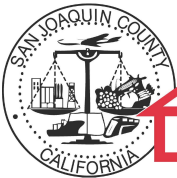


Teachers College
of **San Joaquin**

Career and Technical Education Credential Program Handbook



San Joaquin County Office of Education
James A. Mousalimas, County Superintendent of Schools

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IMPACT Career and Technical Education Credential

Program Handbook

Credentials Offered:

Teachers College of San Joaquin's IMPACT Intern Program is housed within the San Joaquin County Office of Education. The San Joaquin County Office of Education has offered an intern credential program since 1997. TCSJ is a WASC accredited graduate program and offers candidates a two-year intern program option in Multiple Subject, Single Subject, and Education Specialist.

The philosophy and mission of TCSJ provides staff, faculty and leadership the guidance to safeguard that candidates are successful and prepared educators who are responsive to the conditions of teaching and learning in California's public schools.

Our Mission

To develop a workforce of teachers and school leaders who are comfortable with collaboration, understand the need to prepare students for both work and higher education, and have the skills to develop, implement and sustain innovative educational ideas. TCSJ exemplifies the notion of learning opportunities that are rigorous, provide relevance, are relationship-driven and incorporate reflection for professional growth.

Our Philosophy

Everyone- students, teacher candidates, faculty and staff form the Teachers College of San Joaquin learning community. Every member of that community is valued and makes a contribution to its overall success. Faculty and staff work to enhance student learning by interweaving theory with contextual experience of working in the culturally and linguistically diverse classrooms of California.

TCSJ characterizes the spirit of school reform, which may include small learning communities, college and career readiness initiatives, career academies, project-based learning, authentic assessment practices, 21st century skills or integrated, academic and career-oriented curriculum.

Accreditation

Teachers College of San Joaquin is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510.748.9001. The TCSJ IMPACT Intern Credential Program is accredited by the California Commission on Teacher Credentialing (CCTC).

Program Structure

The IMPACT CTE Credential Program is a 12-20 month commitment to acquire a Clear Career and Technical Education Credential, which involves coursework, supervised teaching, and the support of a team of experienced and qualified educational professionals.

Candidates are assigned to a cohort for all coursework. The cohort model offers a built in support network for candidates. All cohort assignments are determined by the Registrar. In the event that a course within a cohort exceeds the maximum enrollment and additional sections of the course have to be added, the Registrar and program coordinator have the authority to place candidates in sections as appropriate.

Tuition

Candidates are charged tuition at the rate specified for the year of program entry. All tuition payment contracts are coordinated with the student accounts office.

- To continue as an active program participant and continue working candidates must be in good financial standing at the conclusion of year one.
- Upon completion of all program requirements CTE clear credential recommendations will only be made to the CA Commission on Teacher Credentialing if account is paid in full.

Support Supervision

Candidates are paired with a Support Supervisor during their program. Support Supervisors are responsible for a set number of observations and reflective conferences during the time the candidate is enrolled in the credential program. Support Supervisors also conduct semester reflection conferences with each candidate for the purpose of deeper reflection of teaching practice and goal setting. Input from site administration is also sought regularly.

The Support Supervisor issues a grade each semester that reflects the candidate's progress and performance as a classroom teacher. The grade will be issued as "pass" or "fail". At any time the Support Supervisor feels the candidate is not making adequate progress, a "Corrective Action" is developed as a written improvement contract.

All corrective action forms include the following:

- A required completion date;
- The area(s) of concern tied to the appropriate Teaching Performance Expectations;
- Steps for completing the Corrective Action – specific outline of what the candidate must do to correct the problem and the plan for intervention.

Before a copy of the Corrective Action is given to the candidate it will be reviewed and signed by the Support Supervisor and the Program Coordinator. Any time a Corrective Action is put in place the Program Coordinator or designee will accompany the Support Supervisor on an observation as a "second set of eyes". After a Corrective Action has been put in place the candidate may be invited to observe a veteran teacher accompanied by their Support Supervisor.

If a situation arises that prevents the candidate from completing the semester of supervision, the candidate must contact the Program Coordinator. The Program Coordinator will determine if the candidate is eligible to earn a grade for that term of supervision.

