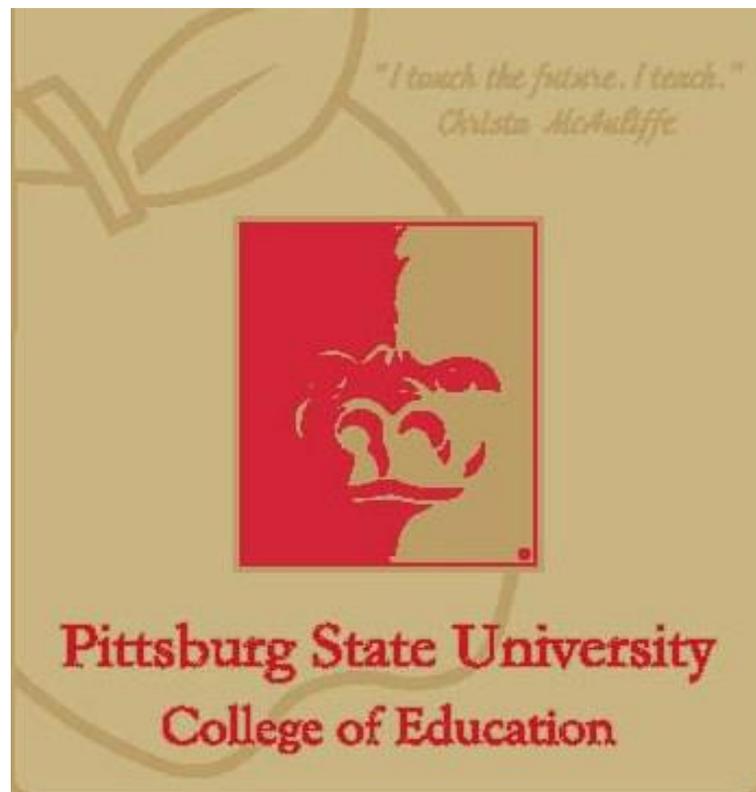


Master of Arts in Teaching - Elementary



GENERAL INFORMATION

The Master of Arts in Teaching (MAT) for Elementary is an accelerated licensure program designed for individuals who have earned a baccalaureate degree without an education emphasis. Candidates are admitted to the program in cohorts with new cohorts beginning each January. Coursework is offered through online delivery for this 33-credit hour program.

Candidates must complete one semester (16 weeks) of student teaching in an accredited school. The student teaching semester occurs in the second spring semester of the program.

Questions or concerns regarding the MAT – Elementary program can be directed to the following:

Dr. Cherona Hicklin
Chairperson
Teaching and Leadership
chicklin@pittstate.edu
620-235-4504

Dr. Jean Dockers
Director of Teacher
Education
jdockers@pittstate.edu
620-235-4636

Amanda Hill
Licensing
Officer/Placement
Coordinator
ahill@pittstate.edu
620-235-6153

The College of Education reserves the right to amend any policies, rules or regulations as needed to best serve its constituents.

Notice of Nondiscrimination

Pittsburg State University prohibits discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry, genetic information, or disabilities. The following person has been designated to address inquiries regarding the nondiscrimination policies: Director of Institutional Equity/Title IX Coordinator, 218 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762-7528, telephone (620) 235-4189, equity@pittstate.edu.

Website: <https://office.pittstate.edu/institutional-equity/>

Revised: 08/09/2022

ADMISSION REQUIREMENTS

Prospective candidates should apply for admission to Graduate School by completing the application online at <https://go.pittstate.edu/apps.intro.v2>. Official transcripts for all completed coursework must be sent to PSU Graduate School (mail: 1701 S. Broadway, Pittsburg, KS 66762 or electronically: jsmiller@pittstate.edu). A direct transcript should be submitted from each institution where college credit was earned.

Upon receipt of all transcripts, the Educational Licensing Officer will analyze the transcript(s) for academic eligibility. To be academically eligible for the MAT program, one must hold a baccalaureate degree from an accredited institution with a minimum cumulative grade point average (GPA) of 3.00.

Professional Disposition Assessment

Applicants who meet the academic requirements are invited to participate in a professional disposition assessment. The assessment is comprised of multiple components. During the session, the applicant will teach a sample lesson, participate in a group discussion, complete a personal interview, and compose a writing sample based on a case study. This assessment may be conducted in person or virtually.

