

Daniel L. Goodwin College of Education

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The faculty and staff of the Goodwin College of Education of Northeastern Illinois University are dedicated to excellence and innovation in education. Serving the Chicago metropolitan area, we seek to make our teaching, research, and service efforts responsive to the needs and aspirations of a diverse student body and community. The theories of our conceptual framework are reflective, collaborative, and transformative, and guide the preparation of all educators. The Goodwin College of Education, as a fundamental component of a comprehensive public urban university, dedicates itself to becoming nationally recognized:

1. In developing professionals who will teach, train, consult, and counsel; in becoming leaders who facilitate learning, scholarship and creativity throughout life;
2. In developing, applying and disseminating research that results in new knowledge, improved practice and greater levels of achievement by instructors, learners, families, communities and organizations; and
3. By strengthening a commitment to serve schools, communities, business, industry and the professions.

To accomplish our mission, we pursue collaborative and systematic strategies that will continue to improve our teaching, learning, research, and service. We seek to utilize our location in the Chicago metropolitan area as a base upon which we will build and support teams and alliances within the university, and in all appropriate areas outside the university.

The Goodwin College of Education takes an all-university approach, requiring its candidates to have a well- rounded general education in the liberal arts, thorough training in professional education courses, and extensive school-community clinical experiences. Candidates completing teacher preparation programs receive entitlement to licensure from the Illinois State Board of Education. Occasionally, state requirements for various endorsements may change. Consult the Program Advisor regarding licensure and endorsement requirements.

The summary pass rate for Northeastern Illinois University of Test of Academic Proficiency (formerly Basic Skills) and the Academic Content Area Tests is 97%. Additional information on test performance of NEIU program completers is available in the Goodwin College of Education office of the Dean and our website: Success of our Candidates (<http://neiu.edu/academics/college-of-education/success-our-candidates>).

Candidates with degrees may complete an approved teacher preparation program through a Teacher Licensure Program (TLP) or Focus Program. Information for degree candidates is available from the Program Advisor.

Accreditation and Approval

In 2012, the National Council for Accreditation of Teacher Education (NCATE) conducted a thorough on-site evaluation of the Goodwin College of Education and awarded full accreditation in the Goodwin College of Education.

In 2012, the State Educator Preparation and Licensure Board (SEPLB), after extensive evaluation of all Goodwin College of Education licensure programs as part of the State Board's Fifth Year Review, found Northeastern Illinois University in compliance with all standards. In 2016, the Illinois State Board of Education (ISBE) found that all licensure programs have met the State requirements. As a result, Northeastern has full approval for all of its undergraduate and graduate licensure programs for teachers, administrators, and school service personnel. These licensure programs are:

- **Early Childhood Education (Birth - Grade 2)**
- **Administrative (PK-12)** (Graduate level only)
 - Principal
 - Teacher Leader
- **Elementary Education (1-6)**
 - Self-Contained General Elementary Education
 - Self-Contained General Elementary Education with Bilingual Endorsement
- **Middle Grades Education (5-8)**
 - Science
 - Mathematics
 - Social Studies
 - Language Arts
- **Literacy Education**
 - Reading Specialist (**K-12**) (Graduate level only)
 - Reading Teacher (elementary level or secondary level)
- **Secondary Education (6-12)**
 - Science: Biology (9-12)

- English Language Arts (9-12)
- Health Education (9-12)
- Social Science: History (9-12)
- Mathematics (9-12)

- **K-12 Programs**
 - Visual Arts
 - Music Education
 - Physical Education
 - Foreign Language Spanish
- **Special Education (PK-Age 21)**
 - Learning Behavior Specialist I (LBS I)
 - Learning Behavior Specialist (LBS II)
 - Behavior Intervention Specialist
 - Curriculum Adaptation Specialist
 - Gifted Education
 - Gifted Teacher Endorsement (elementary or secondary level)
- **School Support Personnel (PK-Age 21)**
 - School Counselor (Graduate level only)
- **Endorsements**
 - Bilingual/ESL option

Undergraduate Majors

- Bilingual Education
- Community Health
- Early Childhood Education
- Elementary Education
- Health - Secondary Education
- Human Resource Development¹
- Inner City Studies¹
- Physical Education
- Secondary Education (Major in the Discipline)
- Special Education

¹ In order to graduate, majors not seeking licensure must complete all the requirements for their academic programs and be admitted to the College of Education.

Undergraduate Minors

The Goodwin College of Education offers minor programs which supplement other academic programs offered at Northeastern. These minors include the following:

Educational Foundations

- Educational Studies

Health Sciences and Physical Education

- Health Education
- Physical Education

Inner City Studies

- Inner City Careers

Graduate Programs

The Goodwin College of Education offers the following graduate programs:

Master of Arts (MA) in:

- Educational Leadership:
 - School Leadership
 - Higher Education
- Community and Teacher Leaders
- Family Counseling
- Counseling:
 - School Counseling
 - Clinical Mental Health Counseling
 - Rehabilitation Counseling
- Human Resource Development
- Inner City Studies
- Literacy Education
- Gifted Education
- Special Education
 - Learning Behavior Specialist I (LBS I)
- Teaching: Early Childhood Education
- Teaching: Elementary Education

Master of Science (MS) in:

- Special Education (LBS II):
 - Behavior Intervention Specialist (BIS)
 - Curriculum Adaptation Specialist (CAS)
 - Combined BIS-CAS
- Instruction: Language Arts
- Exercise Science
- Teaching and Inquiry

Advisement

Undergraduate Programs

The University Advisement Center (<http://neiu.edu/academics/advising-center>) advises freshman and sophomores who have not yet declared a major. Students who are interested in becoming teachers should seek guidance from one of the Goodwin College of Education advisors according to the program they are interested in applying. Please, see further information on the Undergraduate Goodwin College of Education Advisors List (<http://neiu.edu/academics/college-of-education/program-advisors-college-education/contact-us>).

