



Teachers College
of **San Joaquin**

IMPACT Intern Credential Program Handbook



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

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IMPACT Intern Credential Program Handbook

Credentials Offered:

General Education - Multiple Subject, Single Subject

Education Specialist - Mild/Moderate, Moderate/Severe, Early Childhood

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 Intern Credential Program is a two-year commitment to acquire a Preliminary 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.

University Intern Credential

The California Commission on Teacher Credentialing (CCTC) issues the University Intern Credential after receiving the verification from Teachers College of San Joaquin (TCSJ) that the applicant meets all requirements for the credential. The University Intern Credential is valid for two years. It is only valid as long as the applicant remains employed in the same school district and remains enrolled in the TCSJ IMPACT Intern Credential Program. The Intern Credential may be transferred to another school district and/or university. For a district transfer you must contact the Registrar to begin the process. If you are transferring universities, you must then contact the credential program at that particular university for their transfer procedure. Candidates are responsible for all fees associated with credential transfer requests.

Profile of a Good Intern Candidate

TCSJ IMPACT Interns have been very successful as interns. Some candidates discover that teaching is not the profession for them and others have had difficulty meeting the demands of the teaching assignment, coursework, program requirements and maintaining balance in their personal/family life. Those who are successful share some common characteristics:

- ✓ They are very hard working.
- ✓ They are mature.
- ✓ They have initiative, learn quickly when in new settings, and can solve problems.
- ✓ They get along well with people.
- ✓ They like the student population that they work with.
- ✓ They are learners.

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 under an intern credential sponsored by TCSJ, candidates must be in good financial standing at the conclusion of year one.
- ❖ Upon completion of all program requirements, Preliminary Credential recommendations will only be made to the CA Commission on Teacher Credentialing if account is paid in full.

Practicum Supervision

Candidates are paired with a Support Supervisor for the duration of 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 Lead Support Supervisor 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 Lead Support Supervisor. The Lead Support Supervisor will determine if the candidate is eligible to earn a grade for that term of supervision.

Intern candidates are dismissed if they fail **any** two semesters of Support Supervision. Intern candidates will not exceed a total of 6 semesters of supervision. All candidates must pass the final two consecutive semesters of supervision. All added semesters of supervision result in added tuition.

See the following policies for additional information:

Additional Fees- Supervision Appointment Policy

IMPACT Intern Program Dismissal 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>).

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 CCTC standards for credentialing programs. Therefore, some courses may be more theory based and not directly relate to your current teaching assignment. For Single Subject candidates, CURR245: Content Specific Instruction may be held offsite in the instructors' classroom.

Candidates are required to come prepared for class each night with a laptop or tablet to access course material. Devices must have "dual band" Wi-Fi radios. Devices without dual band radios may not be able to access required course curriculum. Please check with your device vendor to determine whether the device you wish to use has this capability. 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) as well as all other requirements of the California Commission on Teaching Credentialing (CCTC) to be recommended for the appropriate credential.

See IMPACT Intern Program Dismissal Policy for additional information.

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 President.
5. If the candidate is still not satisfied after talking with the President, 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

Teacher Performance Assessment (TPA)

As a requirement of the California Commission on Teacher Credentialing (CCTC), all Multiple and Single Subject Teaching Credential candidates must pass a series of four assessment tasks of their teaching performance with K-12 students to process a Preliminary Teaching Credential. The TPA tasks assure that teacher candidates have the knowledge, skills, and abilities required of a beginning teacher in California public schools. The TPA tasks are aligned with the California Standards for the Teaching Profession, and the Teaching Performance Expectations (TPEs) for beginning teaching.

TPA Task 1: Subject Specific Pedagogy

TPA Task 2: Designing Instruction

TPA Task 3: Assessing Learning

TPA Task 4: Culminating Teaching Experience

The four TPA performance tasks increase in complexity and all but TPA task one is done with actual K-12 students. Taken as a whole, the four tasks measure the TPEs in multiple ways. The four TPA tasks are strategically embedded into the cohort program as seminars and must be completed and passed in the specified order.

Candidates who score below three (3) on a TPA task will be placed on Academic Probation and must schedule a remediation conference with the TPA Coordinator and submit the \$300 Remediation Fee before resubmitting the task.

Candidates must earn a passing score on the TPA tasks in the order listed on the cohort schedule.

Candidates who fail a TPA task are not allowed to submit the next TPA task for scoring until the remediation policy has been followed and the candidate earns a passing score.