See the following policies for additional information:

Additional Fees- Supervision Appointment Policy

Grades Policy

Change in Academic Status Policy

Coursework

The Teachers College of San Joaquin hires instructors to deliver instruction and monitor candidate's academic progress. The schedule of courses for each candidate is located on our program database (<http://tdev.sjcoe.org>). Course descriptions and a list of courses can be found on the website at www.teacherscollegesj.edu.

The coursework within each program involves a number of classes, each designed for two related purposes: to address a specific dimension of the teaching profession and to meet CA Commission on Teaching Credentialing (CCTC) standards for credential programs. Therefore, some courses may be more theory based and not directly relate to your current teaching assignment.

Candidates are required to come prepared for class each night with a laptop or tablet to access course material. The program is not responsible for lost, stolen, or damaged electronic devices.

Candidates must successfully complete courses and demonstrate growth towards meeting the Teaching Performance Expectations (TPEs) and the California Standards for the Teaching Profession (CSTPs) as well as all other requirements of the CCTC to be recommended for the appropriate credential.

Grade and Performance Requirements

All courses are expected to be completed at mastery level. Mastery in IMPACT coursework is determined to be a grade of "C" or better. Course instructors are solely responsible for the determination of course grades. If a candidate disagrees with the grade, he/she must follow the Grade Challenge process and timeline outlined in the Grades Policy.

See Grades Policy for additional information.

Complaints Against Faculty

If a candidate has a complaint against a faculty member the candidate must follow these steps:

1. Candidate speaks to the instructor to try and resolve the difference.
2. If the candidate has spoken with the instructor and has not been able to resolve the difference or if the candidate has a good reason for not first speaking with the instructor, the candidate can make an appointment with the Program Coordinator.
3. If the Coordinator deems it appropriate, he/she can send the candidate back to talk to the instructor or the Coordinator can inform the instructor of the complaint.
4. If the candidate is not able to resolve the concern with the Coordinator, the candidate can make an appointment to see the Director of IMPACT.
5. If the candidate is still not satisfied, the candidate can then follow the Complaint policy.

See Complaints Policy for additional information.

Academic Probation

All candidates in TCSJ are expected to earn a minimum grade point average (GPA) of 3.0 each semester and maintain a minimum overall GPA of 3.0. If a candidate's GPA is below this minimum standard (at the end of the semester or overall) he/she will be placed on Academic Probation.

See Change in Academic Status Policy for additional information

CPR Certification

The California Commission on Teacher Credentialing (CCTC) requires that all students applying for a Clear CTE Credential demonstrate they have a valid (not expired) infant, child, and adult CPR certification which meets the criteria of the American Heart Association or the American Red Cross.

US Constitution Requirement

The CCTC requires that all students applying for a Clear CTE Credential must pass the US Constitution exam OR have met this requirement via coursework recorded on an official transcript.

Attendance

Candidates are expected to attend all classes. If an absence is unavoidable (illness, Back-to-School Night, family emergency, etc.) the candidate is expected to communicate directly with the instructor in advance. Each instructor includes the attendance/tardy policy in the course syllabus. It is the candidate's responsibility to understand and adhere to this policy. Chronic absences may affect course grades and/or result in separation from the college.

TCSJ is a post graduate program serving the needs of our partnering districts and local educators. As such, candidates should not bring children, pets or guests to class.

Textbooks

Candidates are responsible for providing textbooks as requested by each course instructor.

Academic Research

Candidates have access to research, articles and peer-reviewed journals through EBSCO, <http://search.ebscohost.com>.

User Name: teacherscollegesj

Password: tcsj2014

When you enter the database you will be asked to Choose Databases...we have purchased both that are listed, *Academic Search Premier* and *Education Source*, so Select All and Continue to get into the search windows. Then you can enter a topic and press Search. A list of related articles will come up and you'll see PDF Full Text for the articles that are available to us. By making use of the "Limit To" choices in the box on the left hand side you can streamline your search and save time.