Graduate Programs

Students who are interested in graduate programs please see further information on the Graduate Advisors List (<http://neiu.edu/academics/college-of-education/college-education-advisors/contact-us>).

General Considerations for Those Taking Course Work, Seeking Admission and Retention in the Goodwin College of Education

The following apply to candidates completing coursework in the Goodwin College of Education seeking admission and after admission to the college:

- Candidates may not enroll in any required professional education course more than twice to achieve an acceptable grade.
- The Admissions, Retention, and Appeals Committee of the Goodwin College of Education may request an interview with any candidate or have any candidate meet with the respective Department Professional Standards Committee. The continuation, admission, retention, or graduation of that candidate may be withheld until the candidate complies, and the committee takes appropriate action relative to the candidate's status.
- Candidates may be required to take examinations or submit other documentation specific to the particular program and discipline in which they are enrolled or seeking enrollment.
- Programs may impose time limitations on candidates completing programs. If candidates do not meet time limitations, they may have to retake some courses.
- Evidence of specific behaviors and/or dispositions which would be likely to interfere with satisfactory performance as a teacher or professional within the field may be considered as constituting a basis for denying admission or retention.
- Prior conviction of certain felonies may preclude State Teacher Licensure. Contact the State Licensure Officer for clarification. Prior conviction of certain felonies may also preclude placement in certain field experiences. A federal fingerprint-based background check is required. The individual must notify the Clinical Experiences Office of any convictions prior to placement in any field experiences.

- Candidates with degrees seeking licensure under Illinois House Bill 2207 must seek admission to both the Goodwin College of Education and to the Teacher Licensure Program (TLP) for Post-Baccalaureate Students. These are separate processes. For requirements and advisement, contact the program advisor.
- Candidates enrolled in the B.A in Interdisciplinary Studies (BAIS) program at Northeastern who wish to pursue any of the programs within the Goodwin College of Education may take a maximum of nine hours prior to admission to the college. To take any further courses, the candidate must be formally admitted to the Goodwin College of Education. Candidates must also complete all professional course requirements of their particular programs. A minimum cumulative GPA of 2.50 (on a 4.0 scale) is required of all undergraduate work for BAIS candidates to be admitted into the college.
- For graduation, candidates must have a GPA of 2.75 or higher in all Professional Courses and a 2.50 cumulative GPA (*some programs might have a different GPA requirement, please consult your program advisor*). Grade of "B" or better in all Clinical Experiences and Student Teaching is required. Also see graduation requirements below.

Graduation Requirements

To be eligible for graduation all candidates must:

- be admitted to the corresponding college (Goodwin College of Education for undergraduate and TLP candidates and College of Graduate Studies and Research for graduate candidates)
- follow college retention policies (Goodwin College of Education for undergraduate students and College of Graduate Studies and Research for graduate students)
- successful completion of required courses in the professional education sequence, all requirements of their academic program, and all university graduation requirements

Licensure Requirements

Candidates pursuing teacher licensure are required to complete general education coursework as specified by their respective program. For further information concerning the general education requirements, candidates should consult with the Goodwin College of Education departments offering teacher licensure programs. In addition, candidates must meet all the State of Illinois requirements pertaining to the specific endorsement(s) to be recommended for licensure through university entitlement by the Goodwin College of Education.

Educator Licensure Information System (ELIS)

The State of Illinois requires that all candidates seeking endorsements in early childhood education, elementary education, middle level education, secondary education, K-12 programs, reading specialist, reading teacher, special education, school service personnel or administrative endorsements must pass a series of examinations in order to be licensed. For instance, all candidates in all initial teacher preparation program as undergraduate and graduate level must pass a Test of Basic Skills such as the ILTS Test of Academic Proficiency (TAP) or ACT plus writing or SAT prior to college admission. Students who choose to use the ACT plus Writing or SAT score for admission to the Goodwin College of Education must request that ACT or SAT send an official score report to themselves. The student is responsible for handing in the official score report in its original sealed envelope to the Goodwin College of Education Dean's Office (LWH 4044). In addition, request your scores be sent to ISBE directly from ACT or SAT. The score report must arrive in a sealed envelope addressed to ISBE from ACT or SAT. If requesting an ACT Plus Writing score report: use ACT code 3001 when ordering. If requesting an SAT score: use SAT code 6773 when ordering. All candidates must also pass the Content Area Test for which endorsement is sought prior to receiving authorization for any student teaching, practicum, or culminating internship.

Candidates seeking licensure in early childhood education, elementary education, middle level education, secondary education, K-12 programs, or special education must also pass the Teacher Performance Assessment (edTPA) during student teaching experience. edTPA is only required for the initial licensure in Illinois. Subsequent endorsements do not require edTPA.

Additional information for these tests is available at ISBE Licensure Testing (<https://www.isbe.net/Pages/Educator-Licensure-Testing.aspx>).

Admission Policies for Undergraduates

Admission to Northeastern Illinois University does not automatically constitute admission to the Goodwin College of Education, or to professional programs in the college. Candidates who seek to major in any of the programs offered in the Goodwin College of Education must be admitted to the college to complete their degrees and to graduate.

Declaring an Education Major

Students intending to major in education should first declare a "pre-major" until all college admission requirements are completed. Once the admission requirements are satisfied, be sure to submit an Undergraduate Declaration of Major form (<http://www.neiu.edu/academics/sites/neiu.edu/academics/files/documents/srmagill/Major-Minor-Declaration3.pdf>) to declare the education major. Candidates may contact the Undergraduate Goodwin College of Education advisors (<https://www.neiu.edu/academics/college-of-education/program-advisors-college-education/contact-us>) for more information.

