Austin Peay State University

Eriksson

College of Education

Master of Arts in Teaching Education

2026-2027 Handbook

Austin Peay State University
Welcome Students

Welcome to Austin Peay State University, a vibrant community where the expansive resources of a major institution seamlessly blend with the supportive, personal feel of a small college. Dedicated to treating every student as an individual, Austin Peay offers a diverse array of exceptional academic programs—spanning associate, bachelor's, master's, and doctoral levels designed to foster critical thinking and cater to the evolving needs of our regional and global workforce. Beyond the classroom, your university experience is enriched by a thriving campus life, unique undergraduate research initiatives, and dynamic student and community engagement, all set against the backdrop of the innovative and rapidly growing city of Clarksville. Here, you will find a collaborative environment where dedicated faculty mentor you closely, empowering you to explore your passions, achieve your professional goals, and proudly lead the way as an APSU Governor.

Austin Peay State University Mission

Austin Peay State University is a mission-driven, community-minded institution that provides transformational experiences through innovative, creative, and scholarly activities. The university welcomes and inspires a community of learners to make a positive impact regionally and globally.

Austin Peay State University Vision

We will be the region's university of choice for those seeking to improve their lives. We will achieve this vision through student-centered teaching, unique developmental opportunities, and our focus on innovative research and public service.

The Austin Peay Experience
Strategic Experience Pillars

Rather than separate traditional "academic pillars," APSU structures its entire vision for excellence around four comprehensive foundational pillars that connect the academic experience to holistic success: https://www.apsu.edu/strategic-plan/

- **Pillar 1: The Academic Experience** Focuses on being a premier regional public university known for student-centered teaching excellence, high-quality innovative scholarship, evolving quality academic programs to match workforce needs, and optimizing institutional infrastructure.
- **Pillar 2: The Student Experience (Student Success & Well-being)** Emphasizes cultivating an inclusive, empowering community that supports all student populations with the necessary resources, programming, and spaces to achieve educational and career goals.

- **Pillar 3: The Employee Experience & Development** Aims to empower faculty and staff by fostering a supportive campus culture where employees can grow, flourish, and build a culture of connectedness that ultimately influences student success.
- **Pillar 4: The Community Experience (Engagement & Partnerships)** Concentrates on developing mutually beneficial community partnerships, offering robust regional programming, and fostering a "Gov-for-Life" atmosphere for lifelong student and alumni engagement.

University Student Policies

Academic & Enrollment Policies

- Academic Integrity: Prohibits all forms of academic dishonesty, including plagiarism, cheating, fabrication, and collusion. Violations are processed through the Office of Student Affairs and can result in academic penalties or suspension.
- Class Attendance (Policy 2:035): Mandates regular attendance. Faculty members establish specific attendance guidelines in their syllabi, and excessive unexcused absences can negatively impact financial aid eligibility and final grades.
- Grade Appeal (Policy 2:045): Outlines the formal mechanism and strict timelines for students to contest a final course grade if they believe it was awarded capriciously or arbitrarily.

Conduct & Behavioral Standards

- Student Code of Conduct: Details behavioral expectations both on and off campus. It covers regulations regarding alcohol and drug use, disorderly conduct, property damage, and misuse of university technology.
- Nondiscrimination and Harassment: Aligned with federal regulations, these policies strictly prohibit discrimination, sexual misconduct, and stalking. Compliance is overseen by the Title IX Office.
- Hazing Prevention: Strictly prohibits any initiation actions that endanger the mental or physical health of a student, applying heavily to Greek life, athletic teams, and registered student organizations.
- Academic and Classroom Misconduct: Students are expected to always conduct themselves appropriately. Academic and classroom misconduct will not be tolerated. Students must read the Code of Student Conduct in the Student Handbook to understand what is expected of them in the academic setting. *APSU Policy 3:005* Student Academic and Classroom Misconduct will be followed in reporting any suspected cases of academic misconduct.

