

Effective: Fall 2021

**Undergraduate Student Teacher Packet
BLOOMSBURG UNIVERSITY
Bloomsburg, Pennsylvania**

DEPARTMENT OF INFORMATION TECHNOLOGY,
ANALYTICS, AND BUSINESS EDUCATION
PA, K-12 Certification in Business, Computer & Information Technology

**ADMISSION, MONITORING AND EXIT PROCEDURES FOR
TEACHER EDUCATION CERTIFICATION IN BUSINESS,
COMPUTER & INFORMATION TECHNOLOGY**

The following are requirements for admission, monitoring and exit procedures and requirements for all students who will major in Teacher Education Certification Programs at Bloomsburg University. In setting these requirements, attention was given to all standards and criteria for teacher candidates as mandated by the State Board of Education of Pennsylvania, the Pennsylvania Department of Education, and the National Council for Accreditation of Teacher Education.

ADMISSION TO CANDIDACY

Students should submit application to candidacy with accumulation of 30 credit hours or the full time equivalent of college level study and no later than completion of 60 credits (end of freshman to end of sophomore year). Transfer students should submit application to candidacy after completion of the first semester at Bloomsburg University, but not before the second semester of their sophomore year. Enrollment in upper division teacher education coursework (300 and 400 level courses) and upper level Business, Computer & Information Technology Teacher Education courses (BUSED 402, BUSED 403, BUSED 404, and BUSED 406) is contingent upon admission to the teacher education program.

All business education majors must have a completed teacher education packet to their advisor by March 1st of the spring semester one year prior the spring semester in which they will student teach. Non-compliance of the due date will result in a **one-year** postponement of your student teaching semester. If you have any questions, please contact your advisor. *For admission into teacher education, all business education majors must meet the required GPA of a 3.0. Students will be required to maintain the GPA for graduation.*

If you plan on student teaching:	Packet Due Date: (one year before student teaching)	Required GPA:
Spring	By March 1st of the spring semester, one year prior to when student teaching will occur.	3.0

TEACHER EDUCATION

Form
#1

Student Teaching Placement Card
APPLICATION FOR STUDENT TEACHING

Today's Date _____ Semester/Year to Student Teach _____

University Email Address _____ BU ID # _____

Name _____ Home Address _____

Home Phone (____) _____ - _____

Cell Phone (____) _____ - _____

Personal Email Address (non BU)* _____

*Providing personal email address below allows BU to contact you in regards to employment and BU satisfaction of program completion surveys'.

Expected Graduate Date _____
(Month) (Year)

Name of School District from which you graduated _____

You are responsible for your own transportation.

Circle one: Undergraduate Graduate

WHERE YOU WILL BE RESIDING DURING STUDENT TEACHING? (COMPLETE ADDRESS)

Street Address _____ County _____

City _____ Zip _____

Signature: _____

STUDENT CHECKLIST

The following requirements for admission, monitoring and exiting procedures are for all students who major in Business, Computer & Information Technology. The checklist is designed to ensure that attention will be given to complete all standards and criteria for teacher candidates.

Deadline for packet: one year prior to Student Teaching (except PSEA insurance, Act 34, 114 & Act 151 Clearance--see notes below). If any item is not completed by the packet deadline, a memo must be included stating why the item(s) has not been completed and stating when the item(s) will be completed.

Task	Details	Completed?
Application for Admission into the Teacher Education program	Form 1 (page 2)	
At least six credit hours: College-level mathematics	Grade of "C" or better	
At least three credit hours in both English Composition and Literature	Grade of "C" or better	
Passed PAPA Level I Exams OR Praxis I OR SAT Scores	Pages 8-9	
Acknowledgement of PA Praxis II requirement signature	Form 3 (page 25) Must pass 0101 or 5101 and 0511 or 5511 before enrolled in Professional Semester and Clinical Studies in BCIT. Two study guides for the Bus. Ed. test are available at the Circulation Desk, Andruss Library under call numbers: X0598 & X0599 <i>Praxis registration information can be obtained through their website: www.ets.org/praxis</i>	
Elementary/middle school (30 hours) BCIT field experience (no credit)	Complete during freshman year or at the earliest possible time in the case of transfer or non- traditional students. Check with the school because some schools are now requiring Act 24, Act 34, Act 151 and Act 114 (Fingerprint) clearances, so you may need to send for these earlier than needed for your BCIT Field Experience (1 credit course). (pages 13-16)	
Completion of High School (30 hours) BCIT field experience (no credit)	Due prior to scheduling Prof. Semester BUSED 404 & BUSED 406 Clinical Studies (pages 17-20)	