In order to declare a major in education undergraduate students must:

Step 1: Contact the Goodwin College of Education Program Advisor (<https://www.neiu.edu/academics/college-of-education/program-advisors-college-education/contact-us>) in the program they intend to major

Step 2: Passing a Test of Basic Skills such as: the ILTS Test of Academic Proficiency (TAP) or ACT plus writing or SAT. If using ACT or SAT in lieu of TAP, scores must be received in a sealed envelope by the college. Visit the Goodwin College of Education (<https://www.neiu.edu/academics/college-of-education/admission-requirements>) for instructions

Step 3: Set up an account in the Educator Licensure Information System (ELIS) (<https://sec3.isbe.net/IWASNET/login.aspx>)

Step 4: Send official ACT or SAT scores to ISBE (<https://www.isbe.net/licensure>)

Step 5: A Goodwin College of Education program advisor will forward the candidate's Declaration of Major form to the Goodwin College of Education Dean's Office. In Secondary Education, candidates may declare their content area major (Art, Biology, English, Health Education, History, Math, Music, PE, Spanish) but may not declare their secondary education major until they have passed a Test of Basic Skills.

To apply for admission, all candidates must complete an online application (<http://www.neiu.edu/academics/college-of-education/admission-requirements>). To obtain a list of admission requirements, undergraduate candidates may visit the Goodwin College of Education website (<http://www.neiu.edu/academics/college-of-education/admission-requirements>) or graduate candidates may visit the College of Graduate Studies and Research (<http://neiu.edu/academics/graduate-college>). Goodwin College of Education ***Admissions will inform undergraduate and TLP candidates of their decision by email.*** Candidates must include their NEIU e-mail on their application, and check their NEIU e-mail for their admission status.

All candidates, including transfer students, must meet the following minimum requirements for admission to the Goodwin College of Education:

1. Declaration of Undergraduate Major/ Graduate Program, or Licensure Area.
2. Passing score on a Test of Basic Skills -- the Illinois Licensure Testing System Test of Academic Proficiency ¹ or ACT or SAT --
3. Completed Goodwin College of Education Application Form
4. "C" or better in ENGL-101
5. "C" or better in college level math leading to NEIU math competency (3 cr.)
6. One recommendation form (http://www.neiu.edu/academics/college-of-education/sites/neiu.edu.academics.college-of-education/files/documents/jfranco/COE_Recommendation_Form.pdf) from any university professor
7. Fingerprint-based Federal background check report (<http://www.neiu.edu/academics/college-of-education/sites/neiu.edu.academics.college-of-education/files/documents/jfranco/2014%20COE%20Fingerprint%20Information.pdf>) ²
8. 2.5/4.0 Cumulative Grade Point Average
9. 30 semester credits at NEIU or transfer credits

¹ Inner City Studies, Human Resource Development, and Community Health majors are not required to take a Test of Basic Skills. All others majors are required to have passed a Test of Basic Skills before declaring their major.

² Inner City Studies and Human Resource Development Majors are not required to complete a fingerprint-based background check report. Candidate admitted into the new Community Health Program do not need to complete a fingerprint-based background check report. Consult with the program adviser.

Retention Policies for Admitted Undergraduates

Once admitted to the Goodwin College of Education, the candidate is expected to maintain certain standards in order to be retained within the College. These include:

1. Maintenance of a cumulative grade point average of 2.75 (on a 4.0 scale) in professional courses and majors within the Goodwin College of Education. Candidates should check with their major advisor, as some departmental requirements may vary.
2. Maintaining of a University cumulative grade point average of 2.50 (on a 4.0 scale). If this cumulative grade point average falls below 2.50, the candidate will be placed on academic probation in the Goodwin College of Education. Candidates are allowed one term, while on probation, to raise their cumulative grade point average to 2.50. If the cumulative grade point average is not raised to at least 2.50 after one term on probation, the candidate will not be retained in the Goodwin College of Education.
3. A grade of "C" or higher in courses in professional education and majors within the Goodwin College of Education. Candidates receiving a grade lower than "C" will be placed on academic probation and will not be permitted to do the major field experience or student teaching. See specific program requirements for courses requiring a "B" or higher.

Candidates are allowed one term, while on probation, to earn an acceptable grade. If acceptable grades are not earned after one term on probation, the candidate will not be retained in the Goodwin College of Education. Some standards may vary by program; consult with your program advisor.

Dean's List Requirements

The Dean's List recognized majors in the Goodwin College of Education who have achieved academic success in a specific semester.

Criteria for determining eligibility for the Dean's List:

1. Major, including second majors, must have been declared by the start of the semester being awarded.
2. A Semester grade point average of 3.80 or above for the semester being awarded.
3. Successful completion of six (6) or more credit hours with letter grades of A, B, C, or D.
4. Students may not have any incomplete grades.

CPDUs: Clock Hours of Professional Development Activity Policy

Please, contact the Goodwin College of Education Dean's office at coe@neiu.edu for further information about Professional Development opportunities.

Reinstatement and Readmission

Reinstatement and readmission to the Goodwin College of Education is not automatic.

- Candidates in good standing who have been admitted to the Goodwin College of Education and then withdraw from the University will, upon readmission to the University, be automatically reinstated in the Goodwin College of Education, if the period of withdrawal has not exceeded two years. If the period of withdrawal exceeds two years, candidates must apply for readmission to the Goodwin College of Education. Readmitted students will be required to meet new state requirements in place at the time of readmission, and any new admission and retention requirements within the college.
- A candidate who has withdrawn while on academic probation or who has not been retained in the Goodwin College of Education due to an insufficient grade point average (G.P.A.), final grades in professional courses or disposition issues, may be reinstated after the cumulative G.P.A., and academic or disposition issues have been rectified in accordance with program, departmental or Admissions, Retention, and Appeals committee approval. A written appeal must be submitted to the Goodwin College of Education Office of the Dean.
- Readmitted candidates will be required to meet new state requirements in place at the time of readmission, and any new admission and retention requirements within the Goodwin College of Education.
- It is the responsibility of the candidate to notify the Office of the Dean, Goodwin College of Education, of any intention to withdraw from the college.

