Sul Ross State University’s Master of Education with Alternative Certification Program (MEd Alt. Cert.) is designed for individuals who have a bachelor’s degree and wish to earn a Master’s degree while becoming certified teachers in Texas. The MEd Alt. Cert. has been approved as a post-baccalaureate route to teacher certification by the State Board for Educator Certification (SBEC) and meets the Every Student Succeeds Act (ESSA) requirements of “highly qualified teacher.”

This handbook is designed to help the teacher candidate be as successful as possible. It is also important to access the MEd Alt. Cert. webpage at https://www.sulross.edu/page/1770/master-education-general-alternative-certification for additional helpful information and resources. Along with information provided in this handbook, the candidate has access to university and school personnel who are eager to help. If you have any questions or concerns regarding the information presented in this handbook, please contact Teacher Education Director, Diana Rodriguez, at drodriguez5@sulross.edu.
Education Department Contact Information

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ADMISSION REQUIREMENTS

Requirements for Admission to the M.Ed. Alternative Certification Program (M.Ed. Alt. Cert.)

Prerequisites to apply for the PBICP include:

- Bachelor’s degree from an approved institution
- Overall grade point average (GPA) of 3.0 or better on a 4.0 grading scale OR 3.0 on last 60 hours of college coursework
- GPA of 3.0 or better in teaching area (C or better in all content area courses)
- Basic skills as demonstrated by the Texas Success Initiative (Texas Education Code, §51.3062)

Phase I: Pre-Admission-Application:
In this phase, applicants have met all the prerequisites above, as well as items in the following in order:

1. Take TxpACT exam and deliver passing score to Education Office OR receive a minimum score of 260 pts on the Certify Teacher simulated content exam for their content field
2. Apply to Sul Ross State University Graduate School as a graduate student seeking a Master’s degree in Alternative Certification
4. Pay Admission & TEA Technology fee: $60
5. Provide department with three letters of reference
6. Zoom, phone, or in-person interview with Program Coordinator.

Phase II Admission-Full:
In the Full Phase, applicants have met all the previous requirements as well as the following:

- Enrolled in the certification courses as indicated on M. Ed. with Alternative Certification degree plan.
- Begin 30 hours of classroom observation with documentation.

Students will not be granted eligibility for the Internship or Clinical Teaching until Full Admission status is reached. Students may not begin either Clinical Teaching or Internship until a minimum of 6sch of coursework is completed with a 3.0 GPA or higher. It is the candidate’s responsibility to secure employment during the Internship period, if desired.

Rev 12 June 2020
INTERNERSHIP OR CLINICAL TEACHING?

The candidate is provided two options to fulfill the requirement for supervised teaching in the M.Ed. Alt. Cert. Program. This choice is a very important one and should be very carefully considered.

Option 1: Internship
The Internship is a year-long, paid placement in a TEA approved school as the Teacher of Record. The candidate is responsible for securing employment at a school district and will be assigned a mentor teacher and a university supervisor throughout the Internship. Candidates must request to be registered for ED 5300 Internship in Teaching I and ED5301 Internship in Teaching II. Candidates must complete one full year (two semesters) as the Teacher of Record in the content area and grade level in which TxPACT and TExES content exam has been passed. No internships are approved without passing the content test in advance. Substitute teaching or a position as a paraprofessional DOES NOT qualify as an Internship.

Candidates in the M.Ed. Alt. Cert. program MUST complete at least 6 semester credit hours of the certification coursework prior to entering the classroom on the probationary certificate.

If you are offered a position with a school district, you must notify the Program Coordinator at (432) 837-8433 as soon as possible. A Statement of Eligibility for Internship form will be prepared and sent to the school district to confirm enrollment in the M.Ed. Alt. Cert. program. The Statement of Eligibility for Internship form requires the school to enter teaching assignment, campus, and start date and return the completed form to Sul Ross State University. This form MUST be completely filled out, signed, and returned in order to complete our recommendation for your internship certificate. This form must be updated every time an Internship Certificate is renewed.

Upon employment, application should be made for the internship certificate through the Texas Education Agency http://www.tea.state.tx.us Refer to the M.Ed. Alt. Cert. webpage on the Sul Ross State University website for step-by-step instructions. If the M.Ed. Alt. Cert. student moves, transfers, or is terminated, the Program Coordinator must be notified immediately.

Additional Course Fees: While enrolled in the Internship, a university supervisor assigned by Sul Ross will visit the classroom six times per year (three times a semester). If placement is within 250 miles from Alpine the fee will be $200 per semester to cover travel expenses for supervision. If placement is more than 250 miles from Alpine, the fee will be $300 per semester.