See the following policies for additional information:

Additional Fees- Teacher Performance Assessment (TPA) Remediation Policy

Change in Academic Status Policy

Reading Instruction Competence Assessment (RICA)

<http://www.rica.nesinc.com>

Multiple Subject and Education Specialist (Early Childhood candidates exempt) candidates must pass the RICA prior to being recommended for a Preliminary Teaching Credential. The RICA is taken individually by all candidates and outside of the IMPACT Intern Program coursework. When registering for the exam, choose: Institution 702 Project IMPACT- San Joaquin County Office of Ed. This will ensure that we have access to your official results. For more information on the RICA and candidate exemptions, refer to the California Educator Credentialing Examinations website above.

CPR Certification

The California Commission on Teacher Credentialing (CCTC) requires that all students applying for a Preliminary Credential demonstrate they have infant, child, and adult CPR certification which meets the criteria of the American Heart Association or the American Red Cross.

Early Completion Option

The Early Completion Option (ECO) is intended to provide individuals who have requisite skills and knowledge an opportunity to challenge the coursework portion of a Multiple or Single Subject Intern Program and demonstrate pedagogical skills through a performance assessment while in a Commission-approved intern program. A candidate must consult with and gain permission from the Registrar in order to participate as an early completion candidate in the IMPACT program. A complete description of the Early Completion Option can be found at:

<http://www.ctc.ca.gov/notices/coded/2013/1313.pdf>.

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 their 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 thru 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 (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.

See Ethical and Professional Standards Policy for additional information.

Monitoring of Credential Candidate Dispositions

It is the duty of all program faculty to monitor the dispositions of candidates in the credential programs.

It should be emphasized the goal of such monitoring is to allow for and support corrective action on the part of the credential candidate so as to lead the candidate to successful completion of the program.

When a faculty member becomes aware of behaviors that may imperil a candidate's success in the program, he/she will complete a *Credential Candidate Concern Profile* form and follow the steps delineated in it. Careful documentation should support the use of this form. Documentation includes dates of absences, tardies and/or early departure from class and anecdotal information, which support the instructor's concern.

Intern Candidate Support

Intern programs are the result of a partnership between the institution who prepares teachers (TCSJ) and the employing educational agency. Pursuant to California Education Code 44321, the supervision and support of interns is the responsibility of both the Commission approved teacher preparation program and the employer. The combination of employer-provided support and mentoring program supervision provided to the intern must include the following:

- A minimum of 144 hours of support/mentoring and supervision;
- A minimum of two hours of the 144 hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days;
- An additional 45 hours of support/mentoring and supervision specific to meeting the needs of English learners shall be provided to an intern teacher unless the intern holds a CLAD, EL Authorization or has passed all sections of the CTEL Examination.

To meet the CCTC requirement of 144 hours of required support, the employer will ensure that the intern receives a minimum of 60 hours of support with the peer coach/mentor and/or additional personnel (if appropriate) per year. Support may include, but is not limited to weekly course planning of curriculum, and assessments, coaching within the classroom, and problem-solving regarding student issues.

For those interns who do not already have English Language Authorization from a current California credential or passing score on an exam, (CTEL), the employer will ensure that the intern receives a minimum of 20 hours of the required 45 hours required by CCTC per year related to working with English Learners.

TCSJ will provide opportunities for candidates to participate in support activities with qualified personnel each semester. A schedule of the support dates will be advertised.

Support Log

Candidates are responsible for documenting all support hours on the program provided google doc weekly. Candidates must print and submit the completed support log at the end of the school year.

- ❖ Due two weeks after the last day of instruction.

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 Preliminary Credential, candidates must complete the requirements for the specific credential.

	Single Subject	Multiple Subject	Ed. Specialist-Mild/Moderate	Ed. Specialist, Moderate/Severe	Ed. Specialist, Early Childhood
Program Coursework (incl. Supervision)	X	X	X	X	X
RICA Exam		X	X	X	
TPA's	X	X			
CPR	X	X	X	X	X
Support Log	X	X	X	X	X
Tuition Paid in Full	X	X	X	X	X

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 preliminary credential. It is the candidate's responsibility to adhere to the directions from the 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.*