1. Sample Teaching Session

Each applicant will conduct a five-minute mini lesson while other applicants and interviewers participate as students. Questions should be expected from the audience.

The lesson should be prepared prior to the assessment session. It should be designed for a specific grade and content level (i.e. 4th grade science, 2nd grade spelling, etc.). A successful lesson is organized around a main idea or learning objective and makes use of age-appropriate materials and strategies to help students master the information.

Applicants may choose from a wide range of topics for the mini lesson, such as adding fractions, naming vegetables in Spanish, or reviewing how a bill becomes a law. The learning objective must be specific so it can be presented effectively during the designated time. For example, the lesson should not cover broad topics such as American history; instead, the focus could be on the causes and effects of the American Revolution.

When developing the lesson, it is acceptable to assume prior knowledge. This may be communicated to interviewers and other candidates by beginning the lesson with a reference to an earlier lesson (e.g. “Yesterday we began talking about causes of the American Revolution. Today, we are going to begin talking about the effects of the revolution.”)

Remember these key points for an effective mini lesson:

- There is a five-minute time limit.
- Lessons should have a clear beginning, middle, and end.
- Specific objectives should be communicated to the audience.
- Lessons should be interactive and age-appropriate.

Please note: Interview spaces vary – some are set up like typical classrooms while others are conference rooms with one large table. All spaces will have chart paper, dry erase board, or chalkboard and internet access with projection capabilities. For virtual assessments, applicants will have the ability to share their screen with others during the lesson.

2. Discussion Group

During the discussion period, applicants will discuss one or more professional articles referenced in the interview packet. This packet will be provided prior to the assessment. Applicants should be prepared to participate in a professional conversation.

4. Writing Sample

Each participant will be presented a teaching scenario during the assessment. Applicants are expected to complete a response and submit it electronically within a specified amount of time following the conclusion of the assessment.

5. Open Q & A Session

This session will be an overview of the MAT program. Applicants will be able to openly ask questions about the program.

6. Personal Interviews

Applicants will have a personal interview with a faculty member. The goal of the interview is to explore the applicant’s background, qualifications and commitment to expanding educational opportunities for children. The applicant will also have an opportunity to ask questions.

Sample Agenda
Introductions
Sample Teaching Session
Discussion Group
Open Q & A Session
Personal Interviews
Writing Sample

Applicants will be notified by e-mail of their acceptance status within two weeks of the assessment session. This communication will also provide information regarding the remaining admission requirements described below.

Two Recommendation Forms

Candidates must have two positive recommendation forms submitted to the Office of Teacher Education, Pittsburg State University, 1701 S. Broadway, Pittsburg, Kansas, 66762. These recommendations should be completed by a university professor, direct supervisor, or someone who is knowledgeable of the candidate’s work with young people. Specific recommendation forms are required and will be provided to applicants.

Background Check

As a requirement for admission to graduate programs in the department of Teaching and Leadership, candidates are required to complete a background check. The background check is required for admission and will not take the place of the required background check for licensure. Once candidates have completed the program and are ready to apply for the initial teaching license, an additional background check will be required by KSDE.

The background check for program admission is complete through Validity Screening Solutions. Specific instructions will be provided for the completion of this requirement.

All admission requirements listed above must be completed for candidates to be fully admitted to the MAT – Elementary program. Candidates must be fully admitted to the program by the time they have completed 12 credit hours in the program. If one is not fully admitted at this time, future enrollment will be placed on hold. This may lead to a delay in program completion.

COURSEWORK

The 33-credit hour sequence of courses was designed to provide students an optimal academic experience. Candidates are expected to adhere to the following sequence. Courses are only offered during the semester indicated and will not be offered again for at least one year.