Campus Life & Operational Policies

- Housing and Residence Life Rules: Specific regulations governing on-campus living, including visitation rights, quiet hours, room inspections, and safety protocols.
- Expressive Activity (Policy 1:014): Establishes guidelines for student speech, assemblies, and distributions of materials on campus property to balance free expression with orderly university operations.
- Student Grievance Procedure: Provides a non-academic avenue for students to file formal complaints regarding university services, staff treatment, or administrative processes.
- Policy on Minors: Minors accompanying staff, faculty, students, or visitors on campus are not permitted in classrooms. However, affiliated minors may utilize classrooms designated for use by a program approved by the university in which they are participants. See APSU Policy 2:039, Policy on Minors, for more information.
- Service Animals in the Classroom: Students with disabilities who intend to bring a service animal onto campus are encouraged to notify the University of the need for the service animal's presence in advance of bringing the animal to campus by contacting the Disability Student Success Center (DSSC). For more information, see APSUPolicy 3:007, Animals on Campus.
- Students with Disabilities: Austin Peay State University is committed to providing an inclusive and accessible learning environment. The Disability Student Success Center (DSSC) works with students who have experienced disability-related barriers to determine reasonable accommodations. After completing the DSSC process (i.e., application, documentation, and intake meeting), students may request a Letter of Accommodation (LOA), which is shared with both the student and their instructors. Accommodations are not retroactive; students should request their LOA early in the semester and speak privately with instructors about how accommodations will be implemented. More information is available at www.apsu.edu/disability or by contacting DSSC at (931)221-6230 or dssc@apsu.edu.

Note on Compliance: For specialized programs (such as the Graduate Studies or the Eriksson College of Education), students are often required to review program-specific handbooks and submit a signed acknowledgment page confirming their compliance with both university-wide and departmental policies. These program-specific policies are outlined in the next section.
For the full text of individual policies, you can access the APSU Policy Library or consult the current edition of the *Student Handbook & Calendar*.

University Student Resources

Campus Life: https://www.apsu.edu/campus-life/index.php
Felix G. Woodward Library: http://library.apsu.edu Library Hours: 7:00 am-5:00 pm
Phone: 931-221-6186

Boyd Health Services: https://www.apsu.edu/health-and-counseling/boyd-health-services/index.php The mission of Boyd Health Services is to ensure the delivery of high-quality, holistic health care that is accessible, affordable, and that emphasizes and promotes healthy lifestyles and behaviors that lead to lifelong wellness for the APSU community. Hours of Operations Physician Monday, Wednesday, Friday 7:00 a.m. - 8:30 a.m. and Nurse Practitioner Monday – Friday 7:00 a.m. - 4:30 p.m. Phone: (931) 221-7107

Center for Academic Support & Enrichment (CASE): https://www.apsu.edu/case/
We are committed to the success of the students at Austin Peay State University. Our peer tutoring, SI program, and Testing Center provide support for our community as you work hard to achieve your academic goals. Marks Building, Room 124, P.O. Box 4396, Clarksville, TN 37044
Phone: 931-221-6550 Email: case@apsu.edu

International Student Services: https://www.apsu.edu/international/current-students/
APSU Student Counseling Center: counselingservices@apsu.edu For students needing to schedule an initial appointment or explore self-help resources, the Counseling Services Resources page provides direct access to their online scheduling portal and crisis hotline information. **Hours:** Monday – Friday, 8:00 AM – 4:30 PM
Community Belonging and Success:
https://www.google.com/search?q=https://www.apsu.edu/diversity/ This office leads institutional efforts to foster an inclusive campus environment, supporting student retention and success through multicultural programs and community-building initiatives.
Adult, Nontraditional, and Transfer Student Center: https://www.apsu.edu/student-life/ants
APSU Career Services: https: https://www.apsu.edu/careers/ This office assists students with resume building, interview preparation, internship placements, and hosting campus career fairs.
English Language Institute (ELI): https://www.apsu.edu/eli/ The ELI provides intensive English language instruction, cultural immersion resources, and academic preparation for international students and non-native English speakers.
APSU SOS Food Pantry:
https://www.google.com/search?q=https://www.apsu.edu/volunteer/food-pantry/
The Office of Community Engagement & Sustainability manages the APSU food pantry. Here are the quick details if you or a student needs to visit or contact them:

- **Location:** 322 Home Avenue (right next to the Wilbur N. Daniel African American Cultural Center) **Phone:** (931) 221-6590 **Email:** sos@apsu.edu

The pantry is open to any currently enrolled Austin Peay student in need of supplemental food assistance. Students can find current operating hours and fill out the online food request form.

Austin Peay State Student Centers

Adult, Non-Traditional, and Veteran Student Center (ANTVSC):
https://www.apsu.edu/mva/
Located in the MUC, this space is specifically tailored to support adult learners, commuters, and military-affiliated students. It offers a computer lab, a lounge, and tailored programming to help non-traditional students connect.