**2016-2017 TCSJ Impact Intern Candidate
Quick Reference & Contact Information**

Questions/Concerns About.....	Stockton Contact	Modesto/Ceres Contact
Coursework- Content	Michele Badovinac mbadovinac@sjcoe.net 209.468.9141	Louise Gammon lgammon@sjcoe.net 209.639.3473
Instructors	Michele Badovinac mbadovinac@sjcoe.net 209.468.9141	Louise Gammon lgammon@sjcoe.net 209.639.3473
Practicum Supervision	Danielle Silva dasilva@sjcoe.net 209.468.5906	Danielle Silva dasilva@sjcoe.net 209.468.5906
Program Schedule	Lisa Neugebauer lineugebauer@sjcoe.net 209.468.9192	Louise Gammon lgammon@sjcoe.net 209.639.3473
Credential Requirement(s)	Lisa Neugebauer lineugebauer@sjcoe.net 209.468.9192	Lisa Neugebauer lineugebauer@sjcoe.net 209.468.9192
TPA's	Kathy Athey kathey@sjcoe.net 209.468.9190	Kathy Athey kathey@sjcoe.net 209.468.9190
Support Hour Requirement/Log (General & EL)	Maryanne Friend mfriender@sjcoe.net 209.468.5935	Maryanne Friend mfriender@sjcoe.net 209.468.5935
Graduation Status	Lisa Neugebauer lineugebauer@sjcoe.net 209.468.9192	Lisa Neugebauer lineugebauer@sjcoe.net 209.468.9192
Credentials- Processing & Change of employment	Lisa Neugebauer lineugebauer@sjcoe.net 209.468.9192	Lisa Neugebauer lineugebauer@sjcoe.net 209.468.9192
Transcripts	Esmeralda Capello ecapello@sjcoe.net 209.468.4859	Esmeralda Capello ecapello@sjcoe.net 209.468.4859
Tuition/Student Account	Stephanie Gase sgase@sjcoe.net 209.468.9238	Stephanie Gase sgase@sjcoe.net 209.468.9238
General Information	Office Number: (209) 468-4926 Fax Number: (209) 468-9124 Web: www.teacherscollegesj.edu Database: http://tdev.sjcoe.org	Office Number: (209) 468-4926 Fax Number: (209) 468-9124 Web: www.teacherscollegesj.edu Database: http://tdev.sjcoe.org

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

Teacher Performance Assessment (TPA) Remediation

Candidates who fail a TPA are required to schedule a remediation appointment with the TPA advisor. The Candidate will be assessed a \$300 fee for each TPA remediation. Fee must be paid prior to scores being posted.

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-may be 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 Practicum Supervision, he/she will be placed on Academic Probation. *Note: Practicum Supervision is graded on Pass/Fail basis.*

Teaching Performance Assessment (TPA) Seminars are graded on a Credit/No Credit basis. To receive credit for the TPA Seminar candidates must submit their TPA task on time and receive

a pass on the first read. An extension may be granted at the discretion of the instructor. If a candidate fails a TPA Task he/she is subject to the TPA remediation policy.

M.Ed. and Administrative Services Preliminary

Candidates who receive a grade of 'F' in any course are placed on Academic Probation. Candidates who receive an Academic Probation letter from the Registrar will meet with their advisor to devise a plan to retake the course or revise his/her academic plan. The candidate will pay all additional fees and tuition associated with retaking a course.

Inactive:

Candidates who do not take classes for three consecutive semesters will be considered inactive. Candidates who remain inactive for four 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. IMPACT candidates who are no longer employed as the "Teacher of Record" will be considered inactive and his/her intern credential will be suspended.

Withdraw:

A candidate who withdraws from his/her scheduled program, voluntarily or involuntarily, will have the balance of the tuition costs associated with his/her program 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 Change of Status 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 three consecutive semesters will be considered inactive.

Complaints

Uniform Complaints

Complaints against Teachers College of San Joaquin (TCSJ) and/or an individual that relates to discrimination, harassment (except for sexual harassment), intimidation, bullying, retaliation, and/or which allege that TCSJ or an individual has violated federal or state laws or regulations governing educational programs will be processed under San Joaquin County Office of Education (SJC OE) Uniform Complaint Procedure 1312.3 policies and procedures located at:

http://www.sjcoe.org/HumanResources/policies/1312_4_AR.pdf

Records of student and/or faculty complaints are maintained by the Office of the President, who works collaboratively with SJC OE to oversee and follow-up on the resolution for each complaint.

Sexual Harassment Complaints

Complaints against Teachers College of San Joaquin (TCSJ) and/or an individual (student or personnel) that relates to sexual harassment will be processed under San Joaquin County Office of Education (SJC OE) Sexual Harassment (Students) AR 5145.7 or Sexual Harassment

(All Personnel) 4119.11 policies and procedures located at:

http://www.sjcoe.org/policiesregulations/pdf/5145_7%20AR.pdf OR

<http://www.sjcoe.org/HumanResources/policies/411911SP.pdf>

Records of student and/or faculty complaints are maintained by the Office of the President, who works collaboratively with SJCOE to oversee and follow-up on the resolution for each complaint.