COURSE SEQUENCE	
Year 1 - Spring	
TCHL 825	The Professional Semester Teacher – Initial Experience (<i>includes 40 hour practicum</i>) (3 hours)
TCHL 834	Curriculum Development (<i>includes 40 hour practicum</i>) (3 hours)
Year 1 - Intersession (May)	
TCHL 836	Positive Classroom Management (3 hours)
Year 1 - Summer	
TCHL 831	Literacy for Primary Grades (3 hours)
TCHL 878	Assessment for Effective Teaching (3 hours)
Year 1 - Fall	
TCHL 841	Elementary Mathematics and Science (3 hours)
TCHL 844	Literacy and Social Studies for Intermediate Grades (3 hours)
Year 2 - Spring	
PSYCH 810	Advanced Educational Psychology (3 hours)
TCHL 849	The Professional Semester Teacher – Culminating Experience (<i>student teaching</i>) (3 hours)
Year 2 – Intersession (May)	
TCHL 842	Integrating Creative Experiences (2 hours)
Year 2 – Summer	
HHP 704	Workshop for Health, Human Performance, and Recreation (1 hour)
SPED 815	Individuals with Exceptionalities (3 hours)

Note: The course sequence is subject to change at the discretion of the Teaching and Leadership department.

FIELD EXPERIENCES

Within the first semester of coursework, candidates are required to participate in a 40-hour practicum experience in an accredited school. This early field experience is a component of the course, TCHL 825 The Professional Semester – Initial Experience, which is included in the first semester of enrollment. The practicum experience is to be completed in a primary classroom (K, 1, or 2) and in an intermediate classroom (3, 4, or 5). A self-contained 6th grade classroom would also be considered acceptable for the intermediate practicum. Candidates are to spend a total of 20 hours at each level.

Candidates who have a relationship with an accredited school can make their own placements for this experience. The Office of Teacher Education can arrange placement for those who need assistance.

STUDENT TEACHING

Candidates will complete a full 16-week semester of student teaching. This is sequenced for the second spring semester in correlation with enrollment in TCHL 849 The Professional Semester Teacher – Culminating Experience. The student teaching semester begins when the cooperating school resumes session and is completed prior to PSU finals week. During this semester, candidates will be placed under the supervision of a cooperating teacher in an elementary classroom. Student teachers are required to report to the PSU campus monthly for seminars. The Professional Semester Handbook provides detailed expectations of the semester and can be found on the Office of Teacher Education website (<https://www.pittstate.edu/education/teacher-education/index.html>). Placement for the student teaching semester is coordinated through the Office of Teacher Education. An application will be required the semester prior to student teaching.

LICENSURE EXAMS

In the state of Kansas, those applying for an initial teaching license must pass a level-appropriate Principles of Learning and Teaching (PLT) exam as well as the appropriate content assessment for the endorsement(s) sought. These exams are a part of the *Praxis* Subject Assessments. Current testing requirements for the state of Kansas can be found at <https://www.ets.org/praxis/ks/requirements>.

The *Praxis* exams are offered only in a computer delivered format. Test-takers may take the exams at any Prometric Testing Center across the nation. Tests are also available through Praxis Test at Home. It is important during registration to list Pittsburg State University as a designated score recipient so your scores will be officially reported to the Office of Teacher Education. Further information, including registration, can be found at the *Praxis* website www.ets.org/praxis.

TEACHER LICENSING

The Educational Licensing Officer will assist with submitting all license applications. Candidates can expect the following fees associated with licensing and testing.

- Licensure Exams
 - Principles of Learning and Teaching - \$156
 - Content exams –\$130 - \$209 (A content exam is required for each endorsement sought for a teaching license.)
- License application fee - \$60 - \$70
- KSDE background check fee - \$50
- There will be additional application and background check fees for any other state from which licensure is sought.

FREQUENTLY ASKED QUESTIONS

The following section includes frequently asked questions and answers intended to be helpful in understanding the program.

Can I enter the MAT program with an emphasis in Elementary if I do not hold a degree?

No, a Bachelor's degree with a cumulative GPA of 3.0 or higher is required.

What if I do not have a 3.0 undergraduate GPA?

Applicants with less than a 3.0 GPA but greater than a 2.75 may be admitted conditionally; an additional GPA review will occur after the completion of 12 hours.

How long will it take to complete the program?

The 33-credit hour program is designed to be completed in a 19-month sequence of five semesters. Courses are to be taken in sequence to maximize the learning experience.

Are courses offered online?

Yes, course content is presented online by utilizing Canvas, PSU's learning management system.

When will I become certified to teach?

Candidates will be eligible for licensure in the state of Kansas upon completion of the program and appropriate testing.

If I am accepted into the program, when do classes begin?

The program starts once a year during the spring semester.