If the candidate does not complete all requirements for certification during the first year, enrollment in the Internship (along with all associated tuition and fees), along with supervision from the university, is mandatory for every semester until certification is obtained, not to exceed three years.
Option 2: **Clinical Teaching**
Clinical teaching is also known as Student Teaching. It is a 14-week, unpaid placement at a TEA approved school. A cooperating teacher and a university supervisor will be assigned for close monitoring, supervision, and support throughout the clinical teaching experience. The candidate opting for Clinical Teaching will need to contact the department and request an application for placement. **Candidates should not contact school districts for placements!** See Clinical Teaching Handbook on the M.Ed. Alt. Cert. webpage for detailed information regarding Clinical Teaching. Candidates must register for ED 5627 Clinical Teaching in the semester they wish to complete Clinical Teaching.

**Content area certification must be passed before the Clinical Teaching option can be considered.** Additionally, candidates who do not obtain employment and instead choose to complete Clinical Teaching must have all of the required certification coursework (21 semester credit hours) prior to the semester of Clinical Teaching.
GENERAL INFORMATION

The following information contained in the General Information section will help answer questions about the M.Ed. Alt. Cert. Program. This is not to replace the guidance and advice provided by the program advisor. When in doubt, always contact the SRSU Department of Education faculty and staff with any questions or concerns you may have.

Communications
During the course of the M.Ed. Alt. Cert. program, it is imperative to maintain communication with your instructors, advisor, and university supervisor at Sul Ross State University. All electronic communication will be delivered via SRSU email, so check that account often for program updates, requirements, and important deadlines. Please maintain professionalism, including timeliness, in responding to all emails sent regarding the M.Ed. Alt. Cert.

Required Paperwork and Forms
It is critical that all required forms are returned in a timely manner. Much of the paperwork will require numerous signatures and approvals. In order to process the application in a timely manner, it is imperative to return all forms. Always keep a copy for your records. For a listing of required forms and to access, visit the M.Ed. Alt. Cert. webpage. Contact the Program Coordinator if any of the forms are not accessible. Paperwork can be returned by mail or a scanned email copy (unless an original and signature is required).

Return to:
SRSU Department of Education
Director of Teacher Education
Diana Rodriguez drodriguez5@sulross.edu and
Education Administrative Assistant
Madison Owen: madison.owen@sulross.edu

Reference Forms
Candidates are responsible for submitting three letters of reference.

Candidate Interview
Each candidate will be required to participate in a formal interview during the initial application process. This will be set up with M.Ed. Alt. Cert. Program Coordinator and be conducted via Zoom or other available modalities convenient for the student until the cessation of the COVID-19 pandemic. Detailed information regarding the interview will be sent upon receipt of the application.

Ongoing Support
No matter what stage of the program, the candidate can expect ongoing and continual support from the SRSU Education Department faculty and staff. One resource that candidates are encouraged to participate in is the Performance-Based Academic Coaching Teams (PACT) website (not to be confused with the PACT exam). Visit the site at https://pact.tarleton.edu/pact/ and register for this support service.
Fingerprinting and Background Checks
All candidates are required to submit authorization for a criminal background check as part of the admission process. It is very important for the candidate to answer all inquiries related to criminal history accurately and honestly. Failure to do so may result in dismissal from the program. Full disclosure will allow the program advisor and the Director of Teacher Education to assist if any problems arise from the criminal history report.

Students are responsible for the costs associated with background checks through the M.Ed. Alt. Cert. Program. The SRSU M.Ed. Alt. Cert. Program utilizes the services of CastleBranch, and the results are reported to Sul Ross State University. The student understands that this criminal history/background check through CastleBranch will cost the student $36.50. The student also understands that this information may be discussed with the school district(s) in which they are involved. The student also understands that the State will conduct a criminal history inquiry through the Federal Bureau of Investigations when students apply for the actual Teacher Certificate. Please refer to the attached document in the appendix for information on how to complete a background check.

Often times a school district will want to conduct its own criminal background check in addition to the M.Ed. Alt. Cert. Program. The candidate will be responsible for completing any background checks and fingerprinting requested by a school district.

Field Experience for both Internship-Seeking or Student Teaching Route
Once a student has Full Admission status in the M.Ed. Alt. Cert. Program the candidate must complete at least 30-clock hours of observation in a classroom within the first 90 days of the initial enrolled term.