Other Student Complaints

Student complaints not addressed in the Uniform Complaint or Sexual Harassment policies and procedures outlined above, shall be addressed with the TCSJ Student Complaint Form found on the TCSJ website located at: <http://www.teacherscollegesj.edu>

A submitted TCSJ Complaint Form shall be routed to the appropriate Program Coordinator for review and action. The Program Coordinator shall attempt to resolve the complaint with the student and record outcomes and actions taken on the Complaint Form. A copy of the Complaint Form and supporting documents (if applicable) shall be submitted to the President for possible further action.

Records of student and/or faculty complaints are maintained by the Office of the President.

Complaints Concerning Discrimination

Teachers College of San Joaquin shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more characteristics.

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 also maintained by the Office of the President, who works collaboratively with SJCOE to oversee 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. (Note TPA Seminar may not be retaken.)

Grade Pass/ Credit	Satisfactory knowledge and application of course content.
Grade CRU	Satisfactory knowledge and application of course content (see CRU information below).
Grade I	Incomplete (see Incomplete information below)
Grade MU	Make Up (See MU information below).
Grade W	Withdrawal (See Withdrawal information below).

CRU- Credit Units

The grade of CRU is issued for a course that awards transcript credit but is not included in the grade point average.

INC - 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.

MU- Make Up

Candidates who withdraw from a course by the withdrawal policy deadline will be issued the grade MU to show record of the request. Candidates must make up the course, but will not incur any financial penalty.

W- Withdrawal

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.

Grade Challenge

Coursework:

If a candidate disagrees with the grade or Teaching Performance Assessment (TPA) score, he/she should, within 20 calendar days of receipt of the grade or TPA score, meet with the course instructor or TPA coordinator 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.**

Practicum Supervision:

Practicum 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 Support related coursework.

Academic Review Committee:

The President will appoint members to the Academic Review Committee (ARC) 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

The San Joaquin County Superintendent prohibits the use of tobacco products at anytime in any San Joaquin County Office Education (SJC OE) owned or leased buildings, on SJC OE property and in SJC OE vehicles.

These prohibitions apply to all employees, students and visitors at any school sponsored instructional program, activity, or athletic event held on or off SJC OE property.

Prohibited products include any product containing tobacco or nicotine, including but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel and nicotine delivery devices such as electronic cigarettes, electronic hookahs and other vapor emitting devices, with or without nicotine content, that mimics the use of tobacco products any time. Exceptions may be

made for the use or possession of prescription nicotine products, or other FDA-approved cessation aids such as nicotine patches or nicotine gum.

IMPACT Intern 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:

IMPACT Intern Program

A candidate who does not complete the required coursework and/or examinations (e.g. RICA) in four semesters is required to take a 5th or 6th semester of supervision while they attempt to complete the program requirements. The additional semester(s) results in added tuition. A candidate is placed on academic probation if they fail a course (C-or below) and may be dismissed if they fail 3 or more courses prior to completing their program for a preliminary teaching credential as determined by the Academic Review Committee. Candidates are expected to maintain a minimum overall grade point average (GPA) of 3.0. If at any time a candidate falls below that expectation they will be placed on academic probation. Note: Practicum Supervision is considered a course. Failure to complete a semester of supervision due to dismissal by employer results in a Fail for the course.

Supervision for IMPACT Interns

Intern candidates are dismissed if they fail **any** two semesters of Support Supervision. Intern candidates will not exceed a total of 6 semesters of supervision. All candidates must pass the final two consecutive semesters of supervision. All added semesters of supervision result in added tuition.

Table 1: Dismissal from IMPACT Due to Outcomes in Supervision

Dismissed Within 2 Semesters	Dismissed Within 3 Semesters	Dismissed Within 4 Semesters	Dismissed Within 5 Semesters	Dismissed Within 6 Semesters
FF	PFF FPF	PPFF PFPF FPPF	PPPPF PPFPF PFPPF FPPPF	PPPPPF

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/#!/policies-and-procedures/c150p>

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 resigns or is dismissed from his or her employment a second time may be dismissed from the IMPACT program.

Academic Credit Transfer

Current IMPACT Candidates:

Coursework completed by students currently enrolled in the IMPACT Program are directly transferable to TCSJ for identical required coursework in the M.Ed. program. Courses have been aligned and carry the same course codes.