Communication

All communication from the Goodwin College of Education Admissions Office will be sent exclusively through the NEIU email system. This technology will be used extensively to maintain communication with all candidates. It is the candidate's obligation to regularly check their NEIU email account. Failure to do so may cause the student to miss important information, including critical updates about program changes and deadlines.

Programs

Cross Program Course Offerings in Education

Cross Program Courses in Education (EDUC) are offered in the area of Educational Foundations.

Educational Foundations Courses

EDFN-302	Philosophical And Historical Foundations Of Early Childhood Education	3
EDFN-303	Early Childhood Development	3

Catalog descriptions of these courses are located in the Educational Leadership and Development section of the catalog.

Daniel L. Goodwin College of Education Kappa Delta Pi

Goodwin College of Education candidates with a GPA of at least 3.5 will be invited to join NEIU's Sigma Epsilon Chapter of the Kappa Delta Pi International Education Honor Society. You can learn more about the advantages offered by membership in the International Society by going online to the Kappa Delta Pi website. For questions about our local chapter, please contact the Goodwin College of Education at coe@neiu.edu.

Clinical Experience and Student Teaching (CEST)

Programs that prepare students to obtain an Illinois Professional Educator License require students to participate in a variety of courses that include field-based experiences as required by State Law. These field-based experiences occur in public, charter, private, and parochial schools, day care centers, and community agencies, depending on the program of study being pursued. The Clinical Experiences and Student Teaching Office collaborates with school partners to identify a variety of field sites for placements.

Prior to being accepted by a field site, the student may be required to interview with staff at the site, complete an application, submit additional information, and/or have credentials reviewed based on site requirements.

Students complete supervised field-based activities at these partner sites to develop a practical skill set and gain a deeper awareness of the knowledge, skills, and dispositions required of a practicing professional in the field. All field-based experiences are conducted under the supervision of a fully certified professional at the field site and a university supervisor. The student is evaluated by both.

Office of Clinical Experiences and Student Teaching (CEST)

Catherine Wycoff, Director

OVERVIEW

Field-based clinical and student teaching experiences support the development of knowledge, skills, and dispositions future educators require to educate diverse student populations. These are managed, assigned, supervised, and evaluated through the CEST Office. Design, implementation, and evaluation of clinical experiences are done in collaboration with faculty, staff, and school-based partners to provide optimum opportunities for the growth and development of candidates. Illinois state law requires those seeking an Illinois Initial Professional Educator License to complete field-based experiences which include student teaching. These must be completed while enrolled in a State Approved Program under the direct supervision of a teacher holding the appropriate teaching certificate/license and a university supervisor.

All field-based experiences are components of university courses and are completed at field sites selected solely by the university. One or more placements will be in diverse and/or urban settings. Field sites are selected to assure compliance with CAEP Standards, Illinois State Law, School District/School policies, procedures, and regulations, and NEIU policies and procedures. Processes or procedures may be altered in response to changes made by any of the aforementioned.

All clinical and student teaching experiences include a field-based component and university-based coursework and/ or a seminar. In addition, concurrent registration in other courses may be required. Students must successfully demonstrate success in the field and with seminar and classroom components of the course to successfully complete the course. A candidate, who is successful in one, but not the other, will be unable to successfully complete the course, without exception.

Note: EDFN course field placement information is found at the end of this section of the catalog.

REQUIREMENTS

Multiple requirements must be met prior to participation in any course, other than EDFN courses, that includes a field-based clinical component. These are listed below and apply to all students, including those pursuing a Focused Program of study to obtain a subsequent endorsement or an Illinois Professional Educator License.

1. GPA of 2.5/4.0 overall
2. GPA of 2.75/4.0 in all professional education courses and majors within the Daniel L. Goodwin College of Education
3. Grades of "C" or better in all professional education courses required within the licensure program being pursued
4. All "I" grades converted to grades of "C" or better in professional education and major courses
5. Evidence of freedom from tuberculosis and communicable diseases dated less than one year prior to the start of the semester for clinical students and within 90 days of the start of the semester for student teachers
6. Grade of "B" or better in all previous clinical experiences, unless the course is being re-taken for a second time
7. Any additional requirements established by the department or program in which the course is housed, or defined within a Remediation Plan
8. Evidence of a successful LIVESCAN Federal Fingerprint Background Check less than three years
9. Evidence of a successful LIVESCAN Federal Fingerprint Background Check less than 90 days prior to the start of the semester in which student teaching is taken
10. Successful completion of the Chicago Public School Field Experience registration process
11. Successful completion of the Chicago Public School Student Teaching On-Line Application and Registration Packet
12. Departmental approval
13. Evidence of passing the Illinois Licensure Testing System test for the appropriate content area prior to student teaching (Consult <http://www.il.nesinc.com> for dates, times, locations, and requirements.)

DEADLINES

Mandatory information sessions: second month of semester, one year in advance of semester in which a clinical course or student teaching will be taken.

Application deadlines: November - April, one year in advance of semester in which a clinical course or student teaching will be taken.

TB test results: Valid for one year; if results have expired, a new test must be administered no more than 90 days prior to the start of the semester in which a clinical course or student teaching will be taken.

Student Teaching Orientation and Professional Growth Days: Prior to the first day of the semester with exact dates announced at mandatory orientation meetings.

ONLINE COMMUNICATION

Website: CEST (<http://neiu.edu/academics/college-of-education/clinical-experiences-and-student-teaching>)

NEIUport Group: CESTGROUP

All dates, announcements, information, news, and other resources will be posted at the CEST Group homepage found in NEIUport Groups. Students planning to pursue a degree in an education program requiring clinical coursework and/ or student teaching must join the CEST Group in NEIUport Groups. This should be done during enrollment in the EDFN courses, or immediately upon deciding to pursue a degree in Education.