Wilma Rudolph Cultural Center: https://www.apsu.edu/aacc/ A space dedicated to fostering multicultural awareness, supporting diverse student organizations, and hosting inclusive campus cultural events.
Newton Military Family Resource Center: https://www.apsu.edu/mva/nmfrc/ As Tennessee's largest provider of enrollment for military-affiliated students, this state-of-the-art center provides veterans, active-duty service members, and their families with a dedicated computer lab, study spaces, a lounge, and direct access to veterans' benefits support.
The Wilbur N. Daniel African American Cultural Center (WNDAACC):
https://www.apsu.edu/aacc/ This center provides a welcoming environment that promotes an understanding of African American heritage, culture, and achievements through educational programming, a student computer lab, and leadership development resources.
Latino Cultural Center: https://www.apsu.edu/lcc/ The Latino Cultural Center provides a nurturing environment where all students, staff, faculty, and community members, regardless of race or ethnicity, can gain an appreciation for Latin heritage and experience.

Austin Peay State University

Eriksson

Master of Arts in Teaching

2026-2027 College Section

Introduction

The Eriksson College of Education at Austin Peay State University prepares aspiring teachers to teach pre-kindergarten through secondary school.

The Department of Teaching and Learning, housed in the Eriksson College of Education, offers a variety of degree programs at both the undergraduate and graduate levels. Those who hold an undergraduate degree that are seeking teaching licensure will have the opportunity to interact in classes with peers who are pursuing similar licenses and with instructors who have had extensive classroom teaching experience.

Vision and Mission Statement

The Eriksson College of Education prepares dynamic teachers and educational leaders to positively impact communities and schools in the 21st century.

The mission of the Eriksson College of Education at Austin Peay State University is to prepare educators who are ethical, engaged, and effective leaders. We do so by modeling reflective practice and connecting theory to student-centered learning. We leverage the strengths of our community to foster continuous improvement to reimagine how schools can work.

Commitments

1. Promote Curiosity through Experiential Learning
Our student-centered programs, practices and curricula foster intellectual curiosity, problem-solving, and inquiry based on research and theory.

2. Support Reflective Practitioners
Our faculty and students engage in honest self-reflection and strive to meet the needs of a diverse society.

3. Empower Change Agents and Ethical Leaders
We are deeply committed to social justice.

4. Value Diversity and Equity
We seek opportunities to learn from multiple perspectives and diverse voices.

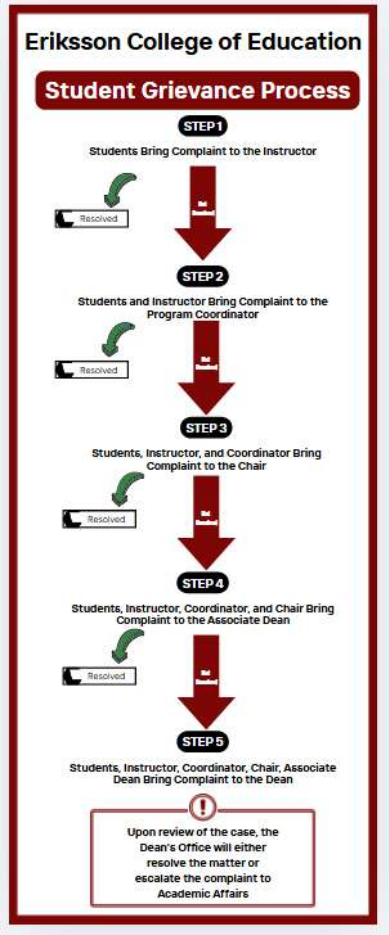
5. Foster Campus and Community Relationships
Our partnerships extend within and beyond the campus to build collaborative relationships with school districts and community leaders.

Nondiscrimination Statement

Austin Peay State University (APSU) does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex (including pregnancy), disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU. Inquiries or complaints regarding Title IX, should be directed to the Chief of Institutional Culture and Title IX Coordinator, williamslr@apsu.edu , 931-221-7690, 418 College Street, Office of Institutional Culture in Rm116, Clarksville, TN 37044. Other inquiries or complaints regarding non-discrimination policies may be directed to the Director of Equal Opportunity, Title IX Deputy Coordinator, Sheila Bryant, bryantsm@apsu.edu, 931-221-7178. The Austin Peay State University policy on nondiscrimination can be found at Policy 6:001.