- Examples of approved activities that could be applied towards the 30 hours include observations and/or electronic sources of classroom observation (not more than 15 hours, and must have departmental approval for use).
- The observation log is located on the M.Ed. Alt. Cert. website and on pages 25-27 of this Handbook.
- No observation logs will be accepted dated before Full Admission, or incomplete without the initials of the classroom teacher and signature. If there are any questions regarding what are approved observations, contact the program advisor.
- Observation hours must be completed in a variety of grade levels and subject areas. Do not complete all 30 hours with one teacher in one subject area. Falsifying or fabricating any information contained in the observation logs is grounds for dismissal from the PBICP.
- Upon request, the M.Ed. Alt. Cert. Program will provide a letter to the candidate to take to the campus where observations will occur. The letter will outline the candidates standing in the M.Ed. Alt. Cert. Program and the requirements for observations in the public school. It is the candidate’s responsibility to comply with any district’s request for additional background checks, drug screening, etc.

Candidates that have not completed the required observation hours WILL NOT be eligible for recommendation of a Internship Certificate or allowed to enroll in the Internship or Clinical Teaching courses.
Internship or Standard Certificates: What is the Difference?

An Internship Certificate requires passing the appropriate content. This allows the candidate to continue with an initial certification program while remaining the Teacher of Record. An Internship Certificate is only valid for one year while the candidate is completing certification requirements and enrolled in the Internship course. If additional time is needed, these certificates may be issued yearly for a maximum of three years total, during which time supervision by the university and campus mentor is mandatory. After three years, the candidate is no longer eligible for an Internship Certificate and will be dismissed from the program.

A candidate is eligible for a Standard Certificate once all requirements (see Certification section below) are met. After successful completion of program coursework, satisfactory scores on TExPACT and TExES Content and Pedagogy and Professional Responsibilities (PPR) exams, and completion of Internship/Clinical Teaching, the candidate will contact the Testing and Certification Coordinator for recommendation for certification. Additional details about the certification process can be found on the M.Ed. Alt. Cert. website. The final authority of Standard Certificate issuance rests with the Texas Education Agency, not Sul Ross State University.

The Standard Certificate is valid for five years and will be renewed with 150-clock hours of approved professional development. Additional information can be found on the TEA website about renewal of Standard Certificates.

Certification Process

The certification process involves three parts:

I. What You Teach (Content)

- Must have a degree major OR 24 semester credit hours with 12 of those upper level (Junior, Senior, or Graduate Level) in your teaching field.
- Must pass the TExES Content examination for your teaching field (See page12 for information on the TExPACT).

II. How You Teach (PPR)

- Must complete education coursework for Pedagogy and Professional Responsibilities PPR 160, EC-12-18 semester credit hours)
- Must pass the TExES PPR exam, TExES #160. ED 5360 will serve as preparation for the exam and will be taken after the majority of coursework has been successfully completed.

III. Experience

- One semester of Clinical Teaching Experience OR
- One year enrolled in an Internship

Applying for Texas Teacher Certification

After all program requirements (all coursework complete, student teaching, and required state exams) are complete, apply online for your teaching certificate, pay the required application fee (currently $78.00), and initiate your criminal background check through the fingerprinting process (currently has a $50.25 fee) at www.tea.state.tx.us.
**Required Courses**

Instruction in the following courses will prepare you to develop lesson plans, maintain discipline in the classroom, evaluate ethical and legal implications in education, and other professional responsibilities of teaching. All of the courses below are offered in a shortened format of 8 weeks per semester.

- ED 5305 Technology in the Educational Setting
- ED 5310 Organization and Structure of Public School Curriculum
- ED 5312 Advanced Survey, Exceptional Children
- ED 5361 Teaching Diverse Learners
- ED 5360 Professional Roles and Responsibilities
- ED 5322 Behavior Management
- ED 6313 Teaching Reading in the Content Areas

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- ED 5627 Clinical Teaching OR
- ED 5300 Internship in Teaching I &
- ED 5301 Internship in Teaching II

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ED 5307 Graduate Research

Total Coursework = 30sch

The M.Ed. Alt. Cert. student taking the Internship track MUST enroll for ED 5300-Internship in Teaching I, and ED 5301- Internship in Teaching II for the duration in which an Internship certificate is issued. The M.Ed. Alt. Cert. student will have three years to complete certification requirements but must remain in the internship (and pay all associated tuition and fees) until final Standard Certification is obtained. *It is the M.Ed. Alt. Cert. student’s responsibility to request enrollment in the appropriate internship every semester.*

The M.Ed. Alt. Cert. student taking the Clinical Teaching track MUST enroll in ED 5627 Clinical Teaching in the semester in which their clinical teaching experience takes place. *It is the M.Ed. Alt. Cert. student’s responsibility to request enrollment in the Clinical Teaching course.*

