 431: Developing Effective Educational Environments
<input type="checkbox"/>	MACI 493: Instructional Design & Assessment



**MACI**  
**Course/Program Tracking**  
**Single Subject**

**Summer III Semester**

<input type="checkbox"/>	EDUC 571: Inclusion in the Public Schools
<input type="checkbox"/>	MACI 631: Differentiation in Academically-Diverse K-12 Classrooms

**Fall Semester**

<input type="checkbox"/>	MACI 600: Proseminar
<input type="checkbox"/>	EDUC 550: TPA
<input type="checkbox"/>	MACI 583: Teacher Residency

**Interterm Semester**

<input type="checkbox"/>	MACI 583: Teacher Residency
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**Spring Semester**

<input type="checkbox"/>	MACI 600: Proseminar
<input type="checkbox"/>	MACI 583: Teacher Residency

**Summer I Semester**

<input type="checkbox"/>	MACI 583: Teacher Residency
<input type="checkbox"/>	MACI 575: Critical Analysis of Educational Practice ( <i>Demonstration of Mastery</i> )

**CREENTIAL REQUIREMENTS FOR MACI 2018-2019 Junior Year**

Requirement	Due Date	Who you turn it into	What type of Documentation is turned in	How you get it done	Costs	Valid Period
<p>California Basic Skills Requirement</p> <ul style="list-style-type: none"> <li>- CBEST</li> <li>- Other state exam</li> <li>- CSET Writing Skills</li> </ul>	January 30th Junior Year	Submit to <a href="mailto:credentials@chapman.edu">credentials@chapman.edu</a>	Submit official score report received when you passed the exam – PDF document	Pass the CBEST exam or contact Credential Specialist for other options – See CTC Exam website <a href="https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_CBEST_TestPage.html">https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_CBEST_TestPage.html</a> Click on CBEST	\$102 Registration fee \$41 CBT Service fee \$61.00	Once Passed does not expire
Certificate of Clearance – Fingerprints and COC document	November 15 <sup>th</sup> of Junior Year	Submit to <a href="mailto:credentials@chapman.edu">credentials@chapman.edu</a>	A copy of the Certificate of Clearance or email stating it has been issued from Commission on Teacher Credentialing	CTC website page on Fingerprints <a href="https://www.ctc.ca.gov/credentials/fee-and-fingerprint">https://www.ctc.ca.gov/credentials/fee-and-fingerprint</a>	Fingerprints FBI - \$32 DOJ - \$17 Rolling Print fee varies by agency. Certificate of Clearance Document fee \$52.50	5 years from issuance date
<u>OUSD Fieldwork Requirement</u> Driver’s License or some other government issued ID	November 15 <sup>th</sup> Junior Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	A copy of your Driver’s License or other government ID	Make a copy and send to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	No fee	Varies
<u>OUSD Fieldwork Requirement</u> Mandated Reporter Educators Training	November 15 <sup>th</sup> Junior Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Copy of completed Certificate	<a href="https://www.orangeusd.org/uploaded/District/Departments/Human_Resources/unistuenrolldoc.pdf">https://www.orangeusd.org/uploaded/District/Departments/Human_Resources/unistuenrolldoc.pdf</a>	No Fee	Must be renewed each school year
<u>OUSD Fieldwork Requirement</u> TB Test	November 15 <sup>th</sup> Junior Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Copy of Test Results	Get a copy of your most recent TB test results or screening report from your medical professional Note – the Chapman Health Center can do this	Varies	2 years
<u>OUSD Fieldwork Requirement</u> University Student Enrollment form	November 15 <sup>th</sup> Junior Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Copy of completed Certificate	<a href="https://www.orangeusd.org/uploaded/District/Departments/Human_Resources/unistuenrolldoc.pdf">https://www.orangeusd.org/uploaded/District/Departments/Human_Resources/unistuenrolldoc.pdf</a>	No Fee	Must be redone each semester
US Constitution Requirement	End of Junior year	Submit to <a href="mailto:credentials@chapman.edu">credentials@chapman.edu</a>	Transcript or Copy of Exam	College Level course or Exam - Most often a course in American Government will satisfy this requirement. POSC 110 at Chapman meets this requirement	Varies – Exams will have some fee	Contact Credential Specialist to determine if requirement has been met Does not expire – Must be completed by time of recommendation for Preliminary credential

