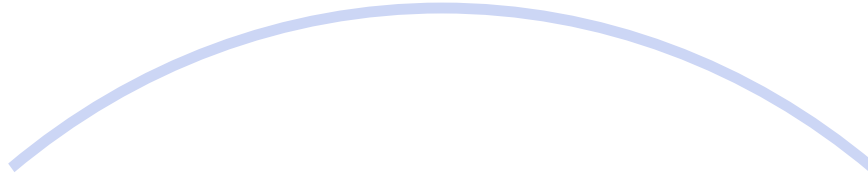




## What I Wish I Had Known Sooner about the Teacher Preparation Program

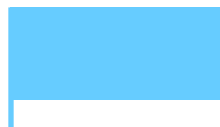
This reference guide takes a look at general requirements necessary for admission to the teacher preparation program, field placements (Practicum I and II) and clinical experience placements (student teaching) as well as providing advice from other teacher candidates and answers to frequently asked questions by the Office of Professional Services (OPS).





The Office of Professional Services (OPS) at Longwood works with the various Colleges to make sure teacher preparation meets not only accreditation standards but also the practical demands of the teaching profession. Longwood is one of five schools in the entire nation that has never lost its NCATE accreditation. You should be proud and excited that you get to graduate from this institution with a longstanding history for preparing excellent classroom teachers and citizen leaders. A school administrator recently shared, “I separate my applications into two piles. One pile is of general applicants. The other pile is for the Longwood graduates, and I reference check them first.”

Remember that OPS merely represents the program areas to admit you to Teacher Prep and arrange placements in partnering school divisions. Your classes and program coordinators are all specific to your major and licensure area. Make sure that you plan ahead for the future, and that you get your course work completed in an ample amount of time. Hopefully, this reference will help you in your educational journey. Please do not hesitate to contact the OPS team with any questions or concerns you may have in the quest for initial teaching licensure.



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# What To Expect in the Next 4 Years

## **Become Best Friends with the Office of Professional Services Online Resources**

<http://www.longwood.edu/professionalservices/index.html>

The OPS website will give you EVERY single piece of information that you need, including application forms, deadline dates, participating schools, and more. There is also a “Teacher Prep and the Office of Professional Services” group on Facebook that you can join to keep informed with reminders about events and upcoming deadlines. **Best advice:** bookmark the website and check it frequently for updates.

## **Know Your Program Area and Catalog Year**

Your program area is what your teaching licensure will be (ex: elementary education, music education, biology, etc.). Every program area is unique. Make sure you get all of your information directly from program area faculty members and/or OPS, since friends in other program areas may share information that only pertains to them. Familiarize yourself with your catalog. The catalog that is in effect the year that you start classes as a freshman is the catalog that you stick with until you graduate unless you opt to change to a different one (only one catalog change is permitted). If you are a transfer student, you may either elect to choose the catalog of the year in which you transfer or the catalog year under which your fellow graduates entered as freshmen. Make sure that you plan ahead: some classes are only offered every other semester or year. **Best advice:** plan out your year at the beginning of each school year.

## **Know All Requirements**

Take it from a student who learned the hard way: OPS is only responsible for placing you into a school. You MUST continuously make sure that you are up to date on tests, immunizations, and that all forms are turned in. **Best advice EVER:** contact OPS by email or in person to confirm that the information you submitted and requested from faculty members was received and is correct based on your program area and catalog year.

## **Life Goes On, and Professors Leave/Retire... Your Advisor Could Too**

Program coordinators, advisors, and even course offerings can change from year to year. Check with OPS (website, by phone, email or in person) to make sure that nothing has changed which affects you.

## **Ask Questions**

Ask questions if you are unsure of anything. There are multiple program areas/departments and lots of requirements. Call, email or drop by the office to make sure you are on the same page. The OPS staff would prefer you ask to be on the safe side rather than miss a deadline. OPS does not make exceptions.