**Attendance**

Candidates are required to attend all required classes, scheduled meetings, and program-related functions. Excessive absences could be grounds for a reduced grade and possible dismissal from the M.Ed. Alt. Cert. Program. It is equally important to adhere to the attendance policy for online courses in the M.Ed. Alt. Cert. Program. The university online attendance policy is addressed below:

- You are expected to login to Blackboard several times each week. The University policy for attendance in web-delivered courses states that non participation (not logging in) for more than 3 weeks in a long session, or for 1 week during a summer session, may result in the student being dropped from the course by the professor.
- Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and Zoom courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences.
- In Web courses, this policy is interpreted as not participating for more than 3 weeks in
a long semester or 1 week in a summer session.

- Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:
  - not logging on to the course
  - not submitting assignments
  - not participating in scheduled activities
  - not communicating with the instructor by phone or email, and/or
  - not following the instructor’s participation guidelines stated in the syllabus

**Finding A Job**

Sul Ross State University hosts a job fair every fall and spring semester on the SRSU-Alpine campus. There are many representatives from school districts around Texas, and they are eager to speak with candidates. Contact the Career Services & Testing Centre Office for the specific date of the SRSU job fair. Admittance to the M.Ed. Alt. Cert. Program **DOES NOT** guarantee employment. It is the candidate’s responsibility to secure employment.

**Dismissal from the M.Ed. Alt. Cert. Program**

It is never anticipated that a candidate will be asked to leave the M.Ed. Alt. Cert. Program, as there are several levels of support provided to the candidate in order to assist them through the process of teacher certification. Please seek assistance from these resources when necessary. It is much easier to deal proactively with a potential situation than to handle it retroactively.

If a candidate finds it necessary to withdraw from the M.Ed. Alt. Cert. Program, written notification is required. It is also important to speak with the program advisor in order for the candidate to be aware of potential implications of leaving the program.

If necessary, a candidate may be placed on a growth plan, targeting areas of deficiencies and support to address and remediate these deficiencies. A committee comprised of members familiar with the candidate’s situation will meet to construct a plan including goals and a specific timeline. Failure to meet the goals in the growth plan will result in dismissal from the M.Ed. Alt. Cert. Program.

**Appeals**

Appeals must be submitted in writing to the Director of Teacher Education. If appealing an admission decision, the request must be provided to the department no more than 5 days after decision.

**Program Review Survey**

Candidates will be required to complete a survey, reflecting on their experiences in the M.Ed. Alt. Cert. Program. A survey will be completed when the student completes the program (before recommended for certification). Students will be emailed the link to each survey and will be required to complete the survey before final grades are issued. All responses will be anonymous. The results will be utilized for ongoing program improvement.

Rev 12 June 2020
TESTING REQUIREMENTS

Testing requirements for teacher certification may be confusing for candidates. It is important that the requirements are clearly understood and that the money and time needed to prepare for the examinations are properly allocated.

As previously addressed, the candidate will be required to pass two exams (some areas of certification require additional tests) for certification;

1) TExES Content (NOTE: TxPACT DOES NOT satisfy this requirement)
2) TExES Professional Roles and Responsibility (PPR).

1) Content Requirement

The first testing requirement is to measure the candidate’s knowledge in their content area. The TExES Content must be passed before placement is granted for Clinical Teaching.

Pre-Admission Content Test

Students may take the Texas Pre-Admissions Content Tests (TxPACT) to demonstrate content proficiency for possible admission into an EPP. Taking TxPACT alone does not ensure admission to the M.Ed. Alt. Cert. Program, nor does passing the TxPACT exempt you from taking the TExES Content Exam.

A candidate may take the Texas Pre-Admission Content Test (TxPACT) under two conditions:

1) The candidate has a bachelor’s degree or higher from an accredited institution
2) The candidate has never been admitted to a State Board of Educator Certification (SBEC) approved Educator Preparation Program (EPP)

A candidate must take the TExES content exam regardless of passing the TxPACT.

Students enrolled in the M.Ed. Alt. Cert. Program must pass the TExES Content exam before allowed to enroll in the Internship or Clinical Teaching.

2) PPR Requirement

Candidates must also take the Pedagogy and Professional Responsibilities (PPR) TExES #160 exam in order to be certified. Candidates must first pass the Content exam requirement. After the successful completion of ED 5360, students may be allowed to register for the PPR TExES #160 exam. Contact the Program Coordinator for more information and visit the M.Ed. Alt. Cert. webpage for information specific to registering for this exam. A practice score of 260 is required to be approved for testing.