**CREDENTIAL REQUIREMENTS FOR MACI 2018-2019- Senior Year**

Requirement	Due Date	Who you turn it into	What type of Documentation is turned in	How you get it done	Costs	Valid Period
CSET Exam for your subject area	January 15 <sup>th</sup> Senior Year	Submit to <a href="mailto:credentials@chapman.edu">credentials@chapman.edu</a>	Submit official score report received when you passed the exam – PDF document	See CTC Exam website <a href="http://www.ctcexams.net/inc.com/">http://www.ctcexams.net/inc.com/</a> Click on CSET	Fees vary depending on Tests and if taken individually or at the same time	All subtests must be passed and submitted prior to student teaching Must be used within 10 years of passing for certification purposes
<u>OUSD Fieldwork Requirement</u> Driver's License or some other government issued ID	August 15 <sup>th</sup> Senior Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	A copy of your Driver's License or other government ID	Make a copy and send to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	No fee	Varies
Emergency Substitute Permit for Perspective Teachers - Optional	Optional	Apply to HR at districts of choice; <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Submit copy of document	Apply through Orange County Department of Education	\$100.00	Valid 1 year but only allows holder to teach for 90 days
<u>OUSD Fieldwork Requirement</u> Mandated Reporter Educators Training	August 15 <sup>th</sup> Senior Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Copy of completed Certificate	<a href="https://www.orangeusd.org/uploaded/District/Departments/Human Resources/unistuenrolldoc.pdf">https://www.orangeusd.org/uploaded/District/Departments/Human Resources/unistuenrolldoc.pdf</a>	No Fee	Varies
RICA exam – Multiple Subject candidates only	Take after completing MACI 411; due to program no later than June 15 <sup>th</sup> of Master's Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Submit official score report received when you passed the exam – PDF document	See CTC Exam website <a href="http://www.ctcexams.net/inc.com/">http://www.ctcexams.net/inc.com/</a> Click on CSET	\$171.00	Must be used within 10 years of passing for certification purposes
<u>OUSD Fieldwork Requirement</u> TB Test	August 15 <sup>th</sup> Senior Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Copy of Test Results	Get a copy of your most recent TB test results or screening report from your medical professional Note – the Chapman Health Center can do this	Varies	2 years
<u>OUSD Fieldwork Requirement</u> University Student Enrollment form	August 15 <sup>th</sup> Senior Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Copy of completed Certificate	<a href="https://www.orangeusd.org/uploaded/District/Departments/Human Resources/unistuenrolldoc.pdf">https://www.orangeusd.org/uploaded/District/Departments/Human Resources/unistuenrolldoc.pdf</a>	No Fee	Varies

**CREDENTIAL REQUIREMENTS FOR MACI 2018-2019 Master's Year**

Requirement	Due Date	Who you turn it into	What type of Documentation is turned in	How you get it done	Costs	Valid Period
CPR for Child Infant and Adult	During 1 <sup>st</sup> Student Teaching Semester	Submit to <a href="mailto:credentials@chapman.edu">credentials@chapman.edu</a>	A copy of both sides of card	Complete through American Red Cross or American Heart Association	Varies	Most often valid for 2 years
CSET Exams in World Languages – Bilingual students only	June 15 <sup>th</sup> Master's Year	Submit to <a href="mailto:credentials@chapman.edu">credentials@chapman.edu</a>	Submit official score report received when you passed the exam – PDF document	See CTC Exam website <a href="http://www.ctcexams.net/inc.com/">http://www.ctcexams.net/inc.com/</a> Click on CSET	Fees vary depending on Tests and if taken individually or at the same time	Must be used within 10 years of passing for certification purposes
<u>OUSD Fieldwork Requirement</u> Driver's License or some other government issued ID	August 1st Master's Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	A copy of your Driver's License or other government ID	Make a copy and send to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	No fee	Varies
<u>OUSD Fieldwork Requirement</u> Mandated Reporter Educators Training	August 1st Master's Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Copy of completed Certificate	<a href="https://www.orangeusd.org/uploaded/District/Departments/Human_Resources/unistuenrolldoc.pdf">https://www.orangeusd.org/uploaded/District/Departments/Human_Resources/unistuenrolldoc.pdf</a>	No fee	Varies
RICA exam – Multiple Subject candidates only	June 15 <sup>th</sup> of Master's Year	Submit to <a href="mailto:credentials@chapman.edu">credentials@chapman.edu</a>	Submit official score report received when you passed the exam – PDF document	See CTC Exam website <a href="http://www.ctcexams.net/inc.com/">http://www.ctcexams.net/inc.com/</a> Click on CSET	\$171.00	Must be used within 10 years of passing for certification purposes
30 day Substitute permit (optional)	August 1 <sup>st</sup> of Master's Year	Submit to Julie Robles at OUSD <a href="mailto:jjrobles@orangeusd.org">jjrobles@orangeusd.org</a>	Submit copy of document	Apply through Orange County Department of Education	\$100.00	Valid 1 year Allows holder to teach substitute for Master Teacher
TPA 1	Submit by November 16 <sup>th</sup> Master's Year	Submit through Taskstream	Documents on Taskstream	Sign up for EDUC 550 during fall semester of Master's year	Part of Tuition	Valid for 7 years from date of MA program start
TPA 2	Submit by January 25 <sup>th</sup> Master's Year	Submit through Taskstream	Documents on Taskstream	Sign up for EDUC 550 during fall semester of Master's year	Part of Tuition	Valid for 7 years from date of MA program start
<u>OUSD Fieldwork Requirement</u> TB Test	August 1st Master's Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Copy of Test Results	Get a copy of your most recent TB test results or screening report from your medical professional Note – the Chapman Heath Center can do this	Varies	2 years
<u>OUSD Fieldwork Requirement</u> University Student Enrollment form	August 1st Master's Year	Submit to <a href="mailto:maci@chapman.edu">maci@chapman.edu</a>	Copy of completed Certificate	<a href="https://www.orangeusd.org/uploaded/District/Departments/Human_Resources/unistuenrolldoc.pdf">https://www.orangeusd.org/uploaded/District/Departments/Human_Resources/unistuenrolldoc.pdf</a>	No Fee	Varies

US Constitution Requirement	June 15 <sup>th</sup> Master's Year	Submit to <a href="mailto:credentials@chapman.edu">credentials@chapman.edu</a>	Transcript or Copy of Exam	College Level course or Exam - Most often a course in American Government will satisfy this requirement. POSC 110 at Chapman meets this requirement	Exams may require fee	Contact Credential Specialist to determine if requirement has been met Does not expire – Must be completed by time of recommendation for Preliminary credential
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## INTRODUCTION: NEXT STEPS

### Official Acceptance

- Students apply to the “MACI track” in January of sophomore year. Acceptance for conditionally accepted students may take MACI prefix undergrad courses. Please note that acceptance to the MACI track does not guarantee acceptance to the 5<sup>th</sup> year of the MACI program.
- Students are formally admitted to the MACI program in their 5<sup>th</sup> year as long as they have completed undergrad prerequisites, received their BA/BS, have passed all required CSET exams and obtained a Certificate of Clearance, have passed a dispositional screening, and have passed a key assignment and grading screening based on their undergraduate MACI coursework.
- The Office of Admission will also send you a packet that includes a campus map, tuition rates, payment options/deadlines, dining plans, health insurance information, etc.
- You will then receive a letter from our Information Systems & Technology department that lists your Student ID Number and your Chapman username/password.  
*You will use this username/password to register online.*

### Registration

- You will register online using My.Chapman.edu.
- Once you are ready, select the link “My.Chapman.edu” and begin.
- If you have any questions, contact the Office of the Registrar at (714) 997-6701 or [registrar@chapman.edu](mailto:registrar@chapman.edu).