# OPS Deadlines

OPS has different deadlines for different placements; however, the general dates for currently established deadlines are as follows:

- **February 1:**
  - Requirements for Fall Student Teaching Due (one semester in advance)
  - Application for Fall Partnership Due (one semester in advance)
  - Application for next Spring Student Teaching due (one year in advance)
  - Faculty Recommendations for next Spring Student Teaching due (except PK-8 candidates)
- **March 1:**
  - Admission to Teacher Prep due if needed for summer and fall course registration
  - Faculty recommendations for Fall Student Teaching due for PK-6 and 6-8 candidates
  - Fall Student Teaching Placement Requests are sent to Partnering School Divisions
- **September 1:**
  - Requirements for Spring Student Teaching due (one semester in advance)
  - Application for Spring Partnership due (one semester in advance)
  - Application for Fall Student Teaching due (one year in advance)
  - Faculty Recommendations for next Fall Student Teaching due (except PK-8 candidates)
- **October 1:**
  - Application and Requirements for Practicum I and Practicum II placements due
  - Admission to Teacher Prep due if needed for Practicum II or spring course registration
  - Faculty Recommendations for Spring Student Teaching due for PK-6 and 6-8 candidates
  - Spring Student Teaching Placement Requests are sent to Partnering School Divisions

## BEST ADVICE:

- Deadlines are no joking matter. Failure to submit complete applications and proper documents can result in a lack of placement for the year.
- For every placement, there are at least two meetings before the placement that you must attend.
- Make a copy of *everything* that you submit to OPS. As we move towards paperless operations, you can scan in your original and send it to us electronically.

# Admission to Teacher Prep

A student must be admitted to the Teacher Preparation Program in order to pursue any form of teaching licensure or take any 300-level (or above) education courses, including Practicum II and student teaching. The online application is easy to complete, and remember, **print or save a copy of the application for your records as well as all test scores that you submit to OPS.**

The following is required for admission to Teacher Prep:

- Complete the online application (access from the OPS website)
- Maintain an overall (cumulative) GPA of at least a 2.5
- Submit a copy of qualifying test scores to OPS:
  - SAT (minimum 1100; must have at least a 530 on the math and verbal portions) **OR**
  - ACT (composite score of 24; minimum 22 on math; combined English and reading of 46) **OR**
  - Praxis I (composite score of 532) **OR**
  - VCLA (reading subtest score of 235, writing subtest score of 235) **AND**
    - \*Praxis I Math (score of 178) **OR**
    - \*ACT Math (score of 22) **OR**
    - \*SAT Math (score of 530)
- Obtain **two** positive faculty recommendations as specified by the program area
  - Consult the OPS website for a chart that shows the latest program area requirements
  - Provide your full name, L# and program area to the faculty member when making your request
  - Remind faculty members to submit the online recommendation using the faculty tab of MyLongwood
  - Follow up with the OPS to confirm receipt of the required faculty recommendations
- Earn a “C” or better in the following courses:
  - For all teacher candidates  
**ENGL 150**
  - For Physical and Health Education PK-12 Teacher Candidates  
**KINS 280 or KINS 175 or KINS 275 or HLT 205**
  - For Special Education PK-12 Teacher Candidates  
**SPED 202**
  - For Music Education PK-12 Teacher Candidates  
**MUSC 145 and EDUC 245**
  - For PK-6, 6-8, Secondary 6-12, and all other Teacher Candidates  
**EDUC 245 and EDUC 260**

## BEST ADVICE:

- **Ask your professors for recommendations at least 2 weeks in advance to make sure you meet the deadline.**
- **Your GPA cannot be a 2.49, it must be a 2.5 or higher.**
- **Make a copy of each test score that you submit to OPS. Do not submit your originals. There are additional costs to ordering extra copies of test scores. Scores are submitted electronically to Longwood, but saved by the Registrar’s Office in BANNER and cannot be used as part of your Teacher Prep file and licensure application.**

# Practicum I/II

Practicum experiences are meant to be an introduction to the field of education. During each field placement, you work closely with your cooperating teacher at the assigned school and with your university supervisor. This is an extremely professional event, and how you act reflects on Longwood, so it is important to take this event seriously. Also, keep in mind that for every placement, there are at least two required meetings beforehand!