Ethical and Professional Standards

Candidates are expected to follow the TCSJ, California Commission on Teacher Credentialing professional and ethical standards in all coursework and fieldwork, as well as those identified in the National Education Association (NEA) Code of Ethics of the Education Profession.

See Ethical and Professional Standards Policy for additional information.

Notification of Changes

It is the responsibility of the candidate to immediately notify the TCSJ admissions office tcsjadmissions@sjcoe.net of changes in employment status (pink slip, resignation, non-reelection), work location, credential, or changes in contact information.

Credential Requirements and Processing Procedure

In order to qualify for the Clear CTE Credential, candidates must complete the following requirements:

- Program Coursework (incl. Supervision)
- Pass Portfolio Requirement
- U.S. Constitution (test or on transcript)
- CPR
- Tuition paid in full

Upon completion of all credential requirements, the candidates will receive notification from the TCSJ Credential Technician via US Postal Service or email regarding procedures for processing the Clear CTE credential. It is the candidate's responsibility to adhere to the directions from the credential technician and meet all timelines.

See Additional Fees- Credential Recommendation Policy for additional information.

Thank you for choosing our program!

If you have questions please visit our website at www.teacherscollegesj.edu

or call our main phone number 209-468-4926 for assistance.

POLICIES & PROCEDURES

The following policies are referenced in this document. For a full list of policies, refer to the Course Catalog and TCSJ Website.

Additional Fees

Supervision Appointment

The candidate is responsible for informing the Support Supervisor of his/her teaching schedule, planned teaching activities and any situation that may arise preventing the Support Supervisor from observing the candidate teaching a lesson. If a situation arises requiring the candidate to cancel a scheduled appointment with the Support Supervisor, the candidate is required to do so within a minimum of three (3) hours prior to the scheduled appointment. Candidates will be assessed \$100 fee for failure to abide by this policy.

Credential Recommendation

It is the candidate's responsibility to pay the California Commission on Teacher Credentialing (CCTC) credential application fee within 90 days of the online recommendation date. Candidates who do not meet this deadline and allow the credential recommendation to expire will be assessed a program fee of \$150 for each additional submission in addition to all fees required of the CCTC. If the candidate allows the credential recommendation to expire, the issuance date will be delayed and could pose a problem with the candidate's employer.

Change in Academic Status

Academic Probation

All candidates in TCSJ are expected to earn a minimum grade point average (GPA) of 3.0 each semester and maintain a minimum overall GPA of 3.0. If a candidate's GPA is below this minimum standard (at the end of the semester or overall) he/she will be placed on Academic Probation. Candidates who remain on Academic Probation for more than one semester are referred to the Academic Review Committee for further action.

Additional Considerations

IMPACT Candidates

A grade of C- or lower indicates failure of a course. If a candidate receives a grade of C- or lower in any course, he/she is placed on Academic Probation. Candidates who receive an Academic Probation letter from the Registrar are required to retake the course, and will be enrolled in the next available course offering. The candidate pays all additional fees associated with retaking the course including tuition costs calculated at the current per unit rate.

If a candidate fails Supervision, he/she will be placed on Academic Probation. *Note: Supervision is graded on Pass/Fail basis.*

Inactive:

Candidates who do not take classes for two consecutive semesters will be considered inactive. Candidates who remain inactive for three consecutive semesters will be withdrawn from the college. If a candidate is withdrawn, he/she will be required to reapply and follow the requirements of the TCSJ catalog and/or IMPACT Student Handbook for the academic year in which they are readmitted.

Withdraw:

Candidates who wish to withdraw from a course are required to complete a *Course Withdrawal* form. IMPACT candidates must have it signed by their principal and district HR representative and submit to the TCSJ Admissions office prior to the second session of the course. Candidates will be rescheduled for the next available course offering which may delay the candidate's ability to complete the program in a timely manner.

Candidates who wish to withdraw from a course prior to the second class session will not be charged tuition for the course. Candidates who withdraw after the start of the second session will incur full tuition for the course.

Should the candidate withdraw from the program, voluntarily or involuntarily, the balance of the tuition costs associated with his/her program is recalculated at the current tuition rate for the courses completed.