### Financial Aid

- All Financial Aid questions can be directed to the Office of Financial Aid: (714) 997-6741 or [finaid@chapman.edu](mailto:finaid@chapman.edu).

### Business Office

- All questions about billing and fees should be directed to the Student Business Office, (714) 997-6617.

### Helpful Websites

<b>College of Educational Studies</b>	<a href="http://www.chapman.edu/ces">www.chapman.edu/ces</a>
<b>Parking Information</b>	<a href="http://www.chapman.edu/publicsafety/parking">www.chapman.edu/publicsafety/parking</a>
<b>BlackBoard Login</b>	<a href="http://www.chapman.edu/blackboard">www.chapman.edu/blackboard</a>
<b>Academic Catalogs by Year</b>	<a href="http://www.chapman.edu/academics/course-catalogs">www.chapman.edu/academics/course-catalogs</a>



Students are expected to be familiar with the graduate catalog as a primary source for university policy. The Chapman University catalog can be viewed online at:  
<http://www.chapman.edu/academics/course-catalogs>

Information provided by this handbook was compiled from the Chapman graduate catalog, university policy statements and campus resources. Organized by a series of checklists, this handbook functions as a reference tool and supplements personalized advisement. We encourage students to check their understanding of a specific rule with faculty and staff. Because credentialing and university requirements can be subject to change, we will notify you by email should any updates to this handbook need to be made as a result. Current and revised versions of the handbook will be available on the program Blackboard site.

If you have further questions, don't hesitate to ask! A good starting place when you are unsure of whom to contact is the CES Front Desk at (714) 997-6781 or [cesfrontdesk@chapman.edu](mailto:cesfrontdesk@chapman.edu). The main office is open regularly 8:00 am - 5:00 pm Monday-Friday.

## STUDENT CHECKLISTS

Please review the handbook each term to make note of important dates and deadlines that apply as you advance in your program.

### Prospective Students

- ┆ College of Educational Studies Vision and Mission
- ┆ Masters of Arts in Teaching and Credential Program Vision, Mission, and Learning Outcomes
- ┆ Is Education the Right Career for You OR Are You Right for Education?
- ┆ Expectations and Considerations
- ┆ Restrictions
- ┆ College of Educational Studies Web Site

### New Students

- ┆ Academic Calendar
- ┆ Introduction
- ┆ Student Checklists
- ┆ Term Checklists
- ┆ College of Educational Studies Directory
- ┆ College of Educational Studies Vision and Mission
- ┆ Expectations and Considerations
- ┆ Advisement
- ┆ Registration
- ┆ Credential Documents
- ┆ Exams
- ┆ My.Chapman
- ┆ Petitions
- ┆ Blackboard
- ┆ Get Involved

## Returning Students

- ┌ Academic Calendar
- ┌ Term Checklists
- ┌ Advisement
- ┌ Registration
- ┌ Fieldwork Assignments
- ┌ My.Chapman
- ┌ Blackboard
- ┌ Credential Documents
- ┌ Get Involved

## Graduating Students

- ┌ Academic Calendar
- ┌ Credential Application Process
- ┌ Graduating Students

## SEMESTER CHECKLISTS

### Start of Semester

- ┌ Academic Calendar
- ┌ Advisement
  - Are You Receiving Chapman Email?
- ┌ Registration
  - Course Selection
  - Timelines
- ┌ My.Chapman
  - Check Registration
  - Confirm Course Location
  - Degree and Credential Evaluation
  - Pre-Requisites
  - Verify Program Enrollment

### Mid-Semester

- ┌ Academic Calendar
- ┌ Registration
  - Timelines
- ┌ My.Chapman
  - Degree and Credential Evaluation
- ┌ Graduating Students
  - Commencement Ceremonies
  - Successful Capstone completion & oral defense.
  - Degree Conferral for Master's Programs



## End of Semester

- ┌ Academic Calendar
- ┌ Advisement
  - Retrieve Student Work
- ┌ Credential Application Process
  - Exit Survey or TPAs
  - Submit Credential Recommendation Request
- ┌ Graduating Students
  - Commencement Ceremonies
  - Degree Conferral for Master's Programs

## MY.CHAPMAN.EDU

### Student Service & Program Verification

My.Chapman provides students web access to portions of their academic and financial records, as well as the ability to register online. Students are issued a My.Chapman password upon admission. Access [my.chapman.edu](http://my.chapman.edu). If you encounter technical difficulty contact the Help Desk at (714) 997-6600. Students are encouraged to review the My.Chapman at least twice each term, before and after registration to confirm the following:

**Check Registration:** Verify each term that you are registered for the correct course and section that matches the class you have been attending. If you notice a discrepancy on My.Chapman after the add/drop deadline, **changes may need to be made via petition but are not guaranteed.** Contact the main office at (714) 997-6781 as soon as possible so that your registration can be updated for grading purposes and degree conferral. Please note that the program will enroll you in MACI 582/583. All other course enrollment is the responsibility of the student.