Student Grievance Process

https://canva.link/491elcahvr56kc1



Course Syllabus Policy

Students should refer to the syllabus for each individual course for specific information regarding course requirements, assignments, grading policies, attendance expectations, required materials, deadlines, and instructor-specific procedures. While this handbook provides an overview of program requirements and expectations, the course syllabus serves as the official guide for all course-specific information. In the event of any discrepancy, the course syllabus shall take precedence for matters related to that course.

Artificial Intelligence (AI) Use Policy

Austin Peay State University recognizes the growing role of Artificial Intelligence (AI) tools in education and professional practice. Students are expected to use AI responsibly, ethically, and in accordance with university policies, instructor expectations, and academic integrity standards. The use of AI for coursework may vary by program, course, and instructor; therefore, students must review course syllabi carefully for specific guidance regarding permitted or prohibited AI use. To better understand APSU's expectations, policies, and best practices related to AI, students are required to review the official university guidance by accessing the link provided below.

Please review the APSU AI Guidance and Expectations here:
https://apsu.navexone.com/content/dotNet/documents/?docid=376&app=pt&source=browse&public=true

Accreditation

The Eriksson College of Education at Austin Peay State University has been accredited since 1929. Our last accreditation was in Spring
2021 by the Council for the Accreditation of Educator Preparation (CAEP). Accreditation is the seal of approval that verifies quality in educator preparation.

Austin Peay State University

Eriksson

Master of Arts in Teaching:

Program Handbook Section

Performance Standards of APSU Educator Preparation Programs

Candidates of the Eriksson College of Education follow a specific degree program, which addresses the ten Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards. InTASC is a consortium of state education agencies and national educational organizations dedicated to the reform of the preparation, licensing, and ongoing professional development of teachers.

https://ccsso.org/resource-library/intasc-model-core-teaching-standards

The Learner and Learning

Standards #1 & #2: Learner Development and Learning Differences
Standard #3: Learning Environments

Content Knowledge

Standard #4: Content Knowledge
Standard #5: Application of Content

Instructional Practice

Standard #6: Assessment
Standard #7: Planning for Instruction
Standard #8: Instructional Strategies

Professional Responsibility

Standard #9: Professional Learning and Ethical Practice
Standard #10: Leadership and Collaboration

Disposition Policy and Reasons for Program Dismissal

Students in education courses at Austin Peay State University are expected to demonstrate positive professional dispositions. Failure to do so may result in dismissal from the Teacher Education program. These dispositions will be evaluated by university professors and classroom teachers and are aligned with InTASC and CAEP standards.
https://www.apsu.edu/education/currentstudents/index.php

Overview of Process for Negative Dispositions

Step 1: Dispositions for Candidates will be discussed in EDUC 5500 or equivalent course and provided to students.

Step 2: Dispositions Rubric will be completed by faculty in LiveText in each course. For courses that require a field experience, the Dispositions Rubric will be completed by the Mentor Teacher.

Step 3: For two negative reports, a candidate's advisor will be notified. The advisor and candidate will meet to discuss specific concerns that need to be addressed and complete a Dispositional Action Plan.

Step 4: For third negative report, the Director of Teacher Education will meet with the candidate. The Director makes the decision about candidate's future in the program.

Step 5: Candidate may appeal any negative decision to the College of Education Appeals Committee.

Step 6: Candidate may appeal the committee's decision to the Dean of the College of Education.

MAT Program Description

The Master of Arts in Teaching Education Program of the Eriksson College of Education at Austin Peay State University is designed for candidates who hold a Bachelor's degree and who are seeking licensure in Early Childhood Education (PreK-3), Elementary Education (K-5), Middle Grades Math (6-8),
Middle Grades Science (6-8), Secondary Education (6-12) Math, English and History, Secondary Science (Chemistry & Biology Concentrations 6-12),
Secondary Education (Visual Arts, Health, Music K-12), Secondary Education (Foreign Language – Latin, French, German & Spanish 6-12), and Special Education (K-8 Interventionist).

Candidates have multiple opportunities for field and clinical experiences in schools within the designated licensure areas. These field and clinical experiences are provided to the student by the Office of Clinical Teaching, then culminate with a full semester of student teaching. Job-embedded candidates will complete coursework and assessment

requirements while they are employed as the teacher of record with a school district. Job-embedded candidates will enroll in the edTPA seminar course during their final semester.