Additional Requirements

Situations may arise where the candidate is required to complete additional testing requirements due to the certification area they seek. Contact the Program Coordinator for information on additional testing requirements.

Test Preparation Requirements and Resources

The SRSU Education Department meets and exceeds the TEA requirement of providing candidates with at least 6 hours of test preparation. The candidate will have several opportunities for test preparation. It is recommended that candidates take advantage of all of the available resources available to them, as a passing score on one of the practice tests does not guarantee a passing score on the TExES.
• **Certify Teacher Test Preparation**
Candiates will be required to purchase practice testing software from Certify Teacher at Certifyteacher.com before TExES PPR 160 test approval is granted. In order to obtain approval to register for the TExES, a satisfactory score (at least a 260) on the Certify Teacher practice exam must be obtained. **When purchasing the practice software, choose the Online option, NOT the Download or CD option. Only two attempts on the Certify Teacher practice tests (Content and PPR) will be accepted. STAY IN STUDY MODE UNTIL YOU ARE CONFIDENT TO MOVE TO EXAM MODE. Your purchase is valid until you pass the TExES! If you get notification that your Certify Teacher purchase has expired, contact a Certify Teacher representative (866-209-9986) and let them know you need it renewed, free of charge.** For specific instructions on how to register for the test, visit the PBICP webpage or contact the program advisor or testing coordinator for more information.

• **Representative Tests**
The department also has numerous representative tests for the candidate to complete. These are paper and pencil tests and are available only to students who can come to the SRSU-Alpine campus, due to strict test security regulations. The test is scored after it is administered, and the candidate will be given feedback on strengths and additional areas to target. Allow for 2-5 hours to complete the test.

• **TExES Certification Exam Review for Teachers (T-CERT)**
This is an online practice website that contains valuable information and resources for passing the TExES. Go to [http://pact.tarleton.edu/TCERT](http://pact.tarleton.edu/TCERT) and complete the training and print out the certificate of completion at the end. There is a nominal fee.

• **TExES Exam Study Sessions**
Additional study sessions are provided by SRSU faculty throughout the semester. The SRSU Education Department faculty is available to provide individual assistance to students in preparation for the examinations. Visit the Texas Educator Certification Examination Program website for additional study materials at [http://www.tx.nesinc.com/Home.aspx](http://www.tx.nesinc.com/Home.aspx)
Appendix

Appendix A
Steps to TxPACT

Appendix B
CastleBranch Background Check Directions

Appendix C
Field Experience Log

Appendix D
Creating Your TEA Account

Appendix E
Texas Administrative Code

Appendix F
Master of Education-General with Alternative Certification degree plan

Appendix G
Verification of Receipt of Handbook
In Order to register for the TExES exam you will need to go to http://www.tx.nesinc.com/Home.aspx and click on the Register link.
If you do not have an account you will need to create one. Once you begin the process you will enter an email, password and security question. You will need a TEA ID number. If you do not have one the next window will prompt you to create one before you can register for an exam.
Follow the steps to create your TEA ID accordingly.
If you selected “Yes” because you already have a TEA ID you will be required to enter candidate information.

Complete the “Required Candidate Information”. Your final step is the “Review Required Candidate Information”.

Follow the instructions thoroughly to register.
TEA Homepage - Go to https://tea.texas.gov/ in order to login to TEAL.
All Texas educators will have a TEAL (TEA Login) account. This is the security login for all TEA applications. If TEAL is showing that you already have an account, but you do not have a password for it, complete the username recovery option. Once you are able initially login you will change your password and set your security questions.
Once you have logged into TEAL it will take you to the User and Access Management page. If you have full access to your Educator Profile you will see a blue link, as above, in the centre of the page.

Educator - Your Name will be here instead.
If there is not a link, as on the previous page, then you will need to apply for access. Go to My Application Accounts, click Request New Account, then select ECOSEducator and follow the steps through. Once this is completed you should have the Educator Profile link.
Once you have completed this you will be on the above page. This is your Educator Profile.

Once you are in the Educator Profile it will ask you to update personal information including address, phone, e-mail, ethnicity and race et. al.
Package review
Order Instructions for
Sul Ross State University - Teacher Education Program

1. Go to https://mycb.castlebranch.com/
2. In the upper right hand corner, enter the Package Code that is below.

Package Code SS73c: Background Check

About

About CastleBranch
Sul Ross State University - Teacher Education Program has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time-sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Order Summary

Payment Information
Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. 
Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account
To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us
For additional assistance, please contact the Service Desk at 888-723-4263 or visit https://mycb.castlebranch.com/help for further information.
Sul Ross State University  
Department of Education Field  
Experience Log

Name: ___________________________ Student ID: ___________________ School
District: _________________________ Campus: _______________________
Observation Dates: Beginning Date ___________________________ End Date ______________________

*Please return completed form to the PBICP Coordinator. Logs will not be accepted if not filled out completely and signed. Make copies for your records. Complete the following reflection sheet before submitting this form. Use additional sheets if necessary.*

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<th>Description of Activities (Use additional pages, if needed)</th>
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Total Hours

I confirm that these dates and times are correct.