If you are in a program requiring you to pass edTPA (<http://neiu.edu/academics/college-of-education/edtpa/edtpa-candidates>) for Illinois initial licensure, important information and documents are available at the Daniel L. Goodwin Goodwin College of Education edTPA Website. (<http://neiu.edu/academics/college-of-education/edtpa/edtpa-candidates>)

COMMUNICATION

All communications from the CEST Office will be sent only through the NEIU email address.

A variety of technology will be used extensively to maintain communication with candidates. Technological tools currently in use include NEIU email and NEIUport Groups.

The student is responsible to immediately become a member of an online group when directed. Failure to check email or maintain an active email address in a **NEIUport CEST Group** may cause the student to miss important information, including updates about program changes and deadlines. Students who miss information or deadlines due to lack of membership, errors in the email address or telephone number, or failure to check announcements or email sent will not be afforded any special consideration or adjustments.

CLINICAL AND STUDENT TEACHING INFORMATION SESSIONS

All who intend to apply for a clinical and student teaching are required to attend one **CEST information session** BEFORE submitting an application. Meetings will be announced within the **CEST NEIUport group** site. Information about application procedures, policies, expectations, timelines, and other related information will be provided to assure successful application.

Information sessions are mandatory. EACH field experience, regardless of the number of field experiences in a program, will require you to attend an information session and submit an application. Students who do not attend an information session must contact the Director of the CEST Office (<http://neiu.edu/academics/college-of-education/node/227>). This may result in a delay of your field experience.

APPLICATION PROCESS

Teacher candidates must apply to the CEST Office *one year in advance* of the semester in which planning to complete their clinical or student teaching experience.

Teacher candidates must submit a separate paper and on-line application for each clinical experience.

REGISTRATION FOR COURSES WITH FIELD-BASED EXPERIENCES

Courses requiring field-based experiences require the following:

1. submission of all materials (online and print) application to the CEST Office by the established deadlines,
2. registration in the course(s) using regular university procedures during advance registration and payments made on schedule to assure that registration is maintained, and
3. final approval from the CEST Office to enroll/remain enrolled in associated courses based on a review of program requirements.

To be considered fully registered in a field-based course, the course must appear on the student's record in the official university student registration system. Those who are not fully registered into a course with field-based placements will not be permitted to report to a placement site. Students will be immediately removed from a field site and notified at the time the CEST Office becomes aware of removal from a course for non-payment or any other reason. Reporting to a placement site with knowledge of not being fully enrolled or after being terminated is cause for disciplinary action.

ADMINISTRATIVE DROPS FROM FIELD BASED COURSES

Students will be administratively dropped by their academic department when prerequisites or requirements for courses, having field placements have not been fulfilled, for the following reasons: 1) when procedures have not been followed, 2) registration in required concurrent courses has not occurred, 3) student has been removed from his/her placement site by school administration or NEIU.

PLACEMENT

Field placements are solely managed by the CEST Office. Placements are driven by CAEP Standards, Illinois State Law, school district or private school requirements, and availability of supervisors. As such, a placement site cannot be guaranteed. Placement at some sites is contingent upon completion of a successful interview with the administration and/or other staff. In the event a candidate is unsuccessful in two interviews, no further attempts to place will be made.

CHANGES IN PLACEMENT

Changes will not be made once a placement has been confirmed by a School/District. Students may NOT contact schools or districts in attempts to secure a placement. This behavior is cause for disciplinary action, including removal from the program. Candidates who reject placements will *not* be placed until the next semester in which placements are made.

CONFLICTS OF INTEREST

Placements will be made to assure that no conflicts of interest occur so that candidates receive an experience that is free of bias and external influence. Candidates will not be placed in schools they have attended, where family members or significant others attend, are employed, serve on school boards or LSCs, or in districts outside of CPS District 299 where family members are employed or serve on school boards.

PLACEMENT SITE LOCATIONS

Placements will be made in urban and diverse settings in Chicago, and portions of Cook, Lake, McHenry, Kane, Will, and DuPage counties.

Field placement sites are selected to prepare students to be able to teach students with special needs, newcomers and English Language Learners (ELLs), students in high needs schools, and students from racial, cultural, ethnic and socioeconomic groups. Every effort is made to provide teacher candidates with a variety of experiences within the grade range required under the endorsement; however, this may not always be possible. All placements are made within the age/grade span covered on the endorsement under the Professional Educator License (PEL) one is seeking to earn as follows:

PEL Endorsement	Placement
Early Childhood Education	Birth-Grade 3
Elementary Education	Grades 1-6
Middle Level Education	Grades 5-8 (specific subject)
Secondary Education	Grades 9-12 (specific subject)
K-12 Education Programs	K-12 (specific subject)

PLACEMENTS OUT OF AREA

Candidates may submit a written request for the Director to grant permission to complete student teaching as guest student at another CAEP accredited institution outside of these areas in the event of a move out of the area. These situations generally occur due to a move out of state with student teaching the only class left for completion. If permission is granted, the candidate registers at NEIU and pays tuition and fees and the Director defines procedures for supervision and evaluation. The candidate usually incurs additional fees to be paid to the host institution directly.

STUDENTS SEEKING A SUBSEQUENT ENDORSEMENT

Illinois State Law allows those possessing a current Illinois Teaching License to obtain one or more subsequent teaching endorsements by pursuing a focused program of study. The configuration of clinical experiences and student teaching required will be based on the results of an evaluation of credentials and professional teaching experiences.

These students will apply and be processed individually consistent with the law and in accordance with NEIU policies and procedures.