Who should I contact if I have additional questions?

Contact the Office of Teacher Education; 620-235-6153 or teachered@pittstate.edu.

What will happen if I do not meet the required conditions within the first 12 hours of the program?

Candidates are not allowed to continue in coursework until they have met all conditions to be fully admitted.

Why have I not heard anything from PSU?

You may need to check your GUS email account! Once you've been conditionally admitted, set up your GUS email account and be sure to check it regularly.

Who should I contact if I'm ever having trouble in the class or cannot get in touch with my professor?

Academic questions should be directed to your advisor.

I have been conditionally admitted; how do I enroll myself in classes?

Your advisor will enroll you each semester. Since the program is offered in cohorts, enrollment by your advisor ensures enrollment in the correct courses.

I need to take a break from school so I am not taking courses this semester. What will happen?

Provided there have been no concerns about your academic work or professionalism, you will be re-admitted to the program without issue. You will enter the program at the point which you stopped taking coursework. It is important to note that courses are offered during particular semesters so you may have to wait a full year to return to the program.

How do I know which textbooks to buy?

You need to visit the [PSU online bookstore](http://pittstate.bncollege.com/) (<http://pittstate.bncollege.com/>). Click “Textbooks” and then “Find Textbooks.”

PROFESSIONAL RESPONSIBILITIES

Teacher candidates are expected to observe and adhere to the professional requirements for educators. Candidates need to be familiar with each of the following in order to uphold policies and legal requirements for educators.

Kansas Educator Code of Conduct

http://www.ksde.org/Portals/0/TLA/Licensure/KS_Ed_Code_Conduct_Brochure031014.pdf

The professional educator shall work in the best interest of their students and honor their responsibilities to their students, school, district, community, state and profession as evidenced by:

- Responsibilities to Student
- Responsibilities to District
- Responsibilities to Profession

Family Educational Rights and Privacy Act (FERPA)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Student records and information are protected under this federal law. Teachers must be aware of the requirements in order to appropriately maintain required confidentiality.

Child Abuse and Neglect Reporting

<http://www.dcf.ks.gov/services/pps/pages/reportchildabuseandneglect.aspx>

All teachers, school administrators or other employees of an educational institution are mandated reporters for child abuse and neglect under the Kansas reporting law (K.S.A. 38-2223). Teacher candidates must be aware of their legal responsibility and the required steps to make such a report.

UNIVERSITY SUPPORT SERVICES

Student Success Programs

Student Success Programs provides programs and services to promote the successful transition of new students into a university environment. These programs and services include academic success workshops, tutoring, and other resources. More information about Student Success Programs can be found at: <http://www.pittstate.edu/office/student-success-programs/>

The Writing Center

The Writing Center is located in 112 Axe Library. The center offers writing workshops and one-on-one consultations for any writing project. Consultations can be face-to-face or online. The services are free of charge for all PSU students. For more information, go to: http://www.pittstate.edu/office/writing_center/

Student Accommodations

Student Accommodations provides support services to currently enrolled PSU students with disabilities which substantially impairs one or more major life activities. Students may qualify for services that accommodate for their impairments and provide equal access to educational opportunity. <http://www.pittstate.edu/office/center-for-student-accommodations>

Gorilla Geeks

The Gorilla Geeks Help Desk assists students, faculty and staff with various technological needs. Some of the services available include help with GUS and GusPINs, assistance with PSU email accounts, assistance with educational software packages used on campus, basic help with computer hardware or software problems and help with wireless connectivity issues. Gorilla Geek is located in 109 Whitesitt Hall. For more information, go to: <https://www.pittstate.edu/it/gorilla-geeks.html>

Bryant Student Health Center

The mission of the Bryant Student Health Center is to provide quality healthcare that is accessible, affordable, culturally sensitive and student-focused. Further information, including available services, can be found at: <http://www.pittstate.edu/office/health/>

Testing Center

The University Testing Center administers tests offered by multiple testing companies. A full description of exams offered and testing availability can be found at: <http://www.pittstate.edu/college/education/psychology/testing-center.dot>

PROFESSIONAL KNOWLEDGE BASE

The Learner and Learning

Professional educators must understand that learning and development patterns vary among individuals, that learners bring unique individual differences to the learning process and that learners need supportive and safe learning environments to thrive.