**Confirm Course Location:** Room assignments are subject to change. Please confirm the location of your course on the first day of the term. You may also visit the Attallah College of Educational Studies main office where room assignments are posted for the first 2 weeks of the term and as well as changes.

**Degree and Credential Evaluation:** Students are encouraged to check the status of their credential or degree program at the beginning and end of each semester to ensure that they are on track with their degree or credential program. This can be found on the Program Evaluation screen in My.Chapman. The program evaluation serves as a reference for degree conferral only and students are encouraged to seek advisement in person for course sequence requirements.

To access the program evaluation, students may navigate to the My.Chapman index page, locate the section titled, "Academic Profile" and choose "Program Evaluation." Students should select "Complete Version." The evaluation will load shortly.

## Program Evaluation Troubleshooting

If you feel there is an error on your program evaluation, you may contact the following departments:

For Master's degree assistance:

Office of the Registrar Academic Program Specialist  
(714) 997-6701  
aps@chapman.edu

For Credential program assistance:

Credential Services Department

Credential filing and paperwork requirements: Robin Blauvelt (714) 628-7267 or  
[credentials@chapman.edu](mailto:credentials@chapman.edu)

Teacher Performance Assessments (TPAs): Zac Nguyen (714) 289-3107 or [credentials@chapman.edu](mailto:credentials@chapman.edu)

**Pre-Requisites:** Check My.Chapman evaluations for outstanding pre-requisites as these are necessary for credential or master's degree conferral.

**Verify Program Enrollment:** Check My.Chapman to see if you are enrolled in the correct program.

Program Verification Instructions: At the My.Chapman index page, go to the section titled "Academic Profile" then choose "Program Evaluation." Choose the "Complete Version." This evaluation is also useful to identify program requirements and the Required courses. If your program evaluation is not accurate, please contact your advisor.

Courses may not qualify for financial aid or program credit if they are not included in the catalog year that the student was admitted under or if a petition is required to have the desired class count for credit toward your pre-existing program requirement.

## Check Grades

Grades are posted on My.Chapman within the next month after a term ends. To check grades on My.Chapman, select "Grades" within the "Academic Profile" menu.

## ADVISEMENT

### Who is my Advisor?

Advisement is part of the personalized education at Chapman University. Advisement is recommended at least twice each semester to plan for registration, student teaching, on-time graduation and for program updates.

- **Program Admit Status:** For inquiries related to program admit status, please contact the Attallah College of Educational Studies Admission Coordinator.

- **Technical Advising.** For technical advising on course sequence and policies contact the below Teacher Education Administrative Assistants:
  - (Undergrad) Kelly McCuen at [kmccuen@chapman.edu](mailto:kmccuen@chapman.edu) or call (714) 997-6788
  - (Graduate) Zac Nguyen at [znguyen@chapman.edu](mailto:znguyen@chapman.edu) or call (714) 289-3107
- **Program mentorship.** Mentorship advising is provided by Dr. Noah Golden for undergrads and Dr. Amy Ardell for graduates.
  - **Dr. Noah Golden (714) 744-7805**
  - **Dr. Amy Ardell (714) 516-7159**
- **Credential.** Inquiries may be directed to our on-site credential specialist Robin Blauvelt at (714) 628-7267.

### **Are you receiving Chapman E-mail?**

Access your Chapman e-mail account to receive information from the Registrar, Admissions, Attallah College of Educational Studies, and other announcements important for program success. You must use your Chapman email –not a personal email—for all university inquiries and communication. For log-in details, refer to the letter from the Department of Information Systems and Technology sent upon your admittance. For technical assistance, contact the Chapman Help Desk at (714) 997-6600.

### **Graduate Catalog**

The Graduate Catalog for the year that you were admitted to the College of Attallah Educational Studies 5<sup>th</sup> year of MACI contains the most authoritative and comprehensive program information. You should view the catalog for the year that you were admitted by going to the following website: [www.chapman.edu/academics/course-catalogs](http://www.chapman.edu/academics/course-catalogs), and make sure that you understand all program requirements, policies and procedures. The information and policies noted in this handbook are meant to supplement the Graduate Catalog, not to replace it.

### **Blackboard/ “My Chapman”**

The Chapman University “Blackboard” serves as an online course component and virtual portal for program information. Students receive log-in data upon admission to the university (for log-on assistance, please call the Chapman Help Desk at (714) 997-6600. Blackboard is referred to as “My Chapman” accessed via the Chapman University home page, [www.chapman.edu](http://www.chapman.edu), by clicking on "My Chapman" at the Directory menu at the top of the page.

**Attallah College of Educational Studies Students Organization:** Each cohort has access to it’s own Blackboard site located under “My Organizations”. There you will find: program handbooks, faculty information, student teaching handbooks, announcements, course sequences, test preparation, and credentialing requirements.

### **Retrieve Student Work**

Prior to the conclusion of the course, please arrange with your course instructor the procedures for returning your end-of-semester student work each semester.

### **Attallah College of Educational Studies Web Site**

Visit the College of Educational Studies web site for information on faculty, staff, and programs:

### **Student Contact Information**

Chapman University and the College of Educational Studies rely upon student contact information provided in your application documents. To update your address or telephone number, please visit My.Chapman , under the “User Account” index select “Address Change.”

### **Textbooks**

Textbooks for many of the College of Educational Studies courses may be purchased at the Chapman University Textbook store located in the Bhathal Student Services building. Students can visit the CU Textbook store several weeks before a term begins to check if books have arrived.