Leave of Absence:

Candidates who need to take a leave of absence from their curricular program will discuss this request with their advisor. A completed *Request for Leave of Absence* form is required and will be submitted to the TCSJ Registrar in the Admissions office by the candidate's advisor. Candidates who are on leave for two consecutive semesters will be considered inactive.

Complaints

Teachers College of San Joaquin is part of the San Joaquin County Office of Education (SJCOE) and the policies and procedures of SJCOE are followed. Policies and procedures are located at:

http://www.sjcoe.org/HumanResources/Personnel_Policies.aspx

Records of student and/or faculty complaints are maintained by the Academic Review Committee as well as the President, who is responsible for overseeing the follow-up and resolution of each complaint.

Grades

All courses are expected to be completed at mastery level. Mastery in IMPACT coursework is determined to be a grade of "C" or better. Course instructors are solely responsible for the determination of course grades. Instructors should clearly define grading criteria on the syllabus including the effect of attendance on the final course grade. Grades must be entered

through the password-protected database <https://tdev.sjcoe.org/> within 10 business days of the last class.

Grade A	Outstanding knowledge and application of course content; assignments turned in on time and reflect professionalism, effort and application above and beyond minimum course requirements.
Grade B:	Good knowledge and application of course content; assignments reflect professionalism, effort and application of course requirements.
Grade C:	Satisfactory knowledge and application of course content; assignments not typically reflective of graduate level expectations.
Grade C-	IMPACT courses must be retaken and results in students' placement on Academic Probation for all grades of C-or below.
Grade F/Fail/ No Credit	All courses must be retaken and results in student placement on Academic Probation.
Grade Pass/ Credit	Satisfactory knowledge and application of course content.
Grade I	Incomplete (see Incomplete information below)

Incomplete

An Incomplete is granted at the discretion of the instructor. The instructor will notify the Program Coordinator and the TCSJ Registrar when assigning an Incomplete.

An Incomplete becomes a failing grade if work is not completed within the timeframe as agreed upon with the instructor. In the event of this, the candidate must contact the Registrar and re-enroll in the course and assume responsibility for all fees associated with repeating the course.

Grade Challenge

Coursework:

If a candidate disagrees with the grade, he/she should, within 20 calendar days of receipt of the grade, meet with the course instructor to discuss the disagreement. If the issue is not successfully resolved as a result of that meeting, the candidate should meet with the Program Coordinator to mediate the situation. If the issue is still not successfully resolved, the candidate may file a written *Request for Reconsideration*, which should clearly describe the nature of the disagreement and resolution sought. The *Request for Reconsideration* must be filed with the President of the College within 10 days following the meeting with the course instructor. The President will provide a copy of the *Request for Reconsideration* to the course instructor for response. The Academic Review Committee Chair will convene the Academic Review Committee (ARC) for review of all documents and the ARC will make a decision within 30 days or prior to the next time the course is offered, whichever is sooner. **The decision of the Academic Review Committee is final and binding on all parties.**

Support Supervision:

Supervision is a course in the program and a Support Supervisor is the instructor of record for these courses. The same process applies as stated above for a grade challenge for supervision related coursework.

Academic Review Committee:

The President will appoint members to the Academic Review Committee each academic year. At this time, the President will appoint one member as Chair of the committee. The ARC will consist of a total of five full-time and/or affiliate faculty members. A minimum of three ARC members is required to convene a meeting to resolve issues.

Ethical and Professional Standards

Candidates are expected to follow the TCSJ, California Commission on Teacher Credentialing (CCTC) professional and ethical standards in all coursework and fieldwork, as well as those identified in the National Education Association (NEA) Code of Ethics of the Education Profession.

