University of California, Irvine
School of Education

Student Handbook

Master of Arts in Teaching & Credential Programs
2015 -2016
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School of Education 2 University of California, Irvine
A Note from the Director

Enthusiastically, I join Interim Dean Mark Warschauer, our faculty, and our staff in welcoming you to the UCI School of Education (SOE) Teacher Credential Programs. We are confident that you will grow and contribute in equal proportion as a member of this vibrant learning community.

The process of becoming a teacher is different from what many outside the profession imagine it to be. Far beyond learning a body of knowledge and mastering a set of skills, it entails an active investment in understanding and applying knowledge of human development, learning theory, and pedagogy. Most important is the application of that knowledge to classroom practice and demonstration of beginning competency in all areas related to the profession. No one becomes a teacher in just one year; in fact, excellent teachers will tell you they never stop learning from their work.

We acknowledge this cornerstone of continuous professional improvement with our program slogan: *Learning to Teach, Teaching to Learn*. As you shape your identity as a teacher, you will participate in multiple professional communities here at UCI and in the schools. We have seen over the years that those who engage most completely in their course work and school-based experiences enjoy success in the program and go on to become teacher leaders.

This is the beginning of a lifetime membership. The UCI experience will be a marker in your professional trajectory. We hear from our graduates for years after the program, and we hope to form a lasting relationship with you as well.

The purpose of this handbook is explained on the next page. While we always welcome your questions, we encourage you to use the handbook as a resource when we’re not available.

Sincerely,

Virginia Panish, Ph.D.
Director of Teacher Education
Purpose and Use of Student Handbook

The Student Handbook is designed to assist you into and during the program. It contains important information to guide you as you progress through the program. Included are relevant school policies and procedures.

Scan the handbook and familiarize yourself with its content. Whenever you have questions about program policies, procedures and/or requirements, please contact your credential counselor, your program coordinator, or the program director to clarify matters for you. If you are looking at a printed copy of this handbook, you will find the most up to date School of Education Student Handbook on our website at http://gse.uci.edu/current.php. While policies are accurate at the time of publication, we can’t guarantee that some policy changes might occur during the year.

Please note that federal and state legislation, as well as requirements of the California Commission on Teacher Credentialing (CTC), govern many aspects of our credential programs, and as such may result in changes that are beyond our control. We will notify candidates about such changes in as timely a manner as possible. Standards for Quality and Effectiveness for Teacher Preparation Programs can be found at http://www.ctc.ca.gov. Please note that while our program design and curriculum is based upon these standards, we believe that the UCI experience exceeds these standards and will help you develop the characteristics that will make you exceptionally well prepared upon completion of the program.

Other sources of official university information which may be useful include the current registration information found on the Registrar’s Office website at http://www.reg.uci.edu and campus-based student resource information such as Financial Aid information at http://www.ofas.uci.edu and graduate student housing information at http://www.housing.uci.edu. This handbook is intended to be used as a guide and does not replace the Graduate Studies New Student Handbook http://www.reg.uci.edu/or the University Catalog http://www.editor.uci.edu/ which are the official documents that contain university policies and procedures.

Suggestions for additions to future handbooks are always welcome.
PROGRAM VALUES
THE UNIVERSITY OF CALIFORNIA BRAND

UCI joins teacher preparation programs at our sister campuses to espouse the following values in our program:

We believe that:
• Schools should be equitable and engaging places of learning for every child.
• Teachers are critical agents of educational innovation and change.
• Teaching is complex; programs must therefore address the multiple dimensions of schooling.
• Effective teaching requires collaborative, inquiry-oriented practices.
• Preparing new teachers to transform educational experiences for children calls for purposeful preparation sustained over time.
• Sustained, authentic partnerships with K-12 schools are essential for high quality teacher preparation.

With the above beliefs in mind, the teacher preparation experience is thoughtfully designed to ensure that our graduates will:
• Demonstrate agency, advocacy and instructional leadership to improve the educational experiences of traditionally underserved students.
• Engage in innovative teaching to improve student learning and meet contemporary societal needs.
• Reflect critically and consistently about student learning to continually improve their practice.
• Routinely collaborate, inquire into their practice, and conduct action research focused on student learning.
• Focus on the changing needs of 21st century learners by preparing candidates to engage their students in rigorous, relevant, and inquiry-based educational experiences.

PROGRAM FEATURES AND REQUIREMENTS

Nature of Course Work and Fieldwork
Course work, including pre-student fieldwork and student teaching, is significantly different from undergraduate and other graduate program experiences. You are not only expected to read, write and complete a variety of course and classroom-based assignments, but you are also expected to apply what you learn in coursework to the fieldwork and student teaching classrooms to which you are assigned.