The total number of credit hours to complete each program are in the Program Finder. https://www.apsu.edu/programs/

The following licensure and/or degree pathways are available to students:

<table>
<tr><th colspan="3">Licensure Pathway</th><th>Non-Licensure Pathway</th></tr>
<tr><td colspan="2">Job-Embedded</td><td>Not Job-Embedded</td><td></td></tr>
<tr><td>Seeking MAT</td><td>Not Seeking MAT</td><td rowspan="2">The Candidate will:
• Successfully complete all credit hours associated with their chosen concentration.
• Successfully complete a semester of student teaching.
• Successfully complete all required PRAXIS exams in the applicable concentration.
• Successfully complete edTPA (Teacher Performance Assessment).</td><td rowspan="2">The Candidate will:
• Successfully complete all credit hours associated with their chosen concentration.
• Successfully complete a comprehensive examination.</td></tr>
<tr><td>The Candidate will:
• Successfully complete all credit hours associated with their chosen concentration.
• Maintain full-time employment with a school district as a teacher of record for a course connected to a valid state course code for the duration of the program.
• Successfully complete all required PRAXIS exams in the applicable concentration.</td><td>The Candidate will:
• Successfully complete a 21credit hour education focused program.
• Maintain full-time employment with a school district as a teacher of record for a course connected to a valid state course code for the duration of the program.
• Successfully complete all required PRAXIS exams in the applicable concentration.</td></tr>
<tr><td>After all requirements are completed:
• the candidate will be recommended for initial licensure.</td><td>After all requirements are completed:
• the candidate will be recommended for initial licensure.</td><td>After all requirements are completed:
• the candidate will be recommended</td><td>After all requirements are completed:
• the candidate will NOT be recommended</td></tr>
</table>

		for initial licensure.	for initial licensure.
• The candidate will be recommended for confirmation of the MAT degree.	• The candidate will NOT be eligible for confirmation of the MAT degree.	• The candidate will be recommended for confirmation of the MAT degree.	• The candidate will be recommended for confirmation of the MAT degree.

Admissions Requirements

Please follow the application process for graduate admission to Austin Peay State University found at https://www.apsu.edu/grad-studies/apply- admission.php

Candidates may be admitted with a conditional status. The terms of conditional admission will be communicated to applicants.

Advising

The MAT Graduate Coordinator is the initial advisor for students in the MAT program. Students should schedule an appointment with the Graduate Coordinator immediately upon being accepted into the MAT program. In addition, students should schedule appointments with their assigned advisor prior to the beginning of each semester to determine their progress toward licensure and/or graduation. Dr. Gonzalez is the graduate coordinator. His email is gonzalezc@apsu.edu.

Pre-registration Checklist

Transfer and newly admitted students may use this checklist as a brief summary of what they need to complete their registration.

- Submit an admission application and official transcript(s) from each institution attended. A guide to equivalent courses at Tennessee and other area colleges has been compiled to help facilitate your transfer to Austin Peay. ○ Submit ALL transcripts even if no credit is awarded
  - Official transcripts are identified as those sent from the institution to Austin Peay State University, Office of Admissions, P.O. Box 4548, Clarksville, TN 37044.
  - Hand-carried transcripts are **NOT ACCEPTED**
  - If admitted as a transfer student, cumulative GPA will include hours attempted and quality points earned from all regionally accredited institutions.
- After admission is approved, the student will:
  - Be advised and cleared for registration in the appropriate term.
- All Registration Holds must be removed prior to registration. The types of

Holds that may prevent students from registering are (list is not inclusive):
  - Financial Aid debt
  - Graduate maximum hours
  - Health Services fees due
  - Library fines/overdue books
  - Traffic fines
- Access One Stop to register. Students may make adjustments to their schedule through One Stop.
- Fee Statement/Fee Payment:
- Summer term - Fee statements are sent electronically. Notices are sent to the official university email address.
- Spring/Fall semesters - Fee statements are sent electronically.
  Notices are sent to the official university email address.
  Several ways to pay fees
    - In person at the Browning Building (Refer to University Academic Calendar for dates)
    - By mail (Refer to University Academic Calendar for dates)
    - By Credit card (American Express, VISA & MasterCard) through OneStop or at cashiers' windows (8:00 a.m. - 4:00 p.m. M-F)
- Confirm Classes
- Confirmation is necessary to prevent classes from being dropped. Even with a zero-credit balance, students must complete the confirmation process to retain their classes. See step by step instructions on confirming classes through OneStop.
- Steps for International Students:
  https://www.apsu.edu/international/admissions/graduate.php