Teacher Signature ___________________ Date ___________ Student Signature ___________________ Date ___________

01/2018
Environment
Describe your observations in regard to the classroom environment, including the physical setup, and the conduciveness to student learning and engagement. How might you set up your classroom compared to the ones that you have observed?

Classroom Management
Describe your observations regarding the overall classroom management style of the teacher(s). Discuss your findings regarding teacher-student and student-student interactions. How were minor disruptions (interruptions, out of seat, off task behaviors) handled by the teacher?
**Student Diversity**
Describe your observations regarding students with special needs. What about students speaking a language other than English? What instructional strategies did you observe that enhanced student learning?

**Strengths/Weaknesses**
What are some specific strengths and/or weaknesses that you have observed during the 30 hours?

Student Signature: ________________________________ Date: ________________
Creating Your TEA Account

- Go to the [TEA website](http://www.tea.state.tx.us) and click on the Educator Login icon on the top right-hand side of the page.

- If you have already established a new TEA Login (TEAL account), click "Login to TEAL," and then click the blue "Educator" link to access your Educator Profile.

- If you have not yet established a TEA Login (TEAL account), click "Create new TEAL account," and follow the step-by-step instructions. Once your TEAL account is fully established, you will have access to your Educator Profile.

- Review the information in your Educator Profile often to ensure it remains current and matches your full name exactly as it appears on your ID.

- It is important that your TEA Educator Profile contains your mailing address, email address and phone number. All updates and corrections to your TEA Educator Profile must be done on the [TEA website](http://www.tea.state.tx.us); be sure to click the Continue button to save your updates. One hour later, the updates will appear in your ETS testing account. You should check the TEA website on a regular basis to make sure all of your information is current. See [Correcting or Updating Your TEA Educator Profile](http://www.tea.state.tx.us).

- Your TEA Educator Profile will contain your assigned TEA ID number. A TEA ID number is used for identification throughout the certification and test registration process.

- Print your TEA Educator Profile so that it will be easily accessible when you register to test.
Texas Administrative Code

TITLE 19
PART 7
CHAPTER 247
RULE §247.1 Purpose & Scope; Definitions;
RULE §247.2 Code of Ethics and Standard Practices for Texas Educators

Purpose & Scope §247.1 (a)-(d)

(a) In compliance with the Texas Education Code, §21.041(b)(8), the State Board for Educator Certification (SBEC) adopts an Educators’ Code of Ethics as set forth in §247.2 of this title (relating to Code of Ethics and Standard Practices for Texas Educators). The SBEC may amend the ethics code in the same manner as any other formal rule.

(b) The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

(c) The SBEC is solely responsible for enforcing the Educators’ Code of Ethics for purposes related to certification disciplinary proceedings. The Educators’ Code of Ethics is enforced through the disciplinary procedure set forth in Chapter 249 of this title (relating to Disciplinary Proceedings, Sanctions, and Contested Cases) pursuant to the purposes stated therein.

(d) As provided in §249.5 of this title (relating to Purpose; Policy Governing Disciplinary Proceedings), the primary goals the SBEC seeks to achieve in educator disciplinary matters are:

1. to protect the safety and welfare of Texas schoolchildren and school personnel;

2. to ensure educators and applicants are morally fit and worthy to instruct or to supervise the youth of the state; and

3. to fairly and efficiently resolve educator disciplinary proceedings at the least expense possible to the parties and the state.

Definitions §247.1 (e)

(e) The following words, terms, and phrases, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

1. Abuse--Includes the following acts or omissions:

   (A) mental or emotional injury to a student or minor that results in an observable and material impairment in the
student’s or minor’s development, learning, or psychological functioning;

(B) causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student’s or minor’s development, learning, or psychological functioning;

(C) physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or

(D) sexual conduct harmful to a student’s or minor’s mental, emotional, or physical welfare.

(2) Applicant--A party seeking issuance, renewal, or reinstatement of a certificate from the Texas Education Agency staff or the State Board for Educator Certification.

(3) Code of Ethics--The Educators’ Code of Ethics codified in this chapter.