TEACHER EDUCATION

<p>Five categories of the field experience diversity requirements</p>	<p>Complete with Elementary/middle school (30 hours) BCIT field experience OR High School (30 hours) BCIT field experience (page 21)</p>	
<p>3.0 GPA or higher</p>	<p>Maintenance of an overall cumulative grade point average of 3.0 GPA or higher or be placed on probation one semester. If grade point average falls below the required GPA overall, or below the required GPA average in all business education core courses and certification courses beyond one semester then dismissal from the program, but not the department occurs. Students will remain in the department for one additional semester after dismissal from the program so that appropriate advisement is available to the student.</p> <p>There will be close supervision of the above criteria by advisors and chairpersons to ensure student teaching eligibility and to suggest counseling and/or remediation.</p>	
<p>Grade of "C" or better in all required courses</p>	<p>Those printed on the sequence sheet.</p> <p>The grade of C- (minus) does not meet this criterion.</p>	
<p>Two recommendations from BU teacher education faculty</p>	<p>Forms 2a and 2b (pages 11 and 12)</p>	
<p>Tuberculin Test (Negative results)</p>	<p>Not necessary until semester scheduled BUSED 403 Tuberculosis tests are given through the Health Center and/or your family physician.</p>	
<p>Keyboarding (typing) course and content with a grade of "C" or better</p>	<p>Verification of Keyboarding (typing) course and content from a middle school, high school or college transcript with a grade of "C" or better (including course description). The course must include the touch system and keyboarding theory.</p>	
<p>Passed Praxis Business Education</p>	<p style="text-align: center;">Qualifying Score</p> <p>0101 Business Education Specialty Area Test 154 Qualifying score with 3.0-3.009 GPA= 154 Qualifying score with 3.010-3.259 GPA= 153 Qualifying score with 3.26-3.509 GPA= 152 Qualifying score with 3.51-3.759 GPA= 150</p> <p>The scores are sent to BU; however, you <u>must also submit an original to your advisor with your packet.</u></p> <p>Registration information can be obtained through their website: www.ets.org/praxis (page 8)</p>	
<p>Passed Content Knowledge Exams</p>	<p style="text-align: center;">Qualifying Score</p> <p>0511 Praxis II: Fundamental Subjects-Content Knowledge 150</p> <p>The scores are sent to BU; however, you <u>must also submit an original to the graduate coordinator with your packet.</u></p> <p>Praxis registration information can be obtained through their website: www.ets.org/praxis (page 8)</p>	

TEACHER EDUCATION

Evidence of professional liability insurance	Valid September 1 thru August 31. Apply the semester you are scheduling BUSED 403 psea.org	
500 hours of business work experience approved by advisor	Completion due prior to graduation. (pages 22-23)	
<u>CLEARANCES</u>	(due prior to scheduling ISA: BUSED 402 & BE Field: BUSED 403) (Only valid for one year. Send in application at least two-months prior to scheduling BCIT Field Experience (BUSED 403))	
Act 24 Clearance	Reporting Arrests and Convictions- You submit this form to the district you are student teaching for and they run the check. Complete PDE Form 6004 (at the end of this packet) Bloom needs a copy as well. (pages 29-31)	
Act 34 Clearance	Request for PA Criminal Record Check- must be valid for the duration of the student teaching semester (https://epatch.state.pa.us) Send in application (attached with packet) at least two-months prior to scheduling BCIT Field Experience 403 or earlier if needed for K-6 non-credit Field Experience.	
Act 114 Clearance	Federal Criminal History Record- must be valid from the duration of the student teaching semester (https://uenroll.identogo.com/) must register through Department of Education (Attach Registration Receipt ONLY) <u>Service Code for Bloomsburg University 1KG6RT</u> *More detailed directions at the end of the packet* (pages 26-28)	
Act 151 Clearance	Child Abuse History- must be valid for the duration of the student teaching semester (https://www.compass.state.pa.us/cwis/public/home) Send in application (attached with packet) at least two-months prior to scheduling BCIT Field Experience 403 or earlier if needed for K-6 non-credit Field Experience.	

Self-check List

PAPA/PRAXIS I or SAT/ACT Scores

PAPA:

Obtain current Pennsylvania qualifying scores for the PAPA: **Pre-Service Academic Performance Assessment**. For PAPA requirements, see: www.pa.nesinc.com

*Must take before 30 credits-must pass before admitted into Teacher Education:

Pre-service Academic Performance Assessment:

Qualifying score for all three modules: Performance Criterion (cut-score) is 220 per module.

Reading: 36 selected-response items, 45 minutes, \$37.00.

Writing: 36 selected-response items, 2 sentence correction assignments, and 1 extended-response assignment, 75 minutes, \$37.00.

Mathematics: 36 selected-response items, 60 Minutes, \$44.00.

Test scores are sent to the BU Certification office; however, you must provide original scores with your teacher education packet to your advisor.

The College of Education Website has an On-Line PAPA Prep and Practice Test site for students who wish to get help with the PAPA.

Locate the following URL with your web browser:

<http://www.longsdalepub.com/papa/>

This URL will direct you to a web page welcoming you to the PAPA Online Course and Practice Tests. Click on the "Register New Account" button. You will need to register using the following information.