You will be exposed to a culture that may be new to you—the culture of the elementary and/or secondary school. You will be novices and guests in the schools and have the opportunity to learn from experienced teachers and administrators. You will also be expected to bring your own ideas to these experiences. Finally, you will be expected to make steady progress toward competency as a new teacher and to accept and implement
suggestions for continual improvement as part of the evaluation process. These new experiences may present challenges you have never before encountered, and, in meeting those challenges, you may experience a certain level of discomfort. When one is exposed to new ideas and mastering new skills, one often experiences uncertainty. That is a sure sign of learning and growth. UCI program coordinators, other faculty, and counselors will provide instruction and guidance in assisting you to meet these challenges successfully.

Time Commitment
UCI’s Teacher Credential Program is designed to prepare you for the life of a public school teacher—a life that makes many demands on a teacher’s time and energy at the same time as it offers many rewards. Classroom teachers work long hours, both at the school site and after hours. They are responsible for completion of significant amounts of paperwork and are asked to participate in planning meetings with colleagues. UCI’s program is a time-intensive full-time program that includes course work and fieldwork. In addition to the time spent in classes and at school sites, you will be completing assignments that include reading, writing papers, creating lesson and unit plans, completing group projects, and engaging in technology-based learning. Some of you may experience real challenges in organizing your time and in meeting your financial and personal commitments while completing the program. You should keep in mind that you will have limited time to hold a part-time job. Please inform your family and friends that you will need their support in meeting your obligations during the program. You will not be able to take time off for vacations or other commitments, except of course, for illness or emergency. When you experience concerns about your ability to manage personal and professional commitments, keep the lines of communication open with your program coordinator and your counselor.

PUNCTUALITY AND PARTICIPATION

Attendance is required at all program related courses, seminars, orientations and events. Methods courses and fieldwork courses have been planned to provide opportunities for integration of theory and methodology across the curriculum and to provide multiple and systematic opportunities for candidates to learn and practice Teaching Performance Expectations (TPEs) throughout the program. [http://www.ctc.ca.gov/educator-prep/TPA-files/TPEs-Full-Version.pdf](http://www.ctc.ca.gov/educator-prep/TPA-files/TPEs-Full-Version.pdf). Active participation in all aspects of the program ensures optimal learning and the development of knowledge and skills necessary for success. Punctuality at all meetings, course sessions, and at your school site is expected by faculty and school personnel.

COHORT SCHEDULES

Fall Quarter Student Teacher Cohort Schedule

Attendance is required beginning in mid-August for a New Candidate Orientation. Seminars, class sessions and fieldwork in public schools begin in late August/early September. Other classes begin as per the beginning of the UCI Fall Quarter in late September or early October. Student teaching begins in winter quarter and continues throughout spring quarter, ending in mid to late June. Course work continues during student teaching. You are committed to full-time attendance in the credential programs.
from Orientation in mid-August through the end of the school districts’ academic year in mid to late June.

PUBLIC SCHOOL PLACEMENTS
A sustained school-based placement occurs in conjunction with coursework during the two UCI credential programs (multiple subject and single subject) to provide a context for guided apprenticeship into practice, application of theory, and completion of course assignments.

Multiple Subject Placements
Multiple Subject candidates complete two placements during the UCI Credential Program at UCI: one in grades K-2, another in 3-6. Either one can be first. The first placement begins with the public school calendar and continues into student teaching and through winter quarter. Candidates are placed with mentor teachers in diverse K-6 public school classrooms to become familiar with the processes of instructional planning, student engagement, and formative and summative assessment strategies with native speakers and English learners. Candidates may expect to be in fieldwork two days per week during the first quarter.

In winter, candidates gradually assume responsibility for all roles of a classroom teacher with the goal of full autonomy under the guidance of the mentor teacher. With support from a university field supervisor and the mentor teacher, candidates have multiple and systematic opportunities to observe, develop, deliver, and reflect on instruction.

In spring, candidates are moved to a different grade level at another school. In this placement, they generally assume responsibility more rapidly for each of the subjects of the elementary curriculum and are exposed to standardized testing procedures and the routines and rituals of finishing the school year. In combination, the two placements prepare them for the variety of roles and grade levels in an elementary school.

The Single Subject Placement
Single Subject placements are yearlong assignments comprised of fall quarter and at least twenty weeks of student teaching; the middle or high school assignment begins and ends with the public school calendar. The goal of fall quarter fieldwork is to obtain sufficient comfort and experience with classroom routines, planning and delivery of lessons, and assessment of student learning to take over two classes in the second semester with oversight and support from a mentor teacher. Although they will observe many teachers and classes during fieldwork, candidates connect with and more fully participate in two classes for which they will assume responsibility in the second semester.