1. The candidate knows how learning occurs (how learners construct knowledge, acquire skills and develop disciplined thinking processes) and how to use instructional strategies that promote individual growth.
2. The candidate understands that cognitive, linguistic, social, emotional and physical development influences learning.
3. The candidate understands and identifies differences in approaches to learning and performance and designs experiences that incorporate individuals' strengths to promote growth.
4. The candidate understands students with exceptional needs and knows how to use strategies and resources to meet these needs.
5. The candidate knows how to access information about the values of diverse cultures and communities and how to incorporate languages, experiences, cultures and community resources into practice.
6. The candidate understands how to manage the learning environment by organizing, allocating and coordinating the resources of time and space.
7. The candidate knows how to design experiences using strategies that enhance learner motivation and engagement.
8. The candidate understands the processes needed to foster a respectful learning community.

Content

Professional educators must have a deep and flexible understanding of the field and be able to draw upon the central concepts and structures of their discipline as they work with learners. They integrate cross-disciplinary skills (e.g., critical thinking, problem solving, creativity and communication) to help learners apply content to propose solutions, forge new understandings, solve problems and imagine possibilities. Professional educators connect information to local, state, national and global issues.

9. The candidate understands that learners should question, analyze and understand concepts from diverse perspectives.
10. The candidate has a deep knowledge of student content standards and learning progressions in the discipline(s).
11. The candidate knows how to use supplementary resources and technologies effectively to ensure accessibility and relevance for all.
12. The candidate understands how disciplinary knowledge can be applied as a lens to address local and global issues.

13. The candidate realizes that content knowledge is not a fixed body of facts but is complex, culturally situated and ever evolving. S/he keeps abreast of new ideas and best practices in the field.
14. The candidate knows major concepts, assumptions and debates that are central to the discipline.

Instructional Practice

Professional educators understand and integrate assessment, planning and instructional strategies in coordinated and engaging ways for effective practice. They understand how to design, implement, interpret and communicate results from a range of assessments.

15. The candidate knows how to engage learners in multiple ways of demonstrating knowledge and skills as part of the assessment process.
16. The candidate understands the positive impact of effective descriptive feedback and knows a variety of strategies for communicating this feedback.
17. The candidate knows how to engage learners actively in the assessment process and to develop each learner's capacity to reflect on and communicate about their individual progress.
18. The candidate understands the theories and processes of curriculum design (appropriate sequencing, developmentally appropriate instruction, builds on learners' prior knowledge and experiences).
19. The candidate understands the process for aligning instruction and assessment with learning targets.
20. The candidate understands how theory, research and best practices impact ongoing planning and instructional practice.
21. The candidate knows how to engage learners in using technology tools and a range of skills to access, interpret, evaluate and apply information.
22. The candidate knows how to incorporate a variety of strategies that stimulate the cognitive processes associated with various kinds of learning (e.g., critical and creative thinking, problem framing and problem solving, invention, memorization and recall).
23. The candidate knows how to apply a variety of developmentally, culturally and linguistically appropriate instructional strategies to achieve learning targets.
24. The candidate knows how to analyze assessment data to understand patterns and gaps in learning, to guide planning and instruction and to provide meaningful feedback.

Professional Responsibility

Professional educators create and support safe, productive learning environments. They must engage in meaningful and intensive professional learning and self-renewal by regularly examining practice through ongoing study, self-reflection and collaboration. Professional educators contribute to accomplishing their school's mission and goals and demonstrate leadership by modeling ethical behavior, contributing to positive changes in practice and advancing their profession.

25. The candidate knows how to use information and technology ethically, legally and safely.
26. The candidate understands and knows how to use a variety of self-assessment and problem-solving strategies to analyze and reflect on his/her practice and to plan for adaptations/adjustments.
27. The candidate understands laws related to learners' rights and teacher responsibilities (e.g., IDEA, FERPA, mandated reporting, etc.).
28. The candidate understands schools as organizations within a historical, cultural, political and social context and knows how to work with others across the system to support learners.
29. The candidate knows how to contribute to a common culture that supports high expectations for student learning.
30. The candidate understands the expectations of the profession including codes of ethics, professional standards of practice and relevant law and policy.
31. The candidate knows how to communicate effectively with all members of the learning community.