TB TEST

NEIU requires clinical students and student teachers to provide evidence of freedom from communicable disease, including tuberculosis. Such evidence shall consist of a tuberculin skin test (TB Test) (NEIU Health Services requires Mantoux) and, if appropriate, an X-Ray, made by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician not more than 90 days preceding the start date. T.B. Test may be obtained at no cost from the NEIU Health Services Department ((773) 442-5800, Room E-051).

Those tested outside of NEIU must present their results to the NEIU Health Services Department and receive a Tuberculosis Test Report Form. The student then brings this form to this office. A form is available online at: OFF-CAMPUS TB TEST REFERRAL FORM (http://neiu.edu/university-life/sites/neiu.edu.university-life/files/documents/bthoang/tb_form.pdf)

A TB test may be obtained in the Health Services Office or from a health provider outside the university.

PHYSICAL EXAM

Candidates may have to complete a physical exam. Illinois School Code, 105 ILCS 5/24-5 (from Ch. 122, par. 24-5) identifies the need for new employees, including student teachers, to provide evidence of physical fitness to perform the duties assigned and freedom from communicable disease. It will be the student teacher's responsibility to comply with the Illinois School Code physical exam requirements if requested by a hosting school district/school during your student teaching assignment.

In accordance with the Illinois School Code (105 ILCS 5/24-5 (a) and (b)):

- (a) *In this Section, "employee" means any employee of a school district, a student teacher, an employee of a contractor that provides services to students or in schools, or any other individual subject to the requirements of Section 10-21.9 or 34-18.5 of this Code.*
- (b) *School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall consist of a physical examination by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician not more than 90 days preceding time of presentation to the board, and the cost of such examination shall rest with the employee. A new or existing employee may be subject to additional health examinations, including screening for tuberculosis, as required by rules adopted by the Department of Public Health or by order of a local public health official. The board may from time to time require an examination of any employee by a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician and shall pay the expenses thereof from school funds.*

BACKGROUND CHECKS

Teacher candidates must be aware that the Illinois School Code (ILSC 5/10-21.9) requires school boards to conduct a criminal background investigation on applicants for employment. This law also prohibits the employment of any person who has been convicted of committing or attempting to commit any one or more of a number of offenses. At present, offenses include:

- first degree murder;
- any Class X felony;
- juvenile pimping;
- soliciting for a juvenile prostitute;
- exploitation of a child;
- obscenity;
- child pornography;
- harmful material;
- criminal sexual assault;
- aggravated criminal sexual assault;
- criminal sexual abuse;
- aggravated criminal sexual abuse;
- offenses set forth in the Cannabis Control Act, and
- crimes defined in the Illinois Controlled Substances Act.

Employment must be denied where the offenses and/or conviction occurred inside or outside the state of Illinois.

In addition, convictions related to certain offenses, other than those listed in Section 21B-80 of the School Code [105 ILCS 5/21B-80] that result in automatic revocation or denial of licensure, may lead to denial of licensure if they demonstrate that the applicant is not of good character as required by Section 21B-15 of the School Code. Accordingly, each applicant for the issuance, registration, or renewal of an Illinois professional educator license, educator license with stipulations or substitute teaching license or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has ever been convicted of a felony or of any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state.

The Daniel L. Goodwin College of Education requires LIVESCAN Federal Fingerprint Background Checks of those registering to complete major field-based clinical experiences. Students may be subject to multiple checks if enrolling or participating in a clinical experience after the expiration date.

The Daniel L. Goodwin College of Education requires LIVESCAN Federal Fingerprint background checks of those registering to complete student teaching less than three months prior to the start of the semester in which student teaching is taken.

STUDENT TEACHING CALENDAR

All courses requiring students to complete field-based clinical components are University courses and follow the University calendar. Student teaching begins and ends on the first and last day of the semester as published in the University Schedule. Students may not report to a school to begin student teaching or activities associated with it before the official first day of the semester, without written approval of the principal and the CEST Director.

During the student teaching period, the student teacher follows the calendar of the school/district, not NEIU, with respect to holidays and vacations. Those planning to student teach in the Spring semester must not plan travel or vacations in advance of receiving a confirmed student teaching assignment. If advance plans are made and conflict with school/district Spring Vacation times, travel plans will need to be altered. Teacher Candidates who plan vacations in advance of knowing the school district calendar risk being unable to complete their plans as scheduled if the vacation period conflicts with the school/district calendar.

PRE-STUDENT TEACHING CLINICALS: SCHEDULING

Pre-student teaching clinical experiences are scheduled at dates and times mutually agreed upon between the NEIU Teacher Candidate and the school/site cooperating teacher(s) and/or administration. These will be planned between the start and end dates of the semester and only after being assigned to a placement site by the CEST Office.

Candidates must plan to be at a school in no less than half day increments, and ideally for full days. Additionally, clinical candidates should plan to be at a clinical site on one or more consistent days throughout the semester.

Pre-student teaching clinicals may not be completed sporadically or clustered into a two or three week period.

A Teacher Candidate who is unable to complete a field-based component of a course within the semester due to an extenuating circumstance may request to receive an "I" grade (Incomplete Grade Policy (<http://catalog.neiu.edu/academics/grading-transcripts/incomplete-grade-policy>)). When an "I" grade is issued, an Incomplete Contract will be developed to define the requirements, procedures, and timelines to be followed. Deviations from this contract minimally require the written approval of the CEST Director. Lack of success in the placement is not cause to issue an "I" grade.

SCHEDULING CONFLICTS

Candidates must plan other coursework, work, personal, and family obligations in a way that allows sufficient time to travel to and from the site, fulfill clinical expectations at the site, and complete any associated requirements such as research, lesson planning, and other work required outside of the placement site. When planning, it is suggested that the candidate plan ninety minutes in each direction for travel as there is no guarantee of a placement site close to home, work sites, or the University.