IMPACT Graduates:

Students who have graduated from the IMPACT Program within the last five years will be awarded transfer credit as described for current candidates above. IMPACT students who graduated more than five years prior to enrollment in the graduate school must submit transcripts for evaluation. Equivalencies will be granted for coursework as appropriate to current standards.

Students Transferring from other Teacher/Administrator Preparation Programs:

Coursework completed from a regionally accredited college or university (<http://www.chea.org/Directories/regional.asp>) is eligible to be evaluated for transfer credit work with the following restrictions:

1. Only 8 units or less can be transferred.
2. Only courses completed within the last 7 years will be considered.
3. Only courses that qualify for graduate credit by an accredited institution can be transferred.
4. Only courses in which a grade of C or better can be transferred.

Candidates may submit transcripts and other requested documentation to the Registrar for review. Transfer credit will be granted on an individual basis and the Registrar will assign equivalencies ("E" grade, no units) for approved coursework only.

Enrolled candidates must receive pre-approval prior to taking a course at another regionally accredited institution in order to have credits be considered as transferrable.

The Registrar shall consult with the President of TCSJ or an academic designee regarding granting equivalencies. The President has the authority to overrule policy.

Note: No transfer credit/equivalencies will be granted for any course in the Masters Core. All students must complete a minimum of 17 units at TCSJ to be eligible for a Masters in Education.

Forms

TCSJ IMPACT Candidate Concern Profile Form

Procedures for Use:

- Step 1: For minor violations of policies and/or dispositions, the instructor discusses the behavior privately with the candidate.
- The instructor completes Step 1 of the TCSJ IMPACT Candidate Concern Profile and both sign the form. The instructor will submit the signed form with the end of course documents. (For significant violations, skip Step 1 and proceed to Step 2).
- Step 2: For significant violations of policies and/or dispositions or if the candidate behavior(s) discussed in Step 1 persists:
- The instructor completes Step 2 of the TCSJ IMPACT Candidate Concern Profile Form and submits it to the Program Coordinator.
 - Along with this new form, the instructor also submits the form completed in Step 1 (for persistent behaviors).
- Step 3: Depending on severity of infraction, the Program Coordinator will consult with the instructor(s) completing the form(s) to clarify:
- The concerns and discuss possible remediation.
- Step 4: The Program Coordinator, in consultation with appropriate faculty (and candidate depending on severity of infraction), will:
- Meet to devise a plan to address concern(s).
- Step 5: If the behavior persists or new concerns arise, the Program Coordinator will submit this information to the Academic Review Committee (ARC):
- For review and possible action.

Profile Form

To: Program Coordinator

Candidate Name: _____ Cohort: _____

Term/Year: _____

Instructor Name: _____ Course Code/Title: _____

Step 1: Issue was privately discussed with candidate on: _____

Area of Concern Discussed: 1 2 3 4 5 6 7

Step 2: Complete the TCSJ IMPACT Candidate Concern Profile Form

Area of Concern	Evidence
1. Professional Dispositions	
2. Effective Communication	
3. Appropriate Professional Appearance	
4. Attendance	
5. Academic Integrity	
6. Support Log Progress	
7. Unsatisfactory Course Progress/Late Assignments/preparedness (includes Supervision & TPA)	

Faculty Signature: _____ Date: _____

Candidate Signature: _____ Date: _____

The candidate has five (5) workdays to submit in writing any comments pertinent to this matter to the Program Coordinator.

Course Withdrawal Form

IMPACT candidates who wish to withdraw from a course are required to complete this form. Candidates must have it signed by their Principal and district HR representatives 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.

Candidate: _____ Cohort: _____

Course Code: _____ Course Start Date: _____ End Date: _____

Course Title: _____

Reason for withdrawing:

Candidate Signature: _____ Date: _____

Verification/Authorization: I understand that withdrawal from this course may delay or prevent the candidate from processing his/her Preliminary Teaching Credential prior to the expiration date of the Intern Credential.

Principal Name: _____

Principal Signature: _____ Date: _____

District HR Name & Title: _____

District HR Signature: _____ Date: _____

If you have any questions, contact Lisa Neugebauer, Registrar at (209) 468-9192 or lineugebauer@sjcoe.net.

Office Use			
Date Received: _____	Rescheduled: _____	Tuition Adjusted: _____	
Date/Initials	Date/Initials	Date/Initials	

Request for Reconsideration

*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.***

Name _____ Date _____

Email _____ Phone _____

Course Code & Title _____ Cohort _____

Course Dates _____ Instructor _____

Date of Grade Receipt _____ Date of Meeting w/Instructor _____

Describe the nature of the disagreement and resolution sought for this incident.
Use additional pages as needed.