School Number: **93389**

School Key: **papabloom**

After entering this information, the next screen to appear will require you to enter an email address and your first and last name in the spaces provided. The "ID Number" field is optional.

When you have completed the registration process, you will be issued a user name and password. You will need them each time you login.

PRAXIS I: (RECOMMENDED)

The Pennsylvania Department of Education has authorized the Praxis Core Academic Skills for Educators tests as an alternative to the PAPA.

To be certified you will need to take three tests.

1. Core Academic Skills for Educators: Reading. Qualifying score of 156.
2. Core Academic Skills for Educators: Writing. Qualifying score of 162.
3. Core Academic Skills for Educators: Mathematics. Qualifying score of 150.

To register for the Praxis Core Academic Skills for Educators tests use the following website: www.ets.org

TEACHER EDUCATION
SAT/ACT Scores

Submit Official transcript of SAT score or ACT score if they meet these requirements:

- A score of no less than 1550 on the Scholastic Achievement Test (SAT)
 - (the SAT score of 1550 will include no individual section score of less than 500 (Critical Reading, Writing, Mathematics) **will substitute for PAPA/PRAXIS I**
- A composite score of 23 on the American College Test (ACT) Plus Writing accompanied by a combined English/Writing Score of 22 and a Math Score of 21 **will substitute for PAPA/PRAXIS I**

SPECIAL NOTE: There are two acceptable methods for reporting SAT/ACT scores to the Division of Certification Services for purpose of being certified and waiving the PAPA/PRAXIS test through the SAT/ACT composite scoring method.

1. The applicant may submit SAT/ACT scores directly to the Division of Certification Services. The score report must arrive in an unopened envelope from the test vendor and be submitted with the TIMS application coversheet (which they will receive once they submit their Certification Application through TIMS). The company will not send the scores directly to PDE. PDE cannot accept opened copies.
2. The preparation program provider (Certification Officer) may submit the applicant's SAT/ACT scores through TIMS. The program provider must have the official score report. They can verify the score in TIMS by entering all three scores plus the composite score in the notes section of the affirmation and recommendation section in TIMS.

TEACHER EDUCATION

COMPETENCY IN STUDENT TEACHING

1. Written evaluations by cooperating teachers and university supervisors.
2. **A grade of "C" or better.** (The grade of C- (minus) does not meet this criterion).
3. **Two evaluations during student teaching using PDE 430 form, Pennsylvania Statewide Evaluation Form for Student Professional Knowledge and Practice, with satisfactory or above ratings.**

NONCOMPLIANCE

A teacher education student may be removed from:

1. A teacher education program if Act 34 Pennsylvania Criminal History, Act 151 Pennsylvania Child Abuse History, or FBI Federal Criminal History Record clearance(s) report any incidents.
2. Student teaching or field placements for failure to comply with school district policies and procedures, or unsatisfactory level of teaching competency.

EXIT CRITERIA

1. Completion of the BCIT teacher education curriculum with an overall cumulative grade point average of 3.0 GPA or higher.
2. Completed an approved field and clinical experience.
3. Completed coursework addressing the education of diverse populations (grade of "C" or better).
4. Demonstrated competency in student teaching with grade of "C" or better. (The grade of C- (minus) does not meet this criterion).
5. Completion of 500 hours business work experience prior to graduation. Work sites(s) must be approved by your advisor.
6. Two evaluations during student teaching using PDE 430 form, Pennsylvania Statewide Evaluation Form for Student Professional Knowledge and Practice, with satisfactory or above ratings.

To be able to apply for Pennsylvania Department of Education Instructional Level I Certification, students must pass their program's PAPA/PRAXIS I and PRAXIS II assessments. Qualifying (passing) scores are established by the Pennsylvania Secretary of Education (<http://www.pa.nesinc.com>).

Note: Students may submit appeals to the Teacher Education Admission, Progression and Retention Board. Appeal forms are available from the Assistant Dean, School of Education, 3105 McCormick Center for Human Services.

The State Board of Education adopted changes that affect all PA-s instructional and educational specialist programs by adding 9 credits or 270 hours or equivalent combination for adaptations and accommodations for diverse students in an inclusive setting and 3 credits or 90 hours or equivalent combination to meet the instructional needs of English Language Learners.

These regulatory changes became effective on September 22, 2007, and the PA Department of Education has developed final requirements for colleges/universities to follow. New regulations for certifying teachers become effective on January 1, 2013.