## **REGISTRATION**

### **Course Selection**

Please refer to the suggested course sequence on the program sheet you received upon intake. If you have questions or need another program sheet, please consult with out Teacher Education Administrative Assistant or your faculty advisor.

### **Notification**

An Email is sent to Chapman student accounts each fall and spring term announcing the registration timeline. On the first day of registration, check My.Chapman to determine your assigned time slot for ‘Registration Eligibility’ under the ‘Registration’ index. Plan ahead by visiting the Registrar’s web site for dates and deadlines at: [www.chapman.edu/RegOffice/OC](http://www.chapman.edu/RegOffice/OC).

Check the academic calendar monthly to note deadlines and for planning:

[www.chapman.edu/academics/academic-calendar.aspx](http://www.chapman.edu/academics/academic-calendar.aspx)

### **Timelines**

- **Adding A Class:** Course instructors are not able to add students to the roster officially. If you did not register for a course by the first week of classes and wish to add it officially, please visit the Office of the Registrar with an add slip signed by the course instructor.
- **Drop Deadline:** Deadlines for the drop period and official withdrawals are also posted at the Registrar’s web site. To prevent unnecessary charges and to confirm your registration, check My.Chapman .
- **Failure to Withdraw (FW):** The FW stays on the transcript and is not factored into the GPA if the class is taken over and a grade above ‘F’ is earned.
- **Incomplete (I):** Courses must be completed within 1 year. Students do not need to re-register.

## CREENTIAL DOCUMENTS

Please write your Chapman student ID# on the credential documents you submit to the Credential Specialist, Robin Blauvelt at [credentials@chapman.edu](mailto:credentials@chapman.edu). Required credential documents are listed on your My.Chapman program evaluation and should be submitted before you apply for a credential or master's degree conferral. Send all credential documents such as emergency permits, Certificates of Clearance (required if you are registered in a fieldwork course), exam scores, subject matter exams (CSET), or transcripts to verify the U.S. Constitution requirement to the Credential Specialist.

### Documents Required by Credential

<b><i>Multiple Subject (MS) &amp; Single Subject (SS)</i></b>
-CBEST exam
-Certificate of Clearance or other document issued by Commission on Teacher Credentialing
-CSET exams or Subject Matter Preparation Letter (Single Subject only)
-CPR for Child, Infant, and Adult
-RICA (Multiple Subject only)
-TB Test
-TPAs
-US Constitution
- College Level Course
- College Exam
- BA degree from CSU

### Certificate of Clearance

During your first semester of attendance, before you undertake any fieldwork in the schools, you must obtain a "Certificate of Clearance." The Certificate of Clearance is required by the Commission on Teacher Credentialing. The Certificate of Clearance Application process is a two-step process that involves submission of fingerprints to the FBI and the Department of Justice (DOJ) and applying for the document on the Commission on Teacher Credentialing website. For information on how to complete this process, please contact the Credential Services Department or refer to the information provided on Blackboard under your cohort's group.

### CPR Requirement

Preliminary Multiple Subject or Single Subject credential students must complete Child, Infant and Adult CPR before they apply for a credential. Contact the American Heart Association or American Red Cross for information.

## Subject Matter Competency

Single Subject candidates must take the CSET exams to meet this requirement.

Multiple Subject candidates must take the CSET exams to meet this requirement.

## U.S. Constitution Requirement

You must complete a college level course with a grade of "C" or better in the provisions and principles of the U.S. Constitution, or pass a college level examination in the subject given by an accredited university or community college. Either transcripts or an official letter from the accredited institution at which the course or test was taken serve as requirement verification.

## EXAMS – CBEST, CSET, RICA

### CBEST: Basic Educational Skills Requirement

According to the CTC website: “The California Basic Educational Skills Test™ (CBEST®) was developed to meet requirements of laws relating to credentialing and employment. This test requirement does not replace any of the other requirements of subject matter knowledge, professional preparation, and practice teaching or field experience applicable to the issuance of credentials. The CBEST is designed to test basic reading, mathematics, and writing skills found to be important for the job of an educator; the test is not designed to measure the ability to teach those skills.” Successful passage of CBEST is required for admission to the MACI and credential program.

### CSET

A confirmation of your registration to take the exam is required before admission. To obtain information regarding the CSET (California Subject Matter Examination for Teachers), do the following:

1. Go to <http://www.ctcexams.nesinc.com/index.asp>
  2. Select the exam from the drop down list
- Multiple Subject credential candidates must take the “**CSET: Multiple Subjects**” exam (including students who completed a Liberal Studies subject matter preparation/waiver program). This exam consists of three sub-tests:
    - Subset I: Reading, Language, and Literature, History and Social Science
    - Subset II: Science and Mathematics
    - Subset III: Physical Education, Human Development, Visual and Performing Arts
  - Single Subject credential candidates must take the CSET exams in their subject area. There are varying sub-tests required. Be sure to refer to the CTC website.

## RICA

The RICA (Reading Instruction Competence Assessment) is required of Multiple Subject candidates. It is best to take the RICA exam as soon after completing MACI 410/411: Literacy and Learning course as possible. MACI 410/411 will prepare you for this exam. To obtain information about this exam:

1. Go to <http://www.ctcexams.nesinc.com/index.asp>
2. Select the exam from the drop down list

## TEACHING PERFORMANCE ASSESSMENTS (TPAs)

There are two Teaching Performance Assessments (TPAs) that are required by the State of California. You will enroll in the course *EDUC 550: Evaluating Teaching Performance Expectations* for zero units. There is a course fee which pays for TPA workshops during the year and for outside trained evaluators to score your submitted assessment. You must complete the two TPAs before you earn your preliminary credential.