Professional Dispositions

1. Demonstrates openness to critical assessment of progress.
2. Believes that all students can learn. Candidates seek to meet the diverse needs of all students, including English learners and students with special needs.
3. Values diversity and advocates for social justice: "Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social culture background or sexual orientation unfairly exclude any student from participation in any program, deny benefits to any student or grant any advantage to any student.
4. Maintains flexibility in planning and implementing instruction to meet the needs of all students.
5. Demonstrates initiative and reliability in successfully completing the program requirements, including coursework, fieldwork, lesson planning, instruction, and daily classroom routines (as appropriate to program).
6. Makes satisfactory progress in meeting requirements.
7. Reflects and self-assesses to improve practice.
8. Collaborates effectively.
9. Handles confidential information professionally. A candidate shall not disclose information about students or faculty obtained in the course of professional service unless such disclosure serves a compelling professional purpose or is required by law. A candidate shall not misrepresent, orally or in writing, issues related to students, faculty, classrooms or the college programs.
10. Maintains an appropriate professional appearance.
11. Candidates and staff agree to treat one another with mutual trust and respect, promote the success of the individual and the group as a whole, and refrain from

the behavior that is disruptive, offensive or reflects bias of any kind.

Effective Communication

1. Communicates effectively, orally and in writing, in college, public school, and educational community related contexts with professionals and colleagues.
2. Addresses colleagues, faculty and staff, and school site personnel in a professional and positive manner. Violence, threats of violence, intimidation, stalking, and similar behaviors towards K-12 students, college students, faculty, and/or TCSJ employees on the part of candidates shall lead to immediate dismissal from the program.
3. Deals effectively and professionally with disagreements.

Punctuality, Late Assignments, Preparedness

1. Meets deadlines for assignments.
2. Notifies supervisor/faculty in advance of absences and makes appropriate arrangements for classroom activities/instruction during absences.
3. Attends courses regularly and punctually.

Academic Integrity

1. *Plagiarism* - For the purposes of TCSJ, the definition of plagiarism is adopted from the American Psychological Association Ethics Code Standard 8.11 (APA, 2010). Students who "...present the work of another as if it were their own work are guilty of plagiarism. Whether paraphrasing, quoting an author directly, or describing an idea that influenced the work, students must credit the source." (p. 170).
 - All members of this learning community agree to maintain personal and academic integrity including refraining from plagiarism.
 - If faculty or staff allege that a student is guilty of plagiarism he/she may receive a range of penalties, including failure of an assignment, failure of the course, suspension (e.g. for a semester), or dismissal from TCSJ as determined by the Academic Review Committee. This committee will decide on the appropriate penalty. In all cases, the faculty will have final say regarding the violator's final grade for the course. Prior violation/s of college policy by the student may result in more serious sanctioning than requested by faculty, including dismissal from the college, as determined by the Academic Review Committee. In these cases, the decision of the Academic Review Committee is final and binding on all parties. *More information on avoiding plagiarism can be found at www.plagiarism.org and in the APA 6th Edition Guidebook.*
2. *Examinations and Quizzes* - Candidates may not give, receive, or use unauthorized assistance during an examination, from another person's notes or other communication.
3. *Coursework* - Candidates may not present the same work for credit in more than one course. Candidates must acknowledge (cite) all sources of assistance, whether published or unpublished, that are used in writing a report or paper.

Health and Safety

Alcohol, drugs, tobacco and weapons are prohibited on campus.

IMPACT Program Dismissal

The following criteria will be applied to candidates who are not making sufficient progress in completing the program (coursework and examinations), supervision, employment and/or adhering to the professional code of conduct requirements. A decision by the Academic Review Committee regarding a candidate's dismissal from the IMPACT Program is dependent upon the following criteria:

Supervision for CTE Candidates:

CTE Candidates may be dismissed if they fail any two semesters of Support Supervision. If additional semesters of supervision are required candidates are responsible for all additional fees.

Employment and Professional Code of Conduct

A candidate may be dismissed from the program for violating the Professional Code of Conduct outlined in the IMPACT Student Handbook and TCSJ's webpage on Academic Policies: <http://www.teacherscollegesj.edu/content.aspx?ID=1380&title=Academic%20Policies>

A candidate who is dismissed or non re-elected from his or her employment will be considered for dismissal from the IMPACT program by the TCSJ Academic Review Committee. The criteria listed above is considered by the committee in these instances. A candidate who is dismissed from his or her employment a second time will be dismissed from the IMPACT program.