Scheduling conflicts for seminars and other University-based activities may occur as a result of variations in holiday, break, or vacation periods of schools/districts and NEIU, and/or variations among the school/district calendars of the students under the supervision of a single supervisor and/or seminar leader. Conflicts will need to be discussed with the supervisor who may or may not make an accommodation.

The supervisor or the student may seek assistance from the CEST Director to resolve such matters. Nothing in this section should be construed to suggest that matters will automatically resolve as the Teacher Candidate desires as the University is responsible to maintain program integrity.

SEMINARS

All courses with field-based clinical components include a class seminar held on or off campus. Dates and times will be published in the University Schedule for the semester. Seminars begin during the first week of classes and continue throughout the semester.

Seminars follow a defined syllabus and complement the field-based component of the course. The syllabus includes specific content to be learned. Written and other assignments are also required. Discussions will include reflections about the field-based clinical experience and progress toward becoming a professional educator.

Seminars may or may not be conducted by the same person supervising the clinical student/student teacher and may include Teacher Candidates supervised by multiple supervisors. In this case, the final grade will be determined collaboratively by the supervisor and the seminar leader. Supervisors who are not seminar leaders may need to schedule additional meetings with those being supervised if deemed necessary.

EVALUATION

The University Supervisor assigns a final grade with input from the cooperating teacher(s). A Teacher Candidate must be fully successful in the field-based component to successfully complete any course requiring a component regardless of the quality of work in the non-field based component of the course. Failure to successfully complete non-field based work or assignments will negatively impact a course grade.

A grade of "A" or "B" must be earned in a pre-student teaching clinical course to enroll in a subsequent course requiring a field-based clinical component, and in student teaching to be entitled to receive an Illinois Professional Educator License. Student teachers receiving a grade of "C" or "D" will not be entitled to Illinois Licensure but may be eligible for graduation.

The Teacher Candidate may appeal a final grade in accordance to University Policy, see Student Handbook. (<http://neiu.edu/university-life/student-rights-and-responsibilities/student-handbook>)

RE-ENROLLMENT IN A CLINICAL COURSE OR STUDENT TEACHING

Those earning less than a "B" in any course requiring a field-based component will be reviewed by the Teacher Candidate's academic program and the CEST Director to determine eligibility to re-enroll in the course. Teacher Candidates who are unsuccessful a second time will be reviewed for removal from the program. A third attempt to re-enroll will not be permitted.

INTERRUPTED PLACEMENTS

Interruptions in placements occur due to changes in staffing at the school, personal or health issues, or due to a lack of success in the field experience. When the placement is interrupted due to unexpected changes in staffing at the site or for some other reason beyond control of the university or the candidate, a new placement site will be secured within the semester.

All decisions to terminate field based placements are handled on a case-by-case basis regardless of the initiator. A request to terminate any field-based clinical experience may be initiated by the University supervisor, cooperating teacher, school/site administrator, the CEST Director, or other NEIU faculty or administrators. If asked to leave a field experience placement by the placements site/school district, cooperating teacher, or NEIU, the teacher candidate will receive an automatic "F" in the respective clinical/student teaching course and will not be given a new placement or allowed to continue his/her field experience. The teacher candidate also may be referred to his/her respective academic department's professional standards committee and/or dismissed from his/her academic program. If a teacher candidate is asked to leave his/her field experience placement, he/she may not have any further communication with the school administration, the cooperating teacher, school staff, or students at the school. If the teacher candidate does so, he/she may be referred to his/her respective academic department's professional standards committee and/or dismissed from his/her academic program. Candidates who do not successfully complete a second field-based clinical experience will generally not be permitted to complete the program.

SELF-SELECTED TERMINATION

Those who self-select to terminate a clinical experience or student teaching are required to discuss this matter with the University supervisor and CEST Director prior to making a final decision.

A decision to self-terminate clinical experiences or student teaching must be submitted to the CEST Director in writing prior to notifying the placement site and cooperating teacher. Teacher Candidates who self-terminate are responsible to withdraw from the course in accordance with University procedures (<http://neiu.edu/academics/registrar-services>) and according to timelines printed in the University Schedule. Standard university timelines and procedures influence grading and ability to recover tuition and fees. Teacher Candidates who self-terminate may petition the CEST Director in writing for permission to reapply in a future semester provided the self-termination was not done to avoid remedial or disciplinary actions resulting from deficiencies in knowledge, skills, and/or dispositions. The CEST Office may define conditions or deny a future placement.

A teacher candidate who self-terminates without discussing the matter with the University Supervisor and without submitting a written notice to the CEST Director may receive a "F" in the clinical/student teaching course, be referred to the respective academic department's professional standards committee, and/or dismissed from the academic program.

CAUSES FOR REMOVAL

The following is a representative, not exhaustive, list of events that are generally considered serious enough to warrant removal from a placement site by the supervisor, cooperating teacher, or site administration:

- failure to abide by school/school district or NEIU regulations and policies
- frequent absences and tardiness (regardless of reason)
- completing personal work at the school site
- leaving the building, classroom, or assignment area without authorization
- inappropriate interactions with students
- verbal or physical abuse
- fighting
- falsification of time sheets by failing to sign in/out at actual times
- failure to sign in/out
- multiple changes of clinical schedule
- failure to submit lesson plans in advance
- failure to develop adequate lesson plans
- failure to complete/submit items to CT or US on schedule
- lack of content knowledge
- sleeping
- inability to cope with the demands of teaching
- lack of appropriate and professional dispositions as determined by the CT and/or US
- failure to implement directions and/or suggestions for improvement
- disruptive to classroom or school (e.g. misuse of cellphone and social media)
- failure to abide by the school/school district's technology policies
- failure to return student grading by given deadline

ACTION PLAN FOR PROFESSIONAL IMPROVEMENT

A Candidate Alert form is submitted by either the supervisor, instructor, or cooperating teacher when a candidate's performance is not meeting expectations, or a placement is interrupted. A Candidate Alert and/or Action Plan meeting is mandatory, and teacher candidates must make accommodations in order to be present. Failure to attend a Candidate Alert and/or Action Plan meeting may result in an automatic "F" in the clinical/student teaching course, referral to the respective academic department's professional standards committee, and/or dismissal from the academic program.