The student teaching experience includes continuous opportunities to plan, implement, assess, and reflect upon instruction and instructional strategies, as well as opportunities for applying concepts and skills learned in concurrent education coursework.

In addition to planning and teaching two content-area classes, candidates will serve in an Academic Support Placement at their school site. With a focus on diversity and struggling students, this placement component provides candidates with the opportunity
to observe and respond to the struggles of students with special-needs and, non-native speakers. Although the UCI spring quarter concludes in early June, student teaching continues through the end of the K-12 school year, usually in late June. Candidates assume full teaching responsibility under the joint support of their mentor teacher, their UCI field supervisor, and the UCI program coordinator.

COURSE OF STUDY
While each of the teacher credential programs responds to the same program standards of the Commission on Teacher Credentialing, course numbers and quarters in which the courses are offered vary. Candidates are responsible for completing all courses in the course of study, unless a waiver has been granted on the basis of an eligible undergraduate course or a transfer course from another program. The course of study at the time a student begins the program will remain in effect, even if a break in enrollment occurs. The course of study for each program is listed below:

<table>
<thead>
<tr>
<th>Multiple Subject Program</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>373 Cognition and Learning in Educational Settings</td>
</tr>
<tr>
<td>301 Directed Elementary Field Experiences in Diverse Schools (90 hours of fieldwork)</td>
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<tr>
<td>320 Teaching Physical Education in Elementary School</td>
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<tr>
<td>322A Curriculum and Methods for Elementary School Mathematics</td>
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<tr>
<td>326 Curriculum and Methods for Elementary Reading</td>
</tr>
<tr>
<td>329 Theories and Methods of English Language Development Applied to Elementary Students</td>
</tr>
<tr>
<td>345 Child Development and Educational Equity</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>304/306 Student Teaching in the Elementary School OR Supervised Teaching in Bilingual Education</td>
</tr>
<tr>
<td>322B Curriculum and Methods for Elementary School Mathematics</td>
</tr>
<tr>
<td>324 Curriculum and Methods for Elementary School Language Arts Integrated with Social Studies</td>
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<tr>
<td><strong>Spring</strong></td>
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<tr>
<td>304/306 Student Teaching in the Elementary School/Supervised Teaching in Bilingual Education</td>
</tr>
<tr>
<td>323 Curriculum and Methods for Elementary School Science</td>
</tr>
<tr>
<td>333 Health Education in the Elementary School</td>
</tr>
<tr>
<td>325 Teaching the Visual and Performing Arts in Elementary School</td>
</tr>
<tr>
<td>328 Theory and Methods of Instruction of Special Populations in the Elementary General Education Classroom</td>
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</tbody>
</table>
**Single Subject Program**

**Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>373</td>
<td>Cognition and Learning in Educational Settings</td>
</tr>
<tr>
<td>302</td>
<td>Directed Secondary Field Experiences</td>
</tr>
<tr>
<td>305</td>
<td>Learning to Learn from Teaching</td>
</tr>
<tr>
<td>346</td>
<td>Reading and Writing in the Middle and High School Classroom</td>
</tr>
<tr>
<td>347</td>
<td>Foundations of Equity and Diversity for Secondary School Teachers</td>
</tr>
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One of the following methodology courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>336</td>
<td>Methods of Teaching Languages Other Than English in the Secondary School</td>
</tr>
<tr>
<td>337</td>
<td>Methods of Teaching Social Science in the Secondary School</td>
</tr>
<tr>
<td>338</td>
<td>Methods of Teaching English in the Secondary School</td>
</tr>
<tr>
<td>339</td>
<td>Methods of Teaching Visual and Performing Arts in the Secondary School</td>
</tr>
<tr>
<td>340</td>
<td>Methods of Teaching Mathematics in the Secondary School</td>
</tr>
<tr>
<td>341</td>
<td>Methods of Teaching Science in the Secondary School</td>
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</tbody>
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**Winter**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>307/309</td>
<td>Student Teaching in Intermediate/Secondary School or Supervised Teaching in Bilingual Education, Secondary</td>
</tr>
<tr>
<td>342A</td>
<td>Applied Instructional Strategies in Secondary Schools (Music, Math, Science, English Language Arts, Social Science, Visual Arts or World Languages—every other week for two quarters)</td>
</tr>
<tr>
<td>349</td>
<td>Theories and Methods of English Language Development Applied to Secondary Schools</td>
</tr>
<tr>
<td>350</td>
<td>Adolescent Development</td>
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</tbody>
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**Spring**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>307/309</td>
<td>Student Teaching in Intermediate/Secondary School or Supervised Teaching in Bilingual Education, Secondary</td>
</tr>
<tr>
<td>334</td>
<td>Literacy and Technology in the Secondary Classroom (Credential only)</td>
</tr>
<tr>
<td>342B</td>
<td>Applied Instructional Strategies in Secondary Schools (Music, Science, Social Science, Math, English Language Arts, Visual Arts or World Languages)</td>
</tr>
<tr>
<td>348</td>
<td>Theory and Methods of Instruction of Special Populations in the General Education Classroom, Secondary</td>
</tr>
<tr>
<td>352</td>
<td>Creating a Supportive and Healthy Environment for Student Learning in the Secondary Classroom</td>
</tr>
</tbody>
</table>
OBTAINING A WAIVER FOR A REQUIRED COURSE

University policy allows graduate students to waive out of no more than one-fifth of the total number of units required for their program. There are two methods of waiving out of a required course.