## FIELDWORK ASSIGNMENTS

Fieldwork is a critical experience with student teaching as the capstone experience. We cannot overstate the vital importance of the fieldwork requirement. Not only will you implement strategies you have been mastering in your coursework, but it is also your chance to position yourself for future employment. Simply put, the quality of your engagement in fieldwork assignments and the positive attitude that you exhibit may lead to an offer of employment. When you apply for Student Teaching, you will be given a corresponding handbook to place in your intake binder for frequent reference. Bear in mind:

- During this semester, your fieldwork assignment must be your first priority.
- A good relationship with your master teacher(s)/supervisor is an absolute must. Positive recommendations from your master teacher(s)/supervisors and university supervisors are carefully reviewed by prospective employers.

### Assignments

**Student Teaching:** The Teacher Education Program's Fieldwork Coordinator handles placements for teacher preparation programs.

### Student Teaching Application Deadlines

- Students must be continually enrolled in MACI 582/583 for 4 terms in graduate year.
  - Fall (3 units)
  - Interterm (4)
  - Spring (3)
  - Summer I (3)

### Student Teaching Registration

Did you apply for student teaching? The Attallah College of Educational Studies Teacher Education staff will register you.

### CALIFORNIA COMMISSION ON TEACHER CREDENTIALING (CTC) ADOPTED JUNE, 2016

#### **TPE 1: Engaging and Supporting All Students in Learning**

1. Apply knowledge of students, including their prior experiences, interests, and social-emotional learning needs, as well as their funds of knowledge and cultural, language, and socioeconomic backgrounds, to engage them in learning.
2. Maintain ongoing communication with students and families, including the use of technology to communicate with and support students and families, and to communicate achievement expectations and student progress.
3. Connect subject matter to real-life contexts and provide active learning experiences to engage student interest, support student motivation, and allow students to extend their learning.
4. Use a variety of developmentally and ability-appropriate instructional strategies, resources, and assistive technology, including principles of Universal Design of Learning (UDL) and Multi-Tiered System of Supports (MTSS) to support access to the curriculum for a wide range of learners within the general education classroom and environment.
5. Promote students' critical and creative thinking and analysis through activities that provide opportunities for inquiry, problem solving, responding to and framing meaningful questions, and reflection.
6. Provide a supportive learning environment for students' first and/or second language acquisition by using research-based instructional approaches, including focused English Language Development, Specially Designed Academic Instruction in English (SDAIE), scaffolding across content areas, and structured English immersion, and demonstrate an understanding of the difference among students whose only instructional need is to acquire Standard English proficiency, students who may have an identified disability affecting their ability to acquire Standard English proficiency, and students who may have both a need to acquire Standard English proficiency and an identified disability.
7. Provide students with opportunities to access the curriculum by incorporating the visual and performing arts, as appropriate to the content and context of learning.
8. Monitor student learning and adjust instruction while teaching so that students continue to be actively engaged in learning.

#### **TPE 2: Creating and Maintaining Effective Environments for Student Learning**

1. Promote students' social-emotional growth, development, and individual responsibility using positive interventions and supports, restorative justice, and conflict resolution practices to foster a caring community where each student is treated fairly and respectfully by adults and peers.
2. Create learning environments (i.e., traditional, blended, and online) that promote productive student learning, encourage positive interactions among students, reflect diversity and multiple perspectives, and are culturally responsive.
3. Establish, maintain, and monitor inclusive learning environments that are physically, mentally, intellectually, and emotionally healthy and safe to enable all students to learn, and recognize and appropriately address instances of intolerance and harassment among students, such as bullying, racism, and sexism.



4. Know how to access resources to support students, including those who have experienced trauma, homelessness, foster care, incarceration, and/or are medically fragile.
5. Maintain high expectations for learning with appropriate support for the full range of students in the classroom.
6. Establish and maintain clear expectations for positive classroom behavior and for student-to-student and student-to-teacher interactions by communicating classroom routines, procedures, and norms to students and families.

**TPE 3: Understanding and Organizing Subject Matter for Student Learning**

1. Demonstrate knowledge of subject matter, including the adopted California State Standards and curriculum frameworks.
2. Use knowledge about students and learning goals to organize the curriculum to facilitate student understanding of subject matter, and make accommodations and/or modifications as needed to promote student access to the curriculum.
3. Plan, design, implement, and monitor instruction consistent with current subject-specific pedagogy in the content area(s) of instruction, and design and implement disciplinary and cross-disciplinary learning sequences, including integrating the visual and performing arts as applicable to the discipline.
4. Individually and through consultation and collaboration with other educators and members of the larger school community, plan for effective subject matter instruction and use multiple means of representing, expressing, and engaging students to demonstrate their knowledge.
5. Adapt subject matter curriculum, organization, and planning to support the acquisition and use of academic language within learning activities to promote the subject matter knowledge of all students, including the full range of English learners, Standard English learners, students with disabilities, and students with other learning needs in the least restrictive environment.
6. Use and adapt resources, standards-aligned instructional materials, and a range of technology, including assistive technology, to facilitate students' equitable access to the curriculum.
7. Model and develop digital literacy by using technology to engage students and support their learning, and promote digital citizenship, including respecting copyright law, understanding fair use guidelines and the use of Creative Commons license, and maintaining Internet security.
8. Demonstrate knowledge of effective teaching strategies aligned with the internationally recognized educational technology standards.