A written Action Plan will be developed based on the outcomes of the candidate alert meeting. Action Plans may include: a) areas in need of remediation, b) goals, c) activities and timelines, d) assessment plans, e) monitoring plan and future actions. A teacher candidate's failure to adhere to the Action Plan is cause for termination without further placement.

Intermediate steps such as additional coursework or educational experiences may be required to address deficiencies as part of the Action Plan and/or before future placements are made. Additionally, the student may be required to formally withdraw from the course and receive a failing grade. The decision will be based on the causes, not the time the termination occurs during the semester.

When the deficiencies in knowledge, skills, or dispositions are deemed so severe or beyond remediation, a referral to the Professional Standards Committee of the respective departments, or the Goodwin College of Education Admissions, Retention and Appeals Committee may be made in tandem with, or in lieu of an Action Plan as deemed appropriate by the Director of the CEST Office.

ON-LINE CAREER PORTFOLIO

An Online Career Portfolio for NEIU student teachers may be developed with the assistance of the Career Development Center, Room B-119, [773-442-4680](tel:773-442-4680). Up-to-date employment opportunities are also maintained in this office.

STUDENT TEACHER ORIENTATION AND PROFESSIONAL DEVELOPMENT DAYS

The Student Teacher Orientation is scheduled during *the week prior* to the start of the first day of the semester before student teaching begins. This orientation is mandatory. Student teachers who fail to attend may be prohibited from student teaching during that semester. Additional professional development days may be scheduled at other times during the semester in which student teaching occurs and attendance is required.

Student teachers who are full-time teachers and teaching in their own classroom as permitted by law may request an exemption from attendance at all Student Teacher Orientation and Professional Growth Days events only if these days conflict with the school work calendar.

Additional days may be scheduled during the semester, as deemed necessary by the Daniel L. Goodwin College of Education and/or CEST Director. These will be announced on the NEIUport CEST Group homepage or by announcement.

WORKING AND ENROLLMENT IN OTHER COURSES

Working and/or enrollment in other University courses during student teaching is strongly discouraged because student teachers are required to function in the same way as a full-time teacher. As such, tremendous workload demands are made of the teacher candidate.

In addition to teaching and working in the classroom during the regular school day, a student teacher engages in many other activities. These include preparing detailed lesson plans, grading papers, locating and developing instructional materials to use with students, developing tests and other assessments, participating in professional development sessions that may occur before or after the student school day, planning for and attending student conferences with parents, family, and/or other staff, participating in weekly University-based seminars, and completing written and other assignments associated with the seminar/University course. In addition, attendance at other professional development activities may be required by the Daniel L. Goodwin College of Education as detailed earlier in this section.

OBTAINING AN INITIAL ILLINOIS PROFESSIONAL EDUCATOR LICENSE

Successful completion of one of the teacher preparation programs in the Daniel L. Goodwin College of Education entitles one to obtain an Illinois Professional Educator License (PEL). Applications and procedures are available under the Goodwin College of Education Website.

Those who meet the requirements for additional endorsements will have them added at the time the License is processed. An application for additional endorsement is available in the Daniel L. Goodwin College of Education Dean's Office (LWH 4040). Candidates must submit this form in the Dean's Office. While NEIU informs the State of those entitled to receive a License, the License is issued by the State and regulations for maintaining and renewing it are governed by the State. Illinois licensure laws and procedures are online (<http://www.isbe.net/licensure/default.htm>).

INSURANCE

Accidents or unforeseen health challenges may occur at any time. Teacher Candidates are especially vulnerable due to contact with large numbers of people.

All full-time students pay a fee for student health insurance or must show proof of a private health plan which provides coverage equal to or better than the student health plan. Part-time students may elect to pay for student health coverage. Details about the NEIU student health insurance plan can be

obtained at Student Health and Counseling Services (<http://www.neiu.edu/university-life/student-health-and-counseling-services>) or by contacting the Health Service Office (773) 442-5800.

Students completing field-based clinicals who are enrolled on a part-time basis are strongly encouraged to have their own health insurance which covers medical services, ambulance transportation, mental health services, and prescription needs whether purchased through NEIU or a private provider.

LIABILITY

Pursuant to Illinois law, the school district must provide NEIU Teacher Candidates with liability protection as is provided to regular employees of the district. See 105 ILCS 5/10-20.20 and 105 ILCS 5/10-22.3.

EDUCATIONAL FOUNDATIONS (EDFN) COURSE INFORMATION

Students in EDFN-306, EDFN-307, EDFN-406, and EDFN-407 complete observations and/or service in educational settings. Unlike major clinicals and student teaching, EDFN students identify and secure their own field site to complete the course activities in a way that will allow them to fulfill the specific field-based requirements as outlined in the course syllabi.

Within the first two weeks of the semester, students will receive a direction packet prepared by the CEST Office from the course instructor. The steps to complete, prior to going to the school site, are defined in the EDFN direction packet. Minimally, students must successfully complete the Chicago Public School (CPS) Field Experience registration process. Students will be required to register with the CEST Office and provide evidence of freedom from communicable diseases (TB, specifically).

Upon completion of these activities, the student will obtain a clearance packet from the CEST Office. The student is then eligible to go into the school site to complete their hours. A documentation form on which all observation and service hours are recorded must be submitted to CEST Office at the end of the semester.

A student may NOT begin the field work for any EDFN class without receiving an authorization packet from the CEST Office.