Before your first placement, you will need to submit the following documents as a complete packet to the OPS before the posted deadline (currently October 1st):

- Criminal Background Check
- Negative Tuberculosis Test Results
- Automobile Insurance Form

Updates are only required if something changes or if the school division where you have requested placement needs current information.

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## **BEST ADVICE:**

- Longwood offers tuberculosis PPD skin tests at discounted rates on Mondays, Tuesdays and Wednesdays. Additional information is posted on the Student Health Center website. For the most part, TB tests only need to be done once while you are at Longwood (even though they are technically only valid for one year); HOWEVER, there are certain school systems that REQUIRE a valid, negative TB test each year. Make sure you are aware of EVERY requirement for the school system. It is your job to contact OPS regarding additional school division requirements. A chart is also provided for quick reference on the OPS website.
  - There is a list of Virginia partnering school divisions on the OPS website. Some school systems only actively participate certain semesters or for certain placements (one school system may not host student teachers but will host practicum candidates). You must also have diverse placements. PLAN AHEAD. Check with OPS if you have any questions.
  - The more you do in practicum, the easier student teaching is since you have experience and feedback from previous cooperating teachers and university supervisors. The more lesson plans that you create and the more you can participate “hands-on” with the guidance and supervision of the cooperating teacher, the better your grade, impression, and student teaching experience will be down the road.
-

# Partnership

Partnership is the first early clinical experience for Liberal Studies majors (Elementary & Middle School Education and Special Education teacher candidates). It is usually taken during the second semester of your junior year, or the first semester of your senior year after all course work and requirements are met. During this experience, you will create your Teacher Work Sample, prepare lesson plans, and gain valuable experience that you would never receive by just taking a class. It is necessary to realize that while you may be living on campus or commuting, you are still required to be professional, as your behavior does reflect on Longwood University.

The OPS processes applications for Partnership, but program area faculty actually make placements for teacher candidates. Specific questions should therefore be directed to program area coordinators and/or program area faculty members.

\*Middle School Partnership is only offered in the **Fall**

\*SPED Partnership takes place during the Fall of your **Junior** year

## Requirements:

- Be admitted to the Teacher Preparation Program
- Complete Practicum I/II
  - SPED does not complete Practicum I; instead, you will participate in Partnership then complete Practicum II.
- Complete all prerequisite courses
- Submit the online application by the deadline

## BEST ADVICE:

- Make sure that you plan your classes ahead of time; make a timeline of classes that you need to take, and decide when you will participate in Partnership (one semester prior to student teaching).
- Longwood partners with Region 8 schools for Partnership placements. The school divisions vary from fall to spring semester. Keep in mind you cannot student teach where you complete Partnership.

# Student Teaching

Student Teaching is quite possibly the most important class that you will take in your education-centered career. This is more than a class; this is real-world experience with the guidance of a fully licensed cooperating teacher and university supervisor. Unless you completed Partnership or it is not required in your program area, you will be creating your Teacher Work Sample (TWS) during this placement. Appendix A provides more information about the TWS. You will have access to dozens of new ideas and lesson plans. Do not waste this time; you will receive more experience in the field than you ever will from textbooks alone. Also remember that there are two required meetings before student teaching, as well as Seminar Day before the beginning of student teaching, and Wrap-Up Day immediately afterwards.