Bloomsburg University- Business Education
TEACHER EDUCATION
RECOMMENDATION FORM

NAME

Please rate the above student using the following scale:

Scale: 1-Very Poor; 2-Poor; 3-Fair; 4-Good; 5-Excellent; & NA

- | | |
|---------------------------------------|--------------|
| 1. Communication Skills: Oral/Written | 1 2 3 4 5 NA |
| 2. Mastery of Subject Matter | 1 2 3 4 5 NA |
| 3. Accepts Constructive Criticism | 1 2 3 4 5 NA |
| 4. Dependability and Promptness | 1 2 3 4 5 NA |
| 5. Poise and Self-Control | 1 2 3 4 5 NA |
| 6. Ability for Team Work/Meet People | 1 2 3 4 5 NA |
| 7. Sense of Humor | 1 2 3 4 5 NA |
| 8. Initiative | 1 2 3 4 5 NA |
| 9. Attitude toward Teaching | 1 2 3 4 5 NA |

Comments: _____

Faculty Name (Type or Print) _____

Signature _____

Date: _____

Bloomsburg University- Business Education
TEACHER EDUCATION
RECOMMENDATION FORM

NAME

Please rate the above student using the following scale:

Scale: 1-Very Poor; 2-Poor; 3-Fair; 4-Good; 5-Excellent; & NA

- | | |
|---------------------------------------|--------------|
| 6. Communication Skills: Oral/Written | 1 2 3 4 5 NA |
| 7. Mastery of Subject Matter | 1 2 3 4 5 NA |
| 8. Accepts Constructive Criticism | 1 2 3 4 5 NA |
| 9. Dependability and Promptness | 1 2 3 4 5 NA |
| 10. Poise and Self-Control | 1 2 3 4 5 NA |
| 10. Ability for Team Work/Meet People | 1 2 3 4 5 NA |
| 11. Sense of Humor | 1 2 3 4 5 NA |
| 12. Initiative | 1 2 3 4 5 NA |
| 13. Attitude toward Teaching | 1 2 3 4 5 NA |

Comments: _____

Faculty Name (Type or Print) _____

Signature _____

Date: _____



Dear Elementary/Middle School Administrator/Faculty Member

_____, is currently a student in the Business, Computer and Information & Technology curriculum at Bloomsburg University. As preparation prior to entering the specialized professional education curriculum, students are required to spend a minimum of 30 hours becoming acquainted with the kinds of experiences of a typical teacher of business, computer and information subjects at the elementary/middle school educational levels. They are also required to complete all five categories of the diversity requirements prior to student teaching.

The attached information sheet suggests the type of experiences appropriate for this purpose, but the actual experience should be based on your appraisal of the student's interests and abilities.

At the end of the field experience period, please complete and return the evaluation, giving us your candid appraisal of the student.

Thank you for assisting us in this field experience project. I am confident it will be beneficial to you, your students, and the field experience.

Sincerely,

Carolyn LaMacchia, Ph.D. Department Chairperson

Attachments

*ELEMENTARY/MIDDLE EDUCATIONAL LEVELS PRE-
PROFESSIONAL SEMESTER
FIELD EXPERIENCE PROGRAM*

1. What is FIELD EXPERIENCE?
Field experience consists of a period of 30 hours when a student in teacher education will experience the responsibilities of teaching and learn the many roles of a teacher. During this time the student will see the whole school at work.
2. Who will have FIELD EXPERIENCE?
All students enrolled in teacher education are required to have an elementary/middle educational level field experience. It is a pre-requisite for entrance into a teacher education program at Bloomsburg University.
3. Where does a student have FIELD EXPERIENCE?
Students complete the field experience in a school of their choice, providing the school administrator grants permission. The cooperating teacher must have a minimum of three years of teaching experience. It is reasonable to assume that a student will select a school within commuting distance of his/her home or place of residence. Students are required to have documented experience working with diverse students for a minimum of 30 hours and include exposure to all five diversity requirements, as indicated on the diversity requirement form. These requirements must be met prior to student teaching placement
4. When does a student fulfill his FIELD EXPERIENCE requirement?
The best time to complete the field experience is during semester breaks (winter or spring) or immediately after the close of the college year (May). Since college opens late in August, it is not wise to delay until the Fall Semester.
5. What behavior is expected of a student during FIELD EXPERIENCE? Students involved in field experience will conduct themselves professionally.
6. What type of experience might a student have during FIELD EXPERIENCE?
All students during their field experience should have the opportunity to meet and confer with a variety of administrators and pupil personnel services. (Principal(s), school nurse, home and school visitor, special education coordinator, and the guidance counselor.)
7. Should FIELD EXPERIENCE participants be given an opportunity to teach a lesson? Definitely, if the cooperating teacher or principal supervises the activity. The lesson should be developed with the cooperating teacher before the activity is performed.
8. To whom are FIELD EXPERIENCE participants responsible?
They are responsible to the teacher with whom they work and/or the proper administrative official. Participants are not supervised by University personnel.
9. Will school administrators and cooperating teachers be asked to fill out form, etc., in relation to the FIELD EXPERIENCE?
A brief evaluation checklist is used; there will be no other paperwork to be completed by the participating school personnel.
10. Will FIELD EXPERIENCE participants be given a grade?
No; however, the student's overall performance during this experience must be rated 3 or greater as evidenced on Question #10 of the cooperating teacher's evaluation to successfully complete the field experience. In addition, the student will provide a one-page synopsis of the field experience to his/her faculty advisor.