(4) Complaint--A written statement submitted to the Texas Education Agency staff that contains essential facts alleging improper conduct by an educator, applicant, or examinee, the complainant’s verifiable contact information, including full name, complete address, and phone number, which provides grounds for sanctions.

(5) Contested case--A proceeding under this chapter in which the legal rights, duties, and privileges related to a party’s educator certificate are to be determined by the State Board for Educator Certification and/or the State Office of Administrative Hearings commencing when a petition is properly served under this chapter.

(6) Disciplinary proceedings--Any matter arising under this chapter or Chapter 249 of this title (relating to Disciplinary Proceedings, Sanctions, and Contested Cases) that results in a final order or finding issued by the Texas Education Agency staff, the State Office of Administrative Hearings, or the State Board for Educator Certification relating to the legal rights, duties, privileges, and status of a party’s educator certificate.

(7) Educator--A person who is required to hold a certificate issued under the Texas Education Code, Chapter 21, Subchapter B.

(8) Endanger--Exposure of a student or minor to unjustified risk of injury or to injury that jeopardizes the physical health or safety of the student or minor without regard to whether there has been an actual injury to the student or minor.

(9) Good moral character--The virtues of a person as evidenced by patterns of personal, academic, and occupational behaviors that, in the judgment of the State Board for Educator Certification, indicate honesty, accountability, trustworthiness, reliability, and integrity. Lack of good moral character may be evidenced by the commission of crimes relating directly to the duties and responsibilities of the education profession as described in $249.16(b) of this title (relating to Eligibility of Persons with Criminal History for a Certificate under Texas Occupations Code, Chapter 53, and Texas Education Code, Chapter 21), or by the commission of acts involving moral turpitude, but conduct that evidences a lack of good moral character is not necessarily limited to such crimes or acts.

(10) Intentionally--An educator acts intentionally, or with intent, with respect to the nature of his or her conduct or to a result of his or her conduct when it is his or her conscious objective or desire to engage in the conduct or cause the result.

(11) Knowingly--An educator acts knowingly, or with knowledge, with respect to the nature of his or her conduct or to circumstances surrounding his or her conduct when he or she is aware of the nature of the conduct or that the
circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of his or her conduct when he or she is aware that the conduct is reasonably certain to cause the result.

(12) Minor--A person under 18 years of age.

(13) Moral turpitude--Improper conduct, including, but not limited to, the following: dishonesty; fraud; deceit; theft; misrepresentation; deliberate violence; base, vile, or depraved acts that are intended to arouse or to gratify the sexual desire of the actor; drug or alcohol related offenses as described in §249.16(b) of this title (relating to Eligibility of Persons with Criminal History for a Certificate under Texas Occupations Code, Chapter 53, and Texas Education Code, Chapter 21); or acts constituting abuse or neglect under the Texas Family Code, §261.001.

(14) Neglect--The placing or leaving of a student or minor in a situation where the student or minor would be exposed to a substantial risk of physical or mental harm.

(15) Recklessly--An educator acts recklessly, or is reckless, with respect to circumstances surrounding his or her conduct or the results of his or her conduct when he or she is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or that the result will occur.

(16) Sanction--A disciplinary action by the State Board for Educator Certification, including a restriction, reprimand, suspension, revocation of a certificate, or a surrender in lieu of disciplinary action.

(17) Sexual harassment--Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

(18) State Board for Educator Certification--The State Board for Educator Certification acting through its voting members in a decision-making capacity.

(19) State Board for Educator Certification member(s)--One or more of the members of the State Board for Educator Certification, appointed and qualified under the Texas Education Code, §21.033.

(20) Student--A person enrolled in a primary or secondary school, whether public, private, or charter, regardless of the person’s age, or a person 18 years of age or younger who is eligible to be enrolled in a primary or secondary school, whether public, private, or charter.

(21) Texas Education Agency staff--Staff of the Texas Education Agency assigned by the commissioner of education to perform the State Board for Educator Certification’s administrative functions and services.

(22) Under the influence of alcohol--A blood alcohol content of .04% or greater and/or lacking the normal use of mental or physical faculties by reason of the introduction of alcohol.

(23) Worthy to instruct or to supervise the youth of this state--Presence of those moral, mental, and psychological qualities that are required to enable an educator to render the service essential to the accomplishment of the goals and mission of the State Board for Educator Certification policy and this chapter.

Source Note: The provisions of this §247.1 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective December 26, 2010, 35 TexReg 11242; amended to be effective December 19, 2011, 36 TexReg 8530; amended to be effective December 27, 2016, 41 TexReg 10329; amended to be effective October 21, 2018, 43 TexReg 6839
Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

(A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

(B) Standard 1.2. The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

(J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

(K) Standard 1.11. The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

(L) Standard 1.12. The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.