**TPE 4: Planning Instruction and Designing Learning Experiences for All Students**

1. Locate and apply information about students' current academic status, content- and standards-related learning needs and goals, assessment data, language proficiency status, and cultural background for both short-term and long-term instructional planning purposes.
2. Understand and apply knowledge of the range and characteristics of typical and atypical child development from birth through adolescence to help inform instructional planning and learning experiences for all students.
3. Design and implement instruction and assessment that reflects the interconnectedness of academic content areas and related student skills development in literacy, mathematics, science, and other disciplines across the curriculum, as applicable to the subject area of

instruction.

4. Plan, design, implement and monitor instruction, making effective use of instructional time to maximize learning opportunities and provide access to the curriculum for all students by removing barriers and providing access through instructional strategies that include:
  - a. appropriate use of instructional technology, including assistive technology;
  - b. applying principles of UDL and MTSS;
  - c. use of developmentally, linguistically, and culturally appropriate learning activities, instructional materials, and resources for all students, including the full range of English learners;
  - d. appropriate modifications for students with disabilities in the general education classroom;
  - e. opportunities for students to support each other in learning; and
  - f. use of community resources and services as applicable.
5. Promote student success by providing opportunities for students to understand and advocate for strategies that meet their individual learning needs and assist students with specific learning needs to successfully participate in transition plans (e.g., IEP, IFSP, ITP, and 504 plans.)
6. Access resources for planning and instruction, including the expertise of community and school colleagues through in-person or virtual collaboration, co-teaching, coaching, and/or networking.
7. Plan instruction that promotes a range of communication strategies and activity modes between teacher and student and among students that encourage student participation in learning.
8. Use digital tools and learning technologies across learning environments as appropriate to create new content and provide personalized and integrated technology-rich lessons to engage students in learning, promote digital literacy, and offer students multiple means to demonstrate their learning.

#### **TPE 5: Assessing Student Learning**

1. Apply knowledge of the purposes, characteristics, and appropriate uses of different types of assessments (e.g., diagnostic, informal, formal, progress-monitoring, formative, summative, and performance) to design and administer classroom assessments, including use of scoring rubrics.
2. Collect and analyze assessment data from multiple measures and sources to plan and modify instruction and document students' learning over time.
3. Involve all students in self-assessment and reflection on their learning goals and progress and provide students with opportunities to revise or reframe their work based on assessment feedback.
4. Use technology as appropriate to support assessment administration, conduct data analysis, and communicate learning outcomes to students and families.
5. Use assessment information in a timely manner to assist students and families in understanding student progress in meeting learning goals.
6. Work with specialists to interpret assessment results from formative and summative assessments to distinguish between students whose first language is English, English learners, Standard English learners, and students with language or other disabilities.

7. Interpret English learners' assessment data to identify their level of academic proficiency in English as well as in their primary language, as applicable, and use this information in planning instruction.
8. Use assessment data, including information from students' IEP, IFSP, ITP, and 504 plans, to establish learning goals and to plan, differentiate, make accommodations and/or modify instruction.

#### **TPE 6: Developing as a Professional Educator**

1. Reflect on their own teaching practice and level of subject matter and pedagogical knowledge to plan and implement instruction that can improve student learning.
2. Recognize their own values and implicit and explicit biases, the ways in which these values and implicit and explicit biases may positively and negatively affect teaching and learning, and work to mitigate any negative impact on the teaching and learning of students. They exhibit positive dispositions of caring, support, acceptance, and fairness toward all students and families, as well as toward their colleagues.
3. Establish professional learning goals and make progress to improve their practice by routinely engaging in communication and inquiry with colleagues.
4. Demonstrate how and when to involve other adults and to communicate effectively with peers and colleagues, families, and members of the larger school community to support teacher and student learning.
5. Demonstrate professional responsibility for all aspects of student learning and classroom management, including responsibility for the learning outcomes of all students, along with appropriate concerns and policies regarding the privacy, health, and safety of students and families. Beginning teachers conduct themselves with integrity and model ethical conduct for themselves and others.
6. Understand and enact professional roles and responsibilities as mandated reporters and comply with all laws concerning professional responsibilities, professional conduct, and moral fitness, including the responsible use of social media and other digital platforms and tools.
7. Critically analyze how the context, structure, and history of public education in California affects and influences state, district, and school governance as well as state and local education finance.

## **PETITIONS**

### **Graduate Petition\***

For all College of Educational Studies' petitions please contact Zac Nguyen at (714) 289-3107.

*\*Please be aware that completing a petition does not necessarily guarantee that your request will be granted. The Office of the Registrar reviews the petition and makes the final decision on it. You may contact the Office of the Registrar, at (714) 997-6701, if you would like further explanation on the*

*decision.*

### **Leave of Absence**

This request is processed via graduate petition only if you plan to take a leave from the program for more than two semesters (not including January or summer sessions). Contact Zac Nguyen at (714) 628-7267.

Without an official leave of absence, readmission to the University and to the program is required. In addition, students will be held accountable for any new requirements added in their absence.

Approval of a leave does not alter the seven year period for completion of all credential requirements. Also note the CSET test results are valid for a limited number of years.

## **CREDENTIAL APPLICATION PROCESS**

### **Credential Recommendation Request**

Chapman University must recommend you to the Commission on Teacher Credentialing for your credential at the conclusion of your program. The Credential Services office will send out information about this final step during the student teaching/fieldwork phase of the program.

**Credential Documents:** Please be sure to write your Chapman student ID# on the credential documents you submit to the Credential Services Department. The credential documents are listed as requirements on your My.Chapman program evaluation and should be submitted before you apply for a credential.

### **Clear Credential**

Within five years of completing your Preliminary Credential, you must qualify and apply for your Clear Credential. This process usually involves completing a two-year induction program in the school district in which you are hired.