Option 1: Automatic Credit is granted for approved courses taken at UCI with a grade of B or Better. Student Affairs staff will note and record these courses. No petition is required. Consult the information in the Minor in Educational Studies for undergraduate courses that can fulfill credential requirements.

Option 2: Petition for Course Waiver through Transfer of Courses

Students can petition to transfer upper division undergraduate or graduate courses from another institution if they are equivalent to credential program courses. Submit petition to your counselor as soon as possible, as the decision will affect your units. If the credential program course requires field-based assignments to be completed, it is not eligible for this option. An earned grade of B or better is required. File a Course Waiver Petition along with the course syllabus.

The UC Irvine School of Education Catalogue for course descriptions is available at http://www.reg.uci.edu/catalogue/

EXAMINATIONS AND COMPETENCIES

Different types of testing required by the State of California occur prior to and throughout the program. They are listed and described below in typical order of occurrence.

**Basic Skills Competency** in reading, writing, and mathematics: Candidates need to pass the California Basic Educational Skills Test (CBEST) http://www.ctcexams.nesinc.com/about_CBEST.asp prior to the beginning of the program.

**Subject Matter Competency**: Candidates are strongly urged to pass the appropriate California Subject Exams for Teachers prior to beginning the program http://www.ctcexams.nesinc.com/about_CSET.asp. Candidates who have not yet passed the required exams or waiver program will be unable to advance to student teaching.

**Reading Instruction Competence**: http://www.rica.nesinc.com/. Generally completed right after the fall quarter, the Reading Instruction Competency Assessment (RICA) is required for all multiple subject candidates. Though the elementary reading course is much more than a test preparation course, it contributes substantially to readiness for the exam. Candidates will be advised during the elementary reading methods course about the recommended dates for taking the exam.

**United States Constitution Competency**: Candidates need to verify that they have knowledge equivalent to a college-level course in political science either through prior course work or passing an approved US Constitution exam. This is a credentialing requirement, and as such can be completed any time prior to applying for the credential.
**Life-Saving Competency**: Candidates must provide a valid certificate of competence in infant/child/adult cardiopulmonary resuscitation in order to apply for a credential. Opportunity will be provided to take a Saturday training course in spring of each year at a nominal cost, but the certificate can be obtained through any approved entity.

**Beginning Teaching Competency**: All California pre-service teachers must demonstrate beginning teaching competency through a State-approved assessment in order to apply for a credential. This assessment is known as the Teaching Performance Assessment (now called the edTPA). The program will provide multiple and systematic opportunities to develop competency prior to completing the edTPA. Students should be prepared to pay the fee associated with this test (currently $300.00).
STUDENT REPRESENTATION, VOICE, AND RESOLUTION POLICIES

Student Representation
Each program will select a group of student representatives at the beginning of each year. Representatives will serve as liaison to program directors, coordinators, faculty, and staff. Meetings will be convened regularly to bring student voices to the table. Representatives should be solution-oriented to assist program personnel in program improvement. Representatives will receive some training to help them fulfill their responsibilities in a positive and professional manner and guidance about which matters should be referred directly to coordinators or directors and which matters should be brought to the representative council.

Student Voice
Candidates will have opportunities throughout the program to interact with program directors, coordinators, faculty and staff to ask questions, make suggestions, and raise concerns. Program coordinators generally set aside time in seminars to deal with program-related questions and concerns. Student Services counselors also have office hours by appointment. You will receive guidance in providing feedback in a positive and professional manner; this is part of your preparation to be an educator. Our programs are based on the professional knowledge and judgment of experienced university faculty and operate under the State of California Commission on Teacher Credentialing http://www.ctc.ca.gov and State of California Education Code http://www.cde.ca.gov. As such, you will find a deep commitment to the curriculum and program design that has been established. Your feedback on all aspects of the program will be solicited, carefully considered, and used, as appropriate, for program improvement.

Process for Resolution of Problems
If you have concerns about individual courses or about other aspects of the program, you should follow the process outlined below:

1. Speak with the faculty member who is directly responsible for the course or the program coordinator who is directly responsible for the program.