Health Requirements

Immunization Requirements

It is a State of Tennessee requirement that all new students attending the university provide:

- proof of two immunizations against measles, mumps and rubella (MMR)
- proof of two immunizations against varicella (chickenpox) -- or documented proof from a healthcare provider of having the disease, or documented laboratory evidence of immunity to the disease. (Unless born before January 1, 1980)
- proof of a negative tuberculosis (TB) test based on a chest x-ray or skin test (this is in addition to the BCG vaccine). Must be dated within 30 days of the start of classes.
- if less than 22 years old and living on campus, proof of a meningococcal vaccine (MCV4) within the past 5 years.

First-time students must also complete a Health History form concerning meningococcal meningitis and hepatitis B.

All these documents are required at the time of registration. It is strongly encouraged that students submit these documents with the initial application whenever possible.

Failure to submit this documentation may result in denial of admission or termination of student status.

Insurance Requirement

APSU strongly encourages each student to maintain health insurance coverage. For more information on coverage options for domestic or international students, visit https://www.apsu.edu/health-and-counseling/boydhttps://www.apsu.edu/health-and-counseling/boyd-health-services/insurancehealth-services/insurance.

APSU Boyd Health Services

Boyd Health Services does not file insurance for clinic visits, including charges for medication, physical exams, supplies and labs. Therefore, if you have any charges from the clinic, they will be put onto your APSU account and you will be responsible for paying them on your own through OneStop or at the Cashiers' Window.

Progression Requirements

Transition Points and Licensure

Advancement in the program requires achieving a series of Transition Points (*See Appendix B*).

Transition Point I (Pre-Admission to Teacher Education)

Minimum 2.75 GPA
Minimum grade of C in EDUC 5500
Admission to College of Graduate Studies
Evidence of professional dispositions
Completion of security clearance by TBI/FBI
Clearance by Student Affairs for no incidents on campus

Transition Point II (Required Before Student Teaching)

Minimum 3.00 GPA
Completion of EDUC 5540 with C or better
Evidence of professional disposition
Maintenance of Security Clearance by TBI/FBI
Clearance by Student Affairs for no incidents on campus

Transition Point III

Minimum 3.00 GPA
Completion of all courses required for licensure
Passing scores on all required Praxis II exams
Minimum grade of C in EDUC 5080
Successful completion of key assessments
Evidence of professional dispositions
Maintenance of security clearance by TBI/FBI
Clearance by Student Affairs for no incidents on campus

(*See Appendix A*).

Once Transition Point III has been approved, candidates will be eligible to begin their clinical placements, which consist of 15 weeks of student teaching in two placements. Taking additional courses during student teaching is not allowed. A minimum grade of C in EDUC 5940 (Student Teaching Seminar). This does not apply to those who are working as a job-embedded educator.

Transition Point III is the culmination of the MAT Program where candidates are approved for licensure based on successful completion of course requirements and the Teaching Performance Assessment (edTPA) for student teachers. Continued evidence of professional dispositions is a part of this transition point based on evaluations submitted by the university supervisor and the clinical teacher. PRAXIS II licensure exams have been passed, and candidates have successfully completed clinical placements and seminars.

Questions Regarding Licensure

When will I receive my Tennessee Teaching License?
You must complete all the necessary coursework, Praxis II Exams, Clinical Teaching/Job-embedded, and edTPA to obtain a Tennessee Teaching License.

Do I fill out paperwork to apply for my License?
Yes. The Certification Officer will work with you during your program (Clinical Teaching Semester/Job-Embedded) to complete all the necessary paperwork to apply for your license.

Is there a fee to obtain my license?
Currently, the State of Tennessee does not charge a fee to process your license.

Will my license transfer to another state?
Yes. Most states require a form to be filled out by the university to verify your training to be a teacher. In some cases, another state may require you to take an additional test or coursework that is specific to that state to complete your license. It is your responsibility to determine what will be required of you in a different state. APSU only prepares you to teach in Tennessee.

Does the education program at APSU prepare me for a Kentucky Teaching License?
No. APSU will only prepare you to teach in Tennessee; however, you may transfer your Tennessee Teaching license to Kentucky. Once again, it is your responsibility to determine what will be required of you in a different state.