You will need the following (forms and instructions are found on the OPS website):

- Complete online application
- Child Abuse Module Certificate of Completion
- Criminal Background Check\*\*
- Negative Tuberculosis Results\*\*
- Automobile Insurance Form\*\*
- Overall (cumulative) GPA= 2.5 or higher
- Major GPA= 2.5 or higher
- Positive Faculty Recommendation(s) as determined by program area (chart on OPS website)

*\*\* You do not need to re-submit the forms unless something has changed or the school divisions listed on your application require current information.*

## BEST ADVICE:

- Remember that faculty recommendations are specific to your program area. Check the following link for specific requirements: [http://www.longwood.edu/assets/professionalservices/STUDENT\\_TEACHING\\_RECOMMENDATIONS.pdf](http://www.longwood.edu/assets/professionalservices/STUDENT_TEACHING_RECOMMENDATIONS.pdf)
- As part of student teaching, you will be required to attend a mock interview. Principals, Assistant Principals, and even Superintendents give their time to “interview” you and give you feedback on your answers. You must attend this interview; you should bring a padded portfolio to take notes. Do not worry about your interview skills. This is an opportunity to experience the interview process and receive feedback before having to make it count!
- You MUST complete the online application one year in advance of student teaching. Check the OPS website to make sure that your desired school system is actually participating with Longwood.
- All of your courses must be completed. If you are not finished with your coursework; you will not be placed for student teaching. Student teaching should be your priority so you should plan ahead for living expenses. Your graduation date can be delayed if you fail to meet the requirements by the applicable deadlines. Ask questions.



# Q & A

## 1. When should I participate in Practicum?

*Generally speaking, you should plan to participate in Practicum I after your freshman year, and Practicum II following your sophomore year (after admission to the Teacher Prep Program). You must complete both placements before you participate in Partnership and/or Student Teaching unless your program states otherwise.*

## 2. What tests do I need to become a licensed teacher? What are passing scores?

Licensure Area	Test	Score	Website
All	Praxis I OR ACT OR SAT OR VCLA AND Praxis I Math OR ACT Math OR SAT Math	532 24 1100 235 (each subtest) 178 22 530	www.ets.org
All	Virginia Communication and Literacy Assessment (VCLA)	235 (each subtest) 470 (composite)	www.va.nesinc.com
All (if applicable)	Praxis II (Specialty Content Area Tests)	Varies by subject	www.ets.org
Elementary Education and Special Education	Virginia Reading Assessment (VRA)	235	www.va.nesinc.com

## 3. When should I take these tests? Are there any “special situations”?

*In order to be admitted to the Teacher Prep Program, you must submit qualifying scores on Praxis I, ACT, SAT or VCLA with Math portion of Praxis I, SAT or ACT. Praxis II, the VCLA and the VRA or RVE must be completed by the end of Student Teaching in order to be licensed. All program areas require that all licensure assessment scores be provided to OPS **before** student teaching placements begin (due Seminar Day). Make sure you take the correct subject area test for Praxis II for licensure.*

*\*\*Disclaimer: Check with your program area coordinator or OPS to learn appropriate timing of licensure testing for your specific program area.*



## Q & A (cont'd)

### **4. Can I study abroad during any Practicum or Student Teaching experience?**

*Yes, but only for Practicum II in an approved program sponsored by a Longwood faculty member. These opportunities are announced at Practicum Orientation and publicized on the OPS website. You can only complete placements at schools in partnership with the university that have the appropriate documentation.*

### **5. What meetings are required for Practicum and Student Teaching?**

*Generally, you will need to attend information meetings for Practicum and Student Teaching. This is just to make sure that you and OPS are on the same page. For Practicum placements, you will also meet with your University Supervisor prior to the start of your placement. For student teaching, you must also attend the Mock Interview, Seminar Day and Wrap-Up Day. Failure to attend required meetings/sessions can adversely affect your grade and/or result in cancellation of placement.*

### **6. What if my GPA is a 2.49?**

*Your overall and major GPA must be 2.5 or higher. The system does not round your GPA, so if you have between a 2.45-2.49, you still remain unqualified for admission to the Teacher Prep Program or Student Teaching.*

### **7. Who do I talk to about specific subject area information?**

*You are assigned an advisor and a program coordinator. Both will have access to all of the information that you need. It is very important that you meet with each person at least once a semester. Advisors and program coordinators can change. Check with OPS if you are not sure who to contact for help.*