2. If you do not feel the issue is resolved, make an individual appointment with the program director.

3. If you do not feel the issue is resolved, contact the Associate Dean of the School of Education through the Executive Assistant to the Dean. The assistant can be reached at (949) 824-8026.

At any time, you may consult with your counselor or the University Office of the Ombudsman at http://www.ombuds.uci.edu.

Please be aware that all program personnel have your success in the program as their goal and will do everything possible to assist you in achieving that success.
ETHICAL AND CONDUCT EXPECTATIONS

Teachers are expected to adhere to the highest standards of ethical behavior by the public and by their peers. Likewise, UCI faculty and staff have high expectations for themselves and their students as they model ethical behavior and demonstrate professional communication and conduct, which includes respect, tolerance, maturity, responsibility, reliability, resourcefulness, cooperation, collaboration and commitment.

Moreover, the California Commission on Teacher Credentialing (CTC) [http://www.ctc.ca.gov](http://www.ctc.ca.gov). Standards for Teacher Preparation Programs requires programs to address professional expectations and ethics as set forth in Teaching Performance Expectation 12:

“Candidates for a Teaching Credential...

- Take responsibility for student academic learning outcomes
- Are aware of their own personal values and biases and recognize ways in which these values and biases affect the teaching and learning of students
- Resist racism and acts of intolerance
- Appropriately manage their professional time spent in teaching responsibilities to ensure that academic goals are met
- Understand important elements of California and Federal laws and procedures pertaining to the education of English learners, gifted students, and individuals with disabilities, including implications for their placement in classrooms
- Notice and report suspected cases of child abuse, neglect, or sexual harassment
- Maintain a non-hostile classroom environment
- Implement school and district policies and state and federal law in responding to inappropriate or violent behavior
- Honor legal and professional obligations to protect the privacy, health, and safety of students, families and other school professionals
- Model ethical behaviors for students
- Honor all laws relating to professional and moral fitness.

To foster a clear understanding of expectations for academic and professional ethical conduct as they are defined by the CTC and UCI, the following items are included in the handbook: Responsibilities of Candidates, which we ask that you print, sign, and return to your Coordinator, and Academic Integrity, which sets forth the norms in various academic endeavors.
Responsibilities of Candidates

All program personnel are committed to the success of all candidates in the program and will endeavor to assist them in achieving that success. It is the responsibility of all students in the credential programs to understand the following information about academic progress and professional conduct. Please read this document carefully and sign and return one copy indicating that you understand its contents.

Candidates enrolled in any of the UCI School of Education teaching credential programs, including the Master of Arts in teaching program, are not merely graduate students. They are unique in that they must meet the expectations and requirements of three different institutional entities and their respective policies, regulations, and standards: (1) the University and UCI School of Education; (2) the California Commission on Teacher Credentialing (CTC); and (3) the school district to which they are assigned for fieldwork. This unique configuration underscores the importance of the professional roles and responsibilities to which credential candidates aspire.

I. Requirements of the University, the UCI School of Education, and the California Commission on Teacher Credentialing (CTC)
Candidates must meet the requirements of the University of California and its related constituent parts, including the School of Education, at UCI. Candidates enrolled in any of the School’s credential programs are subject to all of the policies, regulations and requirements that pertain to other graduate level students in the University. Those policies, regulations, and requirements govern quality of work and grades, academic honesty, and conduct consistent with University expectations and standards. Written descriptions and explication of such policies, regulations, and requirements can be found in various university and school publications and on the university and school web sites. The UCI General Catalogue, the UC Policies Applying to Campus Activities, Organizations, and Students (UCI Campus Implementation), and the UCI Graduate Advisor’s Handbook supersede any conflicting information that may exist within or between other websites or publications.

A. Academic Requirements/Satisfactory Progress
The UCI School of Education is required to incorporate the requirements of the California Commission on Teacher Credentialing into its credential programs. In order for students to remain in good academic standing in the credential program, students must be in compliance with the expectations of the CTC as determined by UCI School of Education faculty. In particular, because effective performance in a public school setting, including meeting conduct requirements, is a required component of earning a credential, this school site performance is deemed to be part of satisfactory academic progress. Assessment of candidate competency and performance in relation to these various standards are matters of professional judgment as rendered by credential program faculty.
Moreover, CTC standards regarding candidate competency and performance are set forth in Common Standard 6 on Advice and Assistance, which explains that “The institution and/or unit provides support and assistance to candidates and only retains candidates who are suited for entry or advancement in the education profession. Evidence regarding candidate progress and performance is consistently utilized to guide advisement and assistance efforts.” See http://www.ctc.ca.gov/educator-prep/STDS-common.html for a complete version of the Common Standards.