How long is my license valid?
Initially, your practitioner license will be valid for three years. It can be renewed once for an additional three years, or advanced to a Professional License. The Professional License is valid for ten years and can be renewed infinitely during your teaching career.

What if my teaching license expires?
If your license expires, you will have to retake ***all of your Praxis II Exams.*** Don't let your license expire!

https://www.tn.gov/education/licensing/educator-licensure/licensedhttps://www.tn.gov/education/licensing/educator-licensure/licensed-educators.htmleducators.html

Field Experience Placement Overview

Candidates completing the MAT program have numerous opportunities to be in area schools to observe, teach, and reflect. The earliest field experiences begin in EDUC 5500 and continue in various courses culminating in a semester of student teaching. Candidates have opportunities to teach individuals and small groups of students.

In order to participate in field experiences, a background check and fingerprinting will occur during EDUC 5500. (*See Appendix D*)

Rules and Responsibilities for All Candidates

Absences: Attendance and full participation in MAT Program classes and field experiences is required for licensure. Time within any semester is very limited for making up missed hours; repeated absences from classes and field experiences will jeopardize a candidate's MAT Program completion and licensure. For online courses, attendance is the equivalent of participating in discussion boards, checking D2L and APSU email frequently, and submitting assignments.

Confidentiality: Candidates in the field shall not discuss students outside of school. If a candidate uses classroom-related material in a University course, the students' names must be removed to protect their privacy.

Social Media Statement: Professional conduct demonstrated by the appropriate use of social media by students is expected in the MAT program of study. Candidates are expected to model high standards such as confidentiality, fairness, honesty, and professional integrity. Any inappropriate photos, comments, memberships, or posted sites on social media could have a negative impact on the candidate's reputation.

Students are asked to make all social media accounts private during the time they represent the university in the field. Postings on social media sites such as Facebook, Twitter, and Instagram considered inappropriate or unprofessional by the College of Education or public-school placement site may lead to disciplinary actions. Unprofessional activity, including sharing confidential information or negatively commenting about the mentor teacher, students, or placement site using social media, may result in disciplinary actions.

Internet Acceptable Use Policy: Students will adhere to the Internet Acceptable Use Policy of their placement school site. The schools will require student teachers to read and sign an agreement to the school's policy before internet access is granted. Inappropriate use of the internet in the classroom will expose the school to risks as well as adversely impacting the students. Violation of a school's internet policy may lead to disciplinary actions.

Legal Considerations

Problems and Conflicts: If a candidate encounters a conflict in their field experience, it is the candidate's responsibility to discuss the matter first with the supervising teacher in the field. If, after notifying the supervising teacher of the problem, the conflict cannot be resolved, the candidate should contact the University supervisor.

Liability Insurance: Prior to any field experience, candidates need to purchase liability insurance through the Student Teacher Education Association (STEA) or the Professional Educator Association https://ims.nea.org/JoinNea/type.do

https://www.proedtn.org/page/LiabilityCoverage

Special Programs and Opportunities

Academic Support

Writing Center: Free individual assistance with any paper, for any class, in any writing style, for APSU students. To schedule sessions with a writing tutor, please stop by the Writing Center (in the Library) or call (931) 221-6550.

Center for Academic Support & Enrichment: Helps students succeed academically and to develop effective life-long learning habits. For more information contact the director, Dr. Blaire Hodge-Woodring at (931) 2216553.
https://www.apsu.edu/case/

Student Tennessee Education Association (STEA): The Student Tennessee Education Association offers students the opportunity to participate in a professional association for pre-service teachers affiliated with the National Education Association Student Program (NEA-SP).

STEA is part of the 50,000 member Tennessee Education Association (TEA) and the 3.2-million-member NEA. Student members are assisted in making a smooth transition from the campus environment to the classroom environment.
https://www.apsu.edu/education/currentstudents/student- organizations.php

Office of Student Research and Innovation (OSRI): The OSRI supports the incorporation of research training in the areas of Business, Education, Humanities, Social Sciences, and STEM into the APSU experience as a means to engage, retain, and promote students and their success. Undergraduate/graduate research is an opportunity available to our MAT majors. http://www.apsu.edu/osri/

Study Abroad: The mission of Austin Peay State University's Office of Study Abroad and International Exchange is to support and engage all students with diverse global opportunities. Students will have experiences that will allow them to gain knowledge of the world and grow both academically and personally. These experiences will prepare students to compete in today's globalizing world. http://www.apsu.edu/study-abroad-exchange/study-abroad/