BLOOMSBURG UNIVERSITY ITABE DEPARTMENT	ELEMENTARY/MIDDLE EDUCATIONAL LEVELS (one credit) BUSINESS, COMPUTER & INFORMATION TECHNOLOGY FIELD EXPERIENCE EVALUATION (COOPERATING TEACHER)
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Name of BCIT Student	School Placement
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Cooperating Teacher (Print name, sign and list# of years' experience (minimum three years teaching experience) I have _____ years' experience. Print Name: _____ Signature: _____ Email: _____	Today's Date
--	--------------

Please list dates the student attended:	Total# Hours
---	--------------

1. Was the Business, Computer & Information Technology Field Experience student in attendance for a minimum of 30 hours? If no, please indicate the number of hours attended:	Yes	No
2. Was the BCIT student prompt in attendance for classes and /or meetings?	Yes	No
3. Were you as the Cooperating Teacher, notified of absences and/or tardiness by the BCIT student?	Yes	No
4. Did the BCIT student prepare and teach a lesson or lessons? (With assistance of cooperating teacher)	Yes	No
5. Did the BCIT student observe other teachers in your school?	Yes	No
6. Did the BCIT student meet with administrators and other pupil personnel services?	Yes	No

RATE BCIT STUDENT COMPETENCY USING THE FOLLOWING SCALE
4 = GOOD/ABOVE AVERAGE 3 = AVERAGE/SATISFACTORY
2 = FAIR/NEEDS IMPROVEMENT 1 = UNSATISFACTORY

7. Cooperation and willingness to assist you in the instructional process.	4	3	2	1
8. Rapport and interaction with students and teachers.	4	3	2	1
9. If allowed, ability to effectively present a lesson (with assistance of cooperating teacher).	4	3	2	1
10. Overall performance of the BCIT student during the BCIT Field Experience.	4	3	2	1

Please share your suggestions and ideas for improving the BCIT student Field Experience OR any other recommendations for the Bloomsburg University Business, Computer & Information Technology curriculum.

Please return the field experience evaluation within one week after the completion of the experience

To:
Brooke Faus
Sutliff Hall, Room 366
Department of Information Technology, Analytics, and Business Education
Bloomsburg University
400 E. Second Street
Bloomsburg, PA 17815

Elementary/Middle Educational Levels Pre-
Professional Semester Field Experience (30 hours)
Student Evaluation Narrative Form

Briefly describe in narrative form your personal reactions and observations of the elementary/middle field experience. For instance, what did you enjoy most/least; what did you observe that was most "enlightening"/ "disheartening" as a future teacher; some general student, faculty, and administrator observations; whom did you find most helpful; atmosphere/attitude of school/faculty/students. In what way has this experience reaffirmed your desire to enter the teaching profession?



Dear High School Educational Level Administrator/Faculty Member

_____ is currently a student in the Business, Computer and Information Technology curriculum at Bloomsburg University. As preparation prior to entering the specialized professional education curriculum, students are required to spend a minimum of 30 hours becoming acquainted with the kinds of experiences of a typical teacher of business, computer and information subjects at the high school educational levels. They are also required to complete all five categories of the diversity requirements prior to student teaching.

The attached information sheet suggests the type of experiences appropriate for this purpose, but the actual experience should be based on your appraisal of the student's interests and abilities.

At the end of the field experience period, please complete and return the evaluation, giving us your candid appraisal of the student.

Thank you for assisting us in this field experience project. I am confident it will be beneficial to you, your students, and the field experience students.