Satisfactory progress is therefore defined to include professional conduct and academic performance. In accordance with academic standards for graduate students at UCI, a grade of B or better is required in all courses, including fieldwork and student teaching, for successful completion of the program. In addition, the faculty will exercise their professional judgment in determining whether or not a student is meeting the requirements of the program. Students who are not making satisfactory progress will be notified pursuant to the procedures set forth in the UCI Graduate Advisor’s Handbook, Section VI, A., Satisfactory Progress. Students whose performance does not improve after being given adequate notice may be dismissed from the program. The policy and procedures for academic disqualification are set forth in the UCI Graduate Advisor’s Handbook, Academic Disqualification. See Graduate Policies and Procedures http://www.grad.uci.edu/forms/faculty-and-staff/Graduate%20Policies%20and%20Procedures.pdf

B. Conduct Requirements
Candidates who engage in conduct that violates the UC/UCI Policies Applying to “Campus Activities, Organizations and Students, UCI Campus Implementation,” may be subject to discipline as set forth in the Policies. Such misconduct also may cause the School of Education faculty to withhold approval for field placement and/or recommendation for a credential and may result in a recommendation to Graduate Division that the student be dismissed from the program.

II. Requirements of Cooperating Schools and School Districts
Candidates must also comply with the standards and requirements of the cooperating schools and school districts wherein UCI credential candidates fulfill fieldwork and student teaching requirements. Credential candidates are allowed to participate at school sites at the pleasure of the cooperating school and school district and can be removed without cause from fieldwork and/or student teaching assignments by the cooperating school or school district. Candidates must meet all expectations of the cooperating school and school district at all times including, but not limited to: dress and grooming standards, professional conduct, and classroom performance. Professional conduct is deemed to include language or behavior in the classroom, publicly accessible images or behavior in social media, or publicly accessible conduct after school hours that would be considered a breach of professional conduct. The University may become informed of these types of infractions through various means, but upon being informed will take necessary action.

If, in accordance with UC and UCI policy, and based on a failure to meet CTC, University, or School of Education academic and professional standards and requirements for satisfactory progress toward a credential or master’s degree, a candidate
is removed from a placement by UCI, or if the classroom teacher or school administrator in the public school or school district to which the candidate has been assigned requests that the candidate be removed from that placement, the candidate may be negatively impacted in one or more of the following ways:

- The candidate’s grade(s) may be negatively impacted;
- The candidate may be encouraged to take a leave of absence from the program;
- UCI faculty may refuse to recommend the candidate for a credential;
- The School of Education may issue the candidate a notice of unsatisfactory progress; and/or
- The candidate may be recommended for academic disqualification through Graduate Division.

If a candidate is removed from a placement based on alleged misconduct, after conducting an investigation into the allegations, the University may initiate dismissal proceedings with Graduate Division, as outlined in the procedures set forth in the UCI Graduate Advisor’s Handbook.

III. Process for Resolution of Candidate Questions and Concerns
If a candidate has a question or concern about individual courses or about other aspects of the program, he or she should follow the process and order outlined below.

1. Speak with the faculty member directly responsible for the course or the Program Coordinator directly responsible for the program.
2. If the candidate does not feel the question has been answered or the concern resolved, he/she may make an individual appointment with the Director of the Program.
3. If the candidate does not feel that the question has been answered or the concern resolved, he/she may make an individual appointment with the Dean of the School of Education.

Please note that candidates may, at any time, consult with their academic counselor or the University Office of the Ombudsman.

Acknowledgement of Understanding:
I have read the above summary and will familiarize myself and comply with all the requirements and expectations of the University of California, the UCI School of Education, CTC, and the cooperating schools/school districts in which I am placed prior to the beginning of the UCI academic quarter.

Please print these three pages, sign, and return to your Program Coordinator prior to the start of the quarter.
Video, Social Media and Communication Guidelines

Candidates enrolled in any of the UCI School of Education teaching credential programs, including the Master of Arts in Teaching program, are encouraged to utilize technology and social media responsibly. Acceptable use guidelines for video, social media and communication are described below.

Video Recording in the Fieldwork/Student Teaching Classroom
Candidates will be required to take video of classroom instruction. In order to include students in these instructional videos, candidates are required to obtain permission from the mentor teacher and written permission from parents. These videos are to be used for instructional use only. Videos may only be posted to protected sites approved by the UCI School of Education.

Social Media
Engage in social media responsibly. Do not post photos, videos or names of the students or adults from the school placement. Candidates are strongly discouraged from posting negative comments about students and adults from the school placement, UCI faculty, and courses on social media. Candidates may not invite students from the school placement to join social media circles, and may not accept requests from students, unless it is a school sanctioned platform.