## Q & A (cont'd)

### 8. What courses do I take during Partnership? What should I expect?

*OPS recommends that liberal studies teacher candidates discuss the Partnership semester with the program area faculty members.*

### 9. What if I attended a previous orientation session? Do I still need to attend this year?

*Yes, you will still need to attend the orientation pertaining to this year's offering (be it Practicum or Student Teaching). Information, including some requirements, change from year to year or even from one semester to the next. In order for us to guarantee that you got the correct information firsthand, we require attendance at the orientation event. Some information may be a repeat of what you heard before, but it is a good reinforcement too. Too much knowledge never hurt anyone!*

### 10. I missed a deadline. What should I do?

*You should schedule a meeting with the Assistant Director of OPS to determine a new plan of action if the deadline had to do with Teacher Prep or placements. OPS cannot make exceptions to deadlines since school divisions count on us to be prompt and accurate with our requests for placements. You will need to work with your advisor to revise your course plan if applicable. Remember, lack of planning on your part does not constitute an emergency for OPS. Plan ahead. Ask OPS questions—even if you think you know the answers. Check with OPS to confirm all requirements are met **before** it is too late for you to take corrective action if needed.*

### 11. Where do I find a list of requirements for Practicum?

*<http://survey.longwood.edu/inq5/cgi-bin/qwebcorporate.cgi?idx=SBD99H>*

### 12. Where do I find a list of requirements and application for Teacher Prep?

*<http://survey.longwood.edu/inq5/cgi-bin/qwebcorporate.cgi?idx=CKTHWT>*



## Q & A (cont'd)

**13. Where do I find the application for Partnership?**

*Elementary and Middle school teacher candidates*

<http://survey.longwood.edu/inq5/cgi-bin/qwebcorporate.cgi?idx=NVPQ6C>

*Special Education teacher candidates*

<http://survey.longwood.edu/inq5/cgi-bin/qwebcorporate.cgi?idx=JF2VA5>

**14. Where do I find a list of general requirements, program area requirements, and an application for Student Teaching as an undergraduate student?**

<http://survey.longwood.edu/inq5/cgi-bin/qwebcorporate.cgi?idx=K5HPHB>

**15. Where do I find a list of general requirements, program area requirements, and an application to complete my Graduate Studies Professional Semester?**

<http://survey.longwood.edu/inq5/cgi-bin/qwebcorporate.cgi?idx=TA53CD>

**16. Where do I find general information for undergraduate teacher candidates?**

<http://www.longwood.edu/professionalservices/10223.htm>

**17. Where do I find general information for graduate teacher candidates?**

<http://www.longwood.edu/professionalservices/17775.htm>

**18. I am currently a first year student but cannot complete Practicum I this year. Will I be behind?**

*You will not be behind as long as you complete Practicum I before the start of your junior year.*



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## Q & A (cont'd)

**19. I am a sophomore or junior and not yet in Teacher Prep. I cannot complete Practicum II or the upper level education courses. What can I do to get back on track for graduation?**

*There are limited opportunities to play “catch-up” with Practicum II and the upper level education courses. Schedule a meeting with the OPS Assistant Director to discuss whether or not you are eligible. You also need to meet with your advisor to discuss a new plan of action.*

**20. There are a lot of dates and OPS deadlines. How do I know when things are due?**

*The OPS calendar always lists important dates for events and deadlines.  
<http://www.longwood.edu/professionalservices/10504.htm>*

*There is also a timeline on the website that lists all deadlines in general terms.  
[http://www.longwood.edu/assets/professionalservices/OPS\\_Timeline\\_of\\_Deadlines\\_Chart.pdf](http://www.longwood.edu/assets/professionalservices/OPS_Timeline_of_Deadlines_Chart.pdf)*

*The OPS staff also emails teacher candidates and advisors with reminders and posts information on the Facebook group page too. When in doubt, ask!*

**21. How do I get a positive faculty recommendation for Teacher Prep?**

*First, consult the program area requirements about recommendations. Then, ask the professor if they are willing to complete a recommendation for you. If they agree and meet program area requirements, provide your name, L# and program area to them. The professor goes to MyLongwood and submits the recommendation online using the faculty tab. You should follow up with OPS to confirm receipt.*