Sincerely

Carolyn LaMacchia, Ph.D. Department Chairperson

Attachments

*HIGH SCHOOL EDUCATIONAL LEVEL PRE-
PROFESSIONAL SEMESTER FIELD EXPERIENCE
PROGRAM*

1. What is FIELD EXPERIENCE?
Field experience consists of a period of 30 hours when a student in teacher education will experience the responsibilities of teaching and learn the many roles of a teacher. During this time the student will see the whole school at work.
2. Who will have FIELD EXPERIENCE?
All students enrolled in teacher education are required to have a high school educational level field experience. It is a pre-requisite for entrance into a teacher education program at Bloomsburg University and must be completed during the Instructional Strategies and Field Experience course.
3. Where does a student have FIELD EXPERIENCE?
Students complete the field experience in a school of their choice, providing the school administrator g r a n t s permission. The cooperating teacher must have a minimum of three years of teaching experience. It is reasonable to assume that a student will select a school within commuting distance of his/her home or place of residence. Students are required to have documented experience working with diverse students for a minimum of 30 hours and include exposure to all five diversity requirements, as indicated on the diversity requirement form. These requirements must be met prior to student teaching placement.
4. When does a student fulfill his FIELD EXPERIENCE requirement?
The best time to complete the field experience is during semester breaks (winter or spring) or immediately after the close of the college year (May). Since college opens late in August, it is not wise to delay until the Fall Semester.
5. What behavior is expected of a student during FIELD EXPERIENCE? Students involved in field experience will conduct themselves professionally.
6. What type of experience might a student have during FIELD EXPERIENCE?
All students during their field experience should have the opportunity to meet and confer with a variety of administrators and pupil personnel services. (Principal(s), school nurse, home and school visitor, special education coordinator, and the guidance counselor.)
7. Should FIELD EXPERIENCE participants be given an opportunity to teach a lesson? Definitely, if the cooperating teacher or principal supervises the activity. The lesson should be developed with the cooperating teacher before the activity is performed.
8. To whom are FIELD EXPERIENCE participants responsible?
They are responsible to the teacher with whom they work and/or the proper administrative official. Participants are not supervised by University personnel.
9. Will school administrators and cooperating teachers be asked to fill out forms, etc., in relation to the FIELD EXPERIENCE?
A brief evaluation checklist is used; there will be no other paperwork to be completed by the participating school personnel.
10. Will FIELD EXPERIENCE participants be given a grade?
No, however the student's overall performance during this experience must be rated 3 or greater as evidenced on question #10 of the cooperating teacher's evaluation to successfully complete the field experience. In addition, the student will provide a one-page synopsis of the field experience to his/her faculty advisor.

BLOOMSBURG UNIVERSITY ITA/BE DEPARTMENT	HIGH SCHOOL EDUCATIONAL LEVELS (one credit) BUSINESS, COMPUTER & INFORMATION TECHNOLOGY FIELD EXPERIENCE EVALUATION (COOPERATING TEACHER)
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Name of BCIT Student	School Placement
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Cooperating Teacher (Print name, sign and list# of years' experience (minimum three years teaching experience) I have _____ years' experience. Print Name: _____ Signature: _____ Email: _____	Today's Date
--	--------------

Please list dates the student attended:	Total# Hours
---	--------------

1. Was the Business, Computer & Information Technology Field Experience student in attendance for a minimum of 30 hours? If no, please indicate the number of hours attended:	Yes	No
2. Was the BCIT student prompt in attendance for classes and /or meetings?	Yes	No
3. Were you as the Cooperating Teacher, notified of absences and/or tardiness by the BCIT student?	Yes	No
4. Did the BCIT student prepare and teach a lesson or lessons? (With assistance of cooperating teacher)	Yes	No
5. Did the BCIT student observe other teachers in your school?	Yes	No
6. Did the BCIT student meet with administrators and other pupil personnel services?	Yes	No

RATE BCIT STUDENT COMPETENCY USING THE FOLLOWING SCALE
4 = GOOD/ABOVE AVERAGE 3 = AVERAGE/SATISFACTORY
2 = FAIR/NEEDS IMPROVEMENT 1 = UNSATISFACTORY

7. Cooperation and willingness to assist you in the instructional process.	4 3 2 1
8. Rapport and interaction with students and teachers.	4 3 2 1
9. If allowed, ability to effectively <u>present</u> a lesson (with assistance of cooperating teacher).	4 3 2 1
10. Overall performance of the BCIT student during the BCIT Field Experience.	4 3 2 1

Please share your suggestions and ideas for improving the BCIT student Field Experience OR any other recommendations for the Bloomsburg University Business, Computer & Information Technology curriculum.

Please return the field experience evaluation within one week after the completion of the experience

To:
Brooke Faus
Sutliff Hall, Room 366
Department of Information Technology, Analytics, and Business Education
Bloomsburg University
400 E. Second Street
Bloomsburg, PA 17815

High School Educational Level
Pre-Professional Semester
Field Experience (30 hours)
Student Evaluation Narrative Form

Briefly describe in narrative form your personal reactions and observations of the field experience. For instance, what did you enjoy most/least; what did you observe that was most "enlightening"/ "disheartening" as a future teacher; some general student, faculty, and administrator observations; whom did you find most helpful; atmosphere/attitude of school/faculty/students. In what way has this experience reaffirmed your desire to enter the teaching profession?

**Bloomsburg University Teacher Education
Field Experience Diversity Requirements**

Student I.D. Number

Name of School¹

Urban
 Non-Urban

Category	Diversity	Description
1	ESL	School <u>district</u> that includes an ESL population
2	Exceptionalities	<u>School</u> that is defined as inclusive where students have been identified as: needing physical, cognitive, or emotional assistance, having a speech and/or communication disorder, or gifted/talented
3	Gender	<u>Classroom</u> with both male and female students
4	Race/Ethnicity	20% or more non-white students in <u>classroom</u>
5	Socio-Economic Status	20% or more students in <u>school</u> registered for free/reduced lunch

Date(s) Attended	Authorized K-12 Signature	# of Hours	Category Number(s)

Effective with the incoming freshman class of 2007-2008, students pursuing a teaching certification at Bloomsburg University must have documented experience working with diverse students as indicated above. Field Experience must be a minimum of 30 hours, and must include exposure to all five diversity requirements. These requirements must be met prior to your student teaching placement². Failure to meet the diversity categories will mean that Bloomsburg University will not be able to recommend you for certification in teacher education.