Communication with Students and Parents
Communication with students and parents must be approved by the Mentor Teacher. The Mentor Teacher must be copied on all forms of electronic communication.

Failure to meet any of these guidelines is considered a breach of professional conduct, as defined by the UCI Responsibilities Document and may result in a request for removal from the school placement and subject to the consequences outlined in the document.

The Responsibilities Document, B. II:
Professional conduct is deemed to include language or behavior in the classroom, publicly accessible images or behavior in social media, or publicly accessible conduct after school hours that would be considered a breach of professional conduct. The University may become informed of these types of infractions through various means, but upon being informed will take necessary action.

Acknowlegement of Understanding:
I have read the above summary and will familiarize myself and comply with all the requirements and expectations of the University of California, the UCI School of Education, CTC, and the cooperating schools/school districts in which I am placed prior to the beginning of the UCI academic quarter.

__________________________
Signature of Candidate

__________________________
Name (Print)

__________________________
Date

School of Education 17 University of California, Irvine
ACADEMIC INTEGRITY

While it is expected that all candidates will adhere to the highest standards of academic integrity, experience has taught us that we should publish the code of conduct in the following areas.

Plagiarism:
Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

1. To steal or pass off as one's own the ideas or words, images, or other creative works of another.
2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information, which is not common knowledge.

Collusion:
Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.

Students have responsibility for:
1. Refraining from cheating and plagiarism.
2. Refusing to aid or abet any form of academic dishonesty.
3. Notifying professors and/or appropriate administrative officials about observed incidents of academic misconduct.

The anonymity of the student reporting the incident will be protected.

Academic dishonesty applies equally to electronic media and print, and involves text, images, and ideas. It includes but is not limited to the following examples:

Cheating:
1. Copying from others during an examination.
2. Communicating exam answers with other students during an examination.
3. Offering another person's work as one's own.
4. Taking an examination for another student or having someone else take an examination for one self.
5. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
6. Tampering with an examination after it has been corrected, then returning it for additional credit.
7. Using unauthorized materials, prepared answers, written notes or information concealed in a blue book or elsewhere during an examination.
8. Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).

Other Dishonest Conduct:
1. Stealing or attempting to steal an examination or answer key from the instructor.
2. Changing or attempting to change academic records without proper sanction.
3. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
4. Forging add/drop/change cards and other enrollment or required documents, or altering such documents after signatures have been obtained.
5. Intentionally disrupting the educational process in any manner.
6. Allowing another student to copy off of one's own work during a test.

Faculty members in the School of Education will follow the procedures outlined by the Academic Senate [http://www.senate.uci.edu/] in dealing with incidents of academic dishonesty. You can find more information about academic dishonesty as well as the procedures in dealing with it on the Registrar’s website, [http://www.reg.uci.edu/] under “Policies and Procedures” – Academic Honesty. You will also find this information printed in the Schedule of Classes [http://websoc.reg.uci.edu/perl/WebSoc] each quarter.

GRADING POLICY

A grade of B or better is required in all courses, including fieldwork and student teaching courses, for successful completion of the program. In order for candidates to advance to student teaching, they must successfully complete fieldwork and all required coursework. If candidates do not successfully complete fieldwork in the first quarter but show sufficient promise in the judgment of the faculty to warrant additional fieldwork, they can meet with their counselor and coordinator to create an academic contract for continuing in the program.

Candidates who receive a grade below B (including B-) in any required coursework must petition for acceptance of that grade and meet with their counselor and coordinator immediately. Their future status in the program will be determined at that meeting. A B- may be approved to apply to coursework, but grades of C or lower must be repeated.

LEAVE OF ABSENCE

With the approval of the program coordinator, the Director of Teacher Education, the Director of Student Affairs, and the Dean of Graduate Studies, a leave of absence may be granted for candidates who have not attained the academic objective for which they were admitted or who have been unable to pass the required CSET or CBEST exams. A leave of absence is limited to a total of three academic quarters and can only be granted if candidates have completed at least one quarter of academic coursework.

An official Academic Leave of Absence form must be completed by the candidate requesting the leave of absence prior to Wednesday of the second week of the quarter for
which the student is requesting the Leave of Absence. School approval requires completion of an academic plan. Candidates must meet with a credential counselor in order to finalize an academic plan.

SUBSTITUTE TEACHING DURING THE CREDENTIAL PROGRAM

During the fieldwork and student teaching assignment(s), candidates who hold a permit that would allow them to substitute teach in a local district may do so only under certain circumstances.

- Candidates may substitute teach during fall quarter as long as it does not conflict with UCI coursework, fieldwork or other program requirements.
- In winter and spring quarters, candidates may substitute teach only for their Mentor Teacher.
- Requests that candidates substitute must come from Mentor Teacher and/or a school site administrator.
- Candidates may only serve as a substitute if they are in good standing in all course work and in their student teaching assignment.
- Substitute teaching will not count as hours toward pre-student teaching fieldwork that occurs prior to the beginning of the student teaching assignments.