**Interested in Another Program?** If you wish to take courses for another advanced credential or degree **you must submit a change of program form since program requirements are subject to change by catalog year**. Contact Graduate Admissions at (714) 997-6711 or the College of Educational Studies Admission Coordinator at (714) 997-6714.

## **GRADUATING STUDENTS**

### **Demonstration of Mastery for Master of Arts in Teaching Students**

Each student completing the master's degree is required to complete a capstone portfolio & oral defense demonstrating understanding of educational issues. This is completed in Summer I term at the end of the program. Program enrollment is critical for students enrolled in a master's degree program.

### **Degree Conferral for Master's Degree Programs**

Chapman University confers degrees three times a year: August, January, and May. For timelines, see

[www.chapman.edu/students/academic-resources/registrar/student-services/graduation/conferral-deadlines.aspx](http://www.chapman.edu/students/academic-resources/registrar/student-services/graduation/conferral-deadlines.aspx)

Graduation is not automatic—students must file the *Application for Degree Conferral* online to be considered for graduation. For application procedures, visit [www.chapman.edu/students/academic-resources/registrar/student-services/graduation/index.aspx](http://www.chapman.edu/students/academic-resources/registrar/student-services/graduation/index.aspx). Students can apply for degree conferral via My.Chapman by clicking on “Application for Degree Conferral” under the “Academic Profile” index. If you determine that another degree conferral date is needed after you apply, contact the Registrar’s office at (714) 997-6701 or [conferral@chapman.edu](mailto:conferral@chapman.edu).

Degrees are not posted and diplomas are not released until the Registrar certifies that all degree requirements have been completed and all financial obligations are paid. Degree certification includes verification of complete student file (no missing transcripts or test scores); final grades in all courses (no incompletes, outstanding pre-requisites or other program requirements such as “Demonstration of Mastery” depending on what your program evaluation states in My.Chapman ).

### **Commencement Ceremonies**

If your degree is ready for conferral, please visit the Chapman University Commencement web site: [www.chapman.edu/students/academic-resources/graduation/commencement-ceremonies/index.aspx](http://www.chapman.edu/students/academic-resources/graduation/commencement-ceremonies/index.aspx)

### **K-12 Educator Job Search:**

- **The Chapman University Career Development Center (CDC)** offers job search resources for College of Educational Studies students. Visit the CDC, 343 N. Glassell, Orange (714) 997.6942 or web link: <http://www.chapman.edu/students/career-development/index.aspx>
- **EdJoin:** Comprehensive web site for recruitment fairs, job postings and online applications for education jobs in the state of California, [www.edjoin.org](http://www.edjoin.org)

### **Transcript Request**

For information on requesting an official transcript, please visit Registrar’s link: [www.chapman.edu/students/academic-resources/registrar/student-services/transcript-request.aspx](http://www.chapman.edu/students/academic-resources/registrar/student-services/transcript-request.aspx)

### **Non-Discrimination policy**

Chapman University does not discriminate on the basis of an individual's race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law, so that all members of the community are treated at all times with dignity and respect. It is the University's policy, therefore, to prohibit all forms of such harassment or discrimination among University applicants, faculty, students, staff, and administration. Chapman University’s nondiscrimination policies may be found on the [Chapman website](#) and includes decisions regarding admissions, retention, graduation, and support for all Chapman students. The full Chapman University nondiscrimination policy may be found [here](#).

## FOUNDATIONAL TEXTS: SUGGESTED READINGS

*A Simpler Way* by Margaret Wheatley

*Against Common Sense: Teaching and Learning Toward Social Justice* by Kevin Kumashiro

*All About Love: New Visions* by bell hooks

*Children, Language, and Literacy: Diverse Learners in Diverse Times* by Celia Genish & Anne Dyson

*Cultural Psychology: A Once and Future Discipline* by Mike Cole

*Deep Knowledge: Learning to Teach Science for Understanding and Equity* by Takumi Sato

*Educating the Right Way: Markets, Standard, God and Inequality* by Michael Apple

*Engaging Minds: Cultures of Education and Practices of Teaching* by Brent Davis, Dennis Sumara, and  
Rebecca Luce-Kapler

*Experience & Education* by John Dewey

*Funds of Knowledge: Theorizing Practices in Households, Communities, and Classrooms* by Norma  
Gonzalez & Luis Moll

*Ideology and Curriculum* by Michael Apple

*Language, Power, and Pedagogy: Bilingual Children in the Crossfire* by Jim Cummins

*Life in Schools: An Introduction to Critical Pedagogy* by Peter McLaren

*Literacy: Reading the Word and the World* by Paulo Freire & Donaldo Macedo

*Literacy and Power* by Hilary Janks

*Making Citizens: Transforming Civic Learning for Diverse Social Studies Classrooms* by Beth Rubin

*Multicultural Education as Social Activism* by Christine Sleeter

*Other People's Children: Cultural Conflict in the Classroom* by Lisa Delpit

*Pedagogy of Freedom* by Paulo Freire

*Pedagogy of the Oppressed* by Paulo Freire

*Radical Possibilities: Public Policy, Urban Education, and a New Social Movement* by Jean Anyon

*Reimagining the Mathematics Classroom: Creating and Sustaining Productive Learning Environments*  
by Cathery Yeh, Mark Ellis, & Carolee Koehn-Hurtado

*Reinventing Paulo Freire: A Pedagogy of Love* by Antonia Darder

*Rethinking Mathematics: Teaching Social Justice by the Numbers* by Eric Gutstein & Bob Peterson

*Teaching to Transgress: Education as the Practice of Freedom* by bell hooks

*The Cultural Nature of Human Development* by Barbara Rogoff

*The Future of Our Schools: Teachers Unions and Social Justice* by Lois Weiner