While it is the student's responsibility to find placements for this field experience, the Teacher Education Unit will provide demographic data on schools in the area, as well as outside the area, to assist students. Visit the Teacher Education Admission website for more information at http://www.departments.bloomu.edu/cps/Diverse_FieldExperience.html and on that page, there is a link near the bottom: "Demographic Data for PA Schools."

Student's Signature

Date

Faculty/Advisor's Signature

Date

¹A separate sheet must be completed for each school

²The department chair has discretion regarding any diversity requirement completed during student teaching.

BUSINESS WORK EXPERIENCE

Every Business, Computer & Information Technology major in the Department must have business experience. This experience should be completed prior to graduation. The purpose of this experience is to provide Business, Computer & Information Technology majors with business experience to enhance their teaching effectiveness (500 hours).

THE LOCATION AND TYPE OF WORK MUST BE APPROVED PRIOR TO THE WORK EXPERIENCE. (Previous work experience may fulfill this requirement if approved by the advisor.) Evaluation of the student's performance must be submitted by the supervisor at the end of the experience.

ADVISOR'S APPROVAL

Name of Organization _____

Name of Supervisor _____

Address _____

Telephone _____

Job Title of Student _____

Semester and Year of Proposed Experience _____

Advisor's Signature

Date

**DEPARTMENT OF INFORMATION TECHNOLOGY, ANALYTICS, AND BUSINESS EDUCATION
BUSINESS WORK EXPERIENCE VERIFICATION**

Name of Student _____

Name of Organization _____

Name of Supervisor _____

Date of Work Experience (from/to)

Hours Completed

Job Description:

Employer's Comments/Observations:

Signature of Supervisor

Date

Return to: **Brooke Faus**
Bloomsburg University
Department of Information Technology, Analytics, and Business
Education
366 Sutliff Hall
400 E. Second Street
Bloomsburg, PA 17815

BLOOMSBURG UNIVERSITY
Department of Information Technology, Analytics, and Business Education

BUSINESS WORK EXPERIENCE EVALUATION

Name _____

Date of Work Experience (from/to) _____ Hours Completed _____

Name of Organization _____

Name of Supervisor _____

Briefly describe and/or respond in narrative form, your personal reactions and observations of the work experience: for instance, what did you enjoy most/least; what did you observe that was most "enlightening"/"disheartening"; some general observations; brief summary of your work/job activities; atmosphere/attitude of the work environment; comments on the working conditions, and equipment available.

***ACKNOWLEDGEMENT OF
PENNSYLVANIA PRAXIS II REQUIREMENT FOR GRADUATION/PROGRAM COMPLETION
EFFECTIVE FALL 2007**

As an enrolled student at Bloomsburg University of Pennsylvania in the Business Education major, I understand that, in accordance with university policy *PRP3810: Admission, Monitoring, and Exit Procedures for Teacher Education Initial (First) Certification Program*:

I am required to take and show evidence of Pennsylvania Praxis II testing with an acceptable core prior to being scheduled for student teaching;

AND

I understand that I must pass the Praxis II tests required by my program to graduate or be considered a program completer.

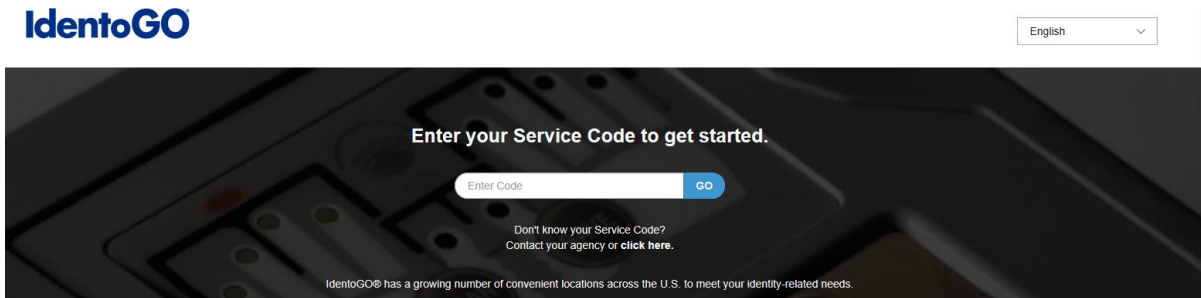
Signature of the Student

Printed Student Name

Date

***Submit this completed form with your Teacher Education packet**

Act 114 Clearance (Fingerprinting) Directions



<https://uenroll.identogo.com/>

“Don't know your Service Code? 1KG6RT

Choose “Agency” Choose “PDE”

Choose “Reason” – PDE-College and Universities Teacher Education Programs

Receive Service Code

Click “Next”

“Schedule or Manage Appointment”

Enter all information. Continue

Create a Security Question - you will be prompted to access your unofficial criminal History Information with this question. You will have to supply the answer to access.