**22. What if my Praxis (or comparable) test scores have not been received and the deadline for Teacher Prep admission is approaching?**

*Notify the OPS Assistant Director immediately by email. Include your name, L#, program area, and test date. OPS will then be able to advise you how to proceed. As soon as you receive your score report, submit a copy to OPS.*



## Q & A (cont'd)

**23. Do I need to resubmit an application for Teacher Prep if I do not get admitted after I submit the application to OPS?**

*No, if you are waiting for admission into the Teacher Preparation Program and have already submitted an application, you will receive an email from OPS once you have been admitted. Another application is not necessary unless you change your program area. If you believe you have turned in all necessary documentation and met all requirements, please follow up with OPS to determine the status of your application.*

**24. How do I get a positive faculty recommendation for Student Teaching?**

*It depends on your program area's requirements for recommendations. Liberal studies majors (elementary, middle and special education teacher candidates) do not need to ask professors for recommendations. They are done automatically by your Partnership professors at the appropriate time. If they cannot give a positive recommendation, you will need to repeat Partnership or discuss other options with your program area coordinator since you will not be eligible for student teaching. Other candidates follow the chart and ask professors (link below). You will provide your name, L# and program area. Faculty members will submit online using the faculty tab of MyLongwood. Confirm receipt with OPS.*

*[http://www.longwood.edu/assets/professionalservices/STUDENT\\_TEACHING\\_RECOMMENDATIONS.pdf](http://www.longwood.edu/assets/professionalservices/STUDENT_TEACHING_RECOMMENDATIONS.pdf)*

**25. Can I complete a placement in a school where a relative attends or is employed?**

*Not if they are in your immediate family. Teacher candidates must notify OPS if they are assigned to a school where a family member attends or is employed. The placement may be cancelled or you may be assigned an "Incomplete." Failure to report this conflict is also a violation of the Longwood University Honor Code and may result in additional disciplinary action.*



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## Q & A (cont'd)

### 26. **How will I receive my placement details?**

*OPS will email you the placement notification. If you have confirmed that all placement requirements have been met by the deadline, then rest assured, you will receive a placement. Some take longer than others to arrange, so please be patient if you do not receive an email notification when some of your classmates/peers are getting theirs. Also, make sure emails from OPS are not going to your junk mail or spam folder by mistake.*

### 27. **I still have questions. Who can I contact?**

*Alissa Baldwin, Assistant Director, 434-395-2195, [baldwinaa@longwood.edu](mailto:baldwinaa@longwood.edu)  
Judy Allen, Administrative Assistant, 434-395-2331, [allenjm@longwood.edu](mailto:allenjm@longwood.edu)  
Office hours are Monday-Friday, 8:30 a.m.-5:00 p.m. OPS is located in Hull 141.*

*Your assigned academic advisor:*

*Your program coordinator:*

## Appendix A

### *Teacher Work Sample (TWS) Requirements by Program Area*

<b>Program Area</b>	<b>When</b>	<b>Who Grades</b>
<b>Art</b>	Student Teaching (High School Placement)	University Supervisor
<b>Business Education</b>	Practicum II BSED 436	Program Area Professor(s)
<b>Elementary PK-6</b>	Partnership	Program Area Professor(s)
<b>English</b>	EDUC 473	Program Area Professor(s)
<b>History</b>	EDUC 473 if required based on teacher candidate's catalog year; otherwise, no	Program Area Professor(s)
<b>Mathematics</b>	No	No
<b>Middle School 6 – 8</b>	Partnership	Program Area Professor(s)
<b>Music</b>	No	No
<b>Physical and Health Education</b>	Student Teaching	Program Area Professor(s)
<b>Science</b>	EDUC 473	Program Area Professor(s)
<b>Special Education</b>	SPED Partnership	Program Area Professor(s)
<b>Theatre</b>	No	No