Please view CTC leaflet at http://www.ctc.ca.gov/credentials/leaflets/cl505p.pdf for more information. The site administrator can inform you of specific district or school site policies. Not all districts allow student teachers to substitute and not all districts have open substitute lists.

ADVANCEMENT TO STUDENT TEACHING

The following is required to advance to student teaching:

1. Completion of all required program courses, including fieldwork, with a grade of “B” or higher.
2. A judgment of readiness for student teaching by the Program Coordinator.
3. Passage of the required CBEST and CSET exams.

PRELIMINARY CREDENTIAL

Upon successful completion of all UCI and California requirements, candidates will be eligible to be recommended for a 2042 Preliminary Credential. The following requirements must be successfully completed in order to file for a credential:

- Successful completion of all credential coursework
- Certificate of Clearance
- Tuberculosis Test
- Successful completion of: CBEST, CSET, RICA (MS Only)
- U.S. Constitution
- CPR (Adult, Child, Infant)
CLEAR CREDENTIAL

To earn their clear credential in the State of California, new teachers will participate in a state-approved Teacher Induction Program [http://www.btsa.ca.gov/](http://www.btsa.ca.gov/) for the first two years of their teaching career. School districts will either offer or recommend an induction program for new teachers they employ. For new teachers who do not have access to induction programs, the CCTC may offer alternatives to clear credentials.

Upon successful completion of an induction program teachers will be recommended for a clear credential by the district.

All teaching credentials require renewal every five years for the duration of a teacher’s career.

FINAL STEPS FOR GRADUATE STUDENTS
EARNING THE MAT DEGREE

Five steps are described that are part of the process of earning a Graduate Degree from the UCI campus of the University of California. Please note that the steps described here are in addition to the required courses in the academic program. The five steps are described in the general order in which they occur. This document and the deadlines for each step will be mailed to each graduate candidate in winter quarter.

1. **Filing Diploma and Commencement Form; Ordering Cap & Gown**
M.A.T. candidates who will complete the program in the second summer are invited to participate in the University of California, Irvine Commencement Ceremony [http://www.commencement.uci.edu/](http://www.commencement.uci.edu/) that same summer in June. M.A.T. candidates who intend to participate should complete a *Graduate Student Diploma and Commencement Form* and submit it directly to the Office of Graduate Studies (Attn: Enrolled Students Officer, M. Martin, 120 Administration) in March. Commencement robes are ordered through the UCI Alumni House during winter quarter. In addition, candidates are advised to check a Commencement list in the School of Education during the later part of April to verify their name’s inclusion and spelling on the Commencement Program.

2. **Advancement to Candidacy**
Graduate candidates must Advance to Candidacy for their degree at least 30 days prior to the start of the quarter in which the degree is expected. Students expecting to complete the M.A.T. degree requirements should complete and submit an *Application for Advancement to Candidacy* to an academic counselor in the Office of Student Services, Suite 2000 Education Building. Once approved, the School forwards the applications to the Dean of Graduate Studies. *Candidates who do not Advance to Candidacy 30 days prior to the start of the quarter in which all requirements are completed, will not have the degree conferred until the end of the following quarter.*
3. Commencement
The Commencement Ceremony is held in mid-June. Candidates are notified by the School of Education of the exact time and location of the ceremony during the winter quarter preceding Commencement.

4. Final Report for the Master’s Degree
Once M.A.T. candidates have successfully met all of the requirements for the M.A.T. program, many are eager to receive official confirmation that they have completed all degree requirements -- for employment purposes. Because official confirmation requires approximately one month from the last day of class, the School of Education can provide an enrollment verification letter while candidates wait for official conferral of their degree. The enrollment verification letter will confirm the candidates’ enrollment in the M.A.T. Degree program and state when official verification of conferral is expected. This verification letter is available from an academic counselor.

The Office of Graduate Studies will mail the official confirmation of conferral of advanced degrees during the last week in September.

In the event a student does not successfully complete all course requirements by the end of their second summer with the required level of scholarship required and pass the M.A.T. Comprehensive Exam, then payment of a filing fee for the next regular academic session in fall is mandatory so that the student’s candidacy for the degree does not lapse.

5. Conferral of M.A.T. Degree and Certification of Degree Award
The Office of Graduate Studies notifies students by mail of formal Degree Conferral; and students may submit a Request for a Letter of Degree Certification. The Letter of Degree Certification bears the Dean of Graduate Studies’ signature and University Seal. It is the equivalent of the diploma or the official academic transcript for employment and career advancement purposes.