Enter information

Answer all questions. NO – you do not have an Authorization Code. Next

Personal Information

US Metric

* Height: 5 ft 2 in * Weight: 125 lbs * Hair Color: Brown * Eye Color: Brown

* Preferred Language (Receipts & other communication): English * Gender: Female * Race: Caucasian/Latino * Ethnicity: Non-Hispanic

Complete all information above.

Mailing Address

* Country: United States

* Address Line 1: |

Address Line 2: |

* City: |

* State/Province: -- Choose One -- * Postal Code: |

Choose a Document. Choose your Driver's License because you will have to take that with you OR State ID Card.

Documents

* Document

- Choose One --
- Canadian Commercial Driver's License (CDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Department of Defense Common Access Card
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License issued by a State or outlying possession of the U.S.
- Employment Authorization Card/Document (I-766) with Photo
- Enhanced Tribal Card (ETC)
- Foreign Driver's License (Mexico and Canada Only)
- Foreign Passport
- Merchant Mariner Document (MMD)
- Military Dependent's Card
- Military ID Card
- Passport Book or Card
- Permanent Resident Card / Green Card (I-551)
- Photo ID Waiver for Minors
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Uniformed Services Identification Card (Form DD-1172-2)
- Visa

Everything much match what document you chose

Documents

* Document: Commercial Driver's License issued by a State or outlying possession of the U.S.

* Does the name you are enrolling under match the name on all documents selected? Yes No

Bring the following Required Identity Documents to your enrollment:

- Commercial Driver's License issued by a State or outlying possession of the U.S.

Choose a Center type in your Zip Code

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

17815

Location	Address	Next 7 Days	Distance
> Bloomsburg, PA	980 W Main St	197 appointments available	1.57 mi
> Berwick, PA	116 E 3rd St	0 appointments available	11.58 mi
> Shamokin, PA	2 E Arch St	0 appointments available	16.16 mi
> Frackville, PA	101 Technology Dr	0 appointments available	19.63 mi
> Hazleton, PA	996 N Sherman Ct	0 appointments available	24.53 mi

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

Schedule your day and time

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: Tuesday, Dec 5th Walk In

Note: Scheduled appointments take priority over walk-ins.

Location Details:

IdentoGO
980 W Main St
Bloomsburg, PA 17815-1536

Submit. Click done. You must pay at site \$22.60

Pre-enrolled
You have successfully pre-enrolled.

Service Details:

Date: 11/28/2017
UE ID: UZSV-2838YZ
Applicant: Megan Gereny
Service: 1KG6RT - PDE-Colleges/Universities Teacher Education Program
Estimated Amount Due: \$22.60

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card

Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Commercial Driver's License issued by a State or outlying possession of the U.S.

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program Appointment Details:

Bloomsburg, PA Appointment Time:
IdentoGO 12/05/2017 @ 2:00 PM
980 W Main St
Bloomsburg, PA 17815-1536
[View Map](#)

Please provide 24 hours notice when canceling/rescheduling an appointment.

Act 24 Clearance (Arrest/Conviction Form) Directions

ARREST/CONVICTION REPORT AND CERTIFICATION FORM

(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

- By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

- By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:
 - (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none">▪ Chapter 25 (relating to criminal homicide)▪ Section 2702 (relating to aggravated assault)▪ Section 2709.1 (relating to stalking)▪ Section 2901 (relating to kidnapping)▪ Section 2902 (relating to unlawful restraint)▪ Section 2910 (relating to luring a child into a motor vehicle or structure)▪ Section 3121 (relating to rape)▪ Section 3122.1 (relating to statutory sexual assault)▪ Section 3123 (relating to involuntary deviate sexual intercourse)▪ Section 3124.1 (relating to sexual assault)▪ Section 3124.2 (relating to institutional sexual assault)▪ Section 3125 (relating to aggravated indecent assault)▪ Section 3126 (relating to indecent assault)▪ Section 3127 (relating to indecent exposure)▪ Section 3129 (relating to sexual intercourse with animal)▪ Section 4302 (relating to incest)▪ Section 4303 (relating to concealing death of child)	<ul style="list-style-type: none">▪ Section 4304 (relating to endangering welfare of children)▪ Section 4305 (relating to dealing in infant children)▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)▪ Section 6301(a)(1) (relating to corruption of minors)▪ Section 6312 (relating to sexual abuse of children)▪ Section 6318 (relating to unlawful contact with minor)▪ Section 6319 (relating to solicitation of minors to traffic drugs)▪ Section 6320 (relating to sexual exploitation of children)
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 - (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
 - (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - ï the United States; or
 - ï one of its territories or possessions; or
 - ï another state; or
 - ï the District of Columbia; or
 - ï the Commonwealth of Puerto Rico; or
 - ï a foreign nation; or
 - ï under a former law of this Commonwealth.
- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:
 - (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
 - (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
 - (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