(M) Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

(2) Ethical Conduct Toward Professional Colleagues.

(A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

(D) Standard 2.4. The educator shall not interfere with a colleague’s exercise of political, professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence
professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who
provides information for a disciplinary investigation or proceeding under this chapter.

(H) Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

(3) Ethical Conduct Toward Students.

(A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful
professional purposes or is required by law.

(B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that
adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

(C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or
grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual
orientation.

(E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or
abuse of a student or minor.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or
minor.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age
unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the
educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries
based on a reasonably prudent educator standard.

(I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not
limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social
network communication. Factors that may be considered in assessing whether the communication is inappropriate include,
but are not limited to:

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly, or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history,
activities, preferences, or fantasies of either the educator or the student.

Source Note: The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective
August 22, 2002, 27 TexReg 7530; amended to be effective December 26, 2010, 35 TexReg 11242; amended to be effective
December 27, 2016, 41 TexReg 10329; amended to be effective October 21, 2018, 43 TexReg 6839
State Board for Educator Certification  
Texas Educators’ Code of Ethics  
Texas Administrative Code §247.2

Statement of Affirmation

I, __________, affirm that I will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom, as set forth by Texas Administrative Code §247.2. As a Texas educator, in maintaining the dignity of the profession, I shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. In exemplifying ethical relations with colleagues, I shall extend just and equitable treatment to all members of the profession. In accepting a position of public trust, I shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. In fulfilling responsibilities in the community, I shall cooperate with parents and others to improve the public schools of the community.

I hereby affirm that I have read and thoroughly understand the Texas Educators’ Code of Ethics TAC §247.2, and shall abide by all enforceable standards of this rule.

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A signed copy of this form will be placed in your permanent file with the Education Department.
**SUL ROSS STATE UNIVERSITY**
*A Member of the Texas State University System*

**MASTER OF EDUCATION**
**WITH ALTERNATIVE TEACHER CERTIFICATION**

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Required TExES Exams: #160 PPR EC-12
#160 PPR EC-12
Comprehensive Exam

### 30 SEMESTER CREDIT HOURS FOR CERTIFICATION PLUS MASTERS

All courses must be completed in a 6-year period.

#### TAKEN FIRST: CERTIFICATION COURSES

- ED 5310 Organisation and Structure of Public School Curriculum
- ED 5305 Technology in the Educational Setting
- ED 5312 Advanced Survey, Exceptional Children
- ED 5322 Behaviour Management
- ED 5361 Teaching Diverse Learners
- ED 5360 Professional Roles and Responsibilities
- ED 6313 Reading in the Content Area

#### SUPERVISED EDUCATOR ASSIGNMENT

- ED 5300 Internship I [One Year Internship Option]
- ED 5301 Internship II

**OR**

- ED 5627 Clinical Teaching [One-Semester Practicum Option]

#### This Course Must be taken Immediately After Certification Courses are Completed

- ED 5307 Graduate Research

**Intership:** One year successful teaching on a probationary certificate as a teacher of record in a public or accredited private school in the area/level for which certification is sought.

**Clinical Teaching:** One semester of successful practicum with a cooperating teaching in a public or accredited private school in the area/level for which certification is sought.

**Note:** If not certified during the first year of internship, students will continue their enrollment in an internship course each semester until certified. Internship certification may be renewed 2x. Passing the TExES Content Exam is required prior to internship.

**Note:** Students wishing to use the Clinical Teaching option must apply and submit an application one semester prior for placement. Clinical Teaching is only available in the fall or spring. Passing of TExES Content Exam is required prior to Clinical Teaching.

#### Transfers/Substitutions with approval only.

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**Advisor** Date  **Director of Teacher Education** Date

**Additional Comments:**

A person providing information to Sul Ross State University by means of this form is entitled (with few exceptions) to request, receive, review, and, if desired, correct information about him/her that is incorrect.

*Texas Government Code, Chapter 559.*
SUL ROSS STATE UNIVERSITY  
Department of Education  
Teacher Education Program

VERIFICATION OF RECEIPT OF HANDBOOK

I, ________________________________, verify that I have received the Sul Ross State University handbook and will periodically review its contents. I understand that it is my responsibility to refer to the handbook for guidance throughout the program. If, at any time, I have questions or am unclear about issues that may arise during the program, I will contact the appropriate support person for guidance.

Educator Candidate Signature ___________________________ Date __________

Diana Rodriguez  
Director of Teacher Education ___________________________ Date __________