Scholarships: Several scholarships are available to education majors at Austin Peay State University. A complete description and criteria for each award can be found at the following link: https://www.apsu.edu/scholarships/

Graduate Student Forms: Current graduate students may find useful forms on the Graduate Studies website. Most forms are interactive but must be filled out, printed, and signed for appropriate processing. For graduate assistant forms, please visit the Graduate Assistant Forms page.

https://www.apsu.edu/grad-studies/current-students/graduate-student- forms.php

https://www.apsu.edu/grad-studies/graduate-assistantships-financial- support/graduate-assistant-forms.php

Graduation Requirements

Graduation requirements from Austin Peay State University can be found at https://www.apsu.edu/graduation/index.php

GPA Requirement for Graduate Candidates

In order to graduate, students must have earned a 3.0 cumulative overall grade point average for all APSU course work.

Cancellation

Please notify the Office of the Registrar in writing of any changes in your graduation plans or address. Students will be assessed a cancellation fee if they cancel/revise their application after the deadline.

Key Contacts

Dr. John McConnell, Dean, Dept. of Educational Specialties
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Dr. Andrea Lee, Dept. Chair, Dept. of Educational Specialties, Claxton 304A, 931-221-7098, leea@apsu.edu

Ms. Anna Ortega, Administrative Assistant to Dept Chair, College of Education, Claxton 304A, 931-221-7696, ortegaa@apsu.edu

Ms. Dustie Boxx, Administrative Assistant, Dean's Office
Claxton 210-A, 931.221.7511, dezellemt@apsu.edu

Mr. Kevin Fee, Coordinator, Certification and Licensure
Claxton 228, 931.221.6182, feek@apsu.edu

Dr. Sherri Prosser, MAT Program Coordinator, Dept. of Educational Specialties, prossers@apsu.edu, 931-221-7516

Appendices

- Appendix A: PRAXIS II Exam Requirements
- Appendix B: Transition Points Checklist
- Appendix C: Appeal process
- Appendix D: Background check and fingerprinting

Appendix A

Praxis test requirements:
https://www.apsu.edu/education/files/PraxisRequirements_July2024.pdf

Appendix B

Transition Points Checklist

Transition Points	Date Met	Evaluation Criteria
Transition Point I **Pre-Admission to Teacher Education**		Minimum 3.0 GPA
		Minimum grade of C in EDUC 5500
		Admission to College of Graduate Studies
		Evidence of professional dispositions
		Completion of security clearance by TBI/FBI
		Clearance by Student Affairs for no incidents on campus
Transition Point II **Required Before Student Teaching**		Minimum 3.00 GPA
		Minimum grade of C in EDUC 5080
		Evidence of professional disposition
		Maintenance of Security Clearance by TBI/FBI
		Clearance by Student Affairs for no incidents on campus
Transition Point III		Minimum 3.00 GPA
		Completion of all courses required for licensure
		Passing scores on all required Praxis II exams
		Minimum grade of C in EDUC 5940 (Student Teaching Seminar) If not a job embedded student
		Successful completion of key assessments
		Evidence of professional dispositions
		Maintenance of security clearance by TBI/FBI
		Clearance by Student Affairs for no incidents on campus

Appendix C

Appeal Process for Teacher Education

Students who have not met the requirements for advancing through Transition Points I, II, or III, have the option of appealing for a waiver of the requirement and temporary admission to the program.

To begin the appeal process, each student must submit a letter of explanation, a current transcript, a copy of required test scores (Praxis I or Praxis II), a completed Appeals Application Form, and two letters of support from faculty. In order for an appeal to be considered, it must be turned in at least one week before the first day of classes of any given semester. The completed form, transcript, and letters of support should be turned in to the Office of Teacher Licensing in Claxton 228 by the deadline.
http://www.apsu.edu/education/appeals.php

GPA Appeal Process
Students with a GPA below the minimum may appeal to advance in their program by submitting an advisor approved plan for increasing their GPA to the required level.

All decisions regarding appeals will be made by the Appeals Committee of the College of Education. The student will be notified in writing of the committee's decision.

Appendix D

Background Checks and Fingerprinting

The State of Tennessee requires a criminal history check for each student wishing to enter a teacher education program. The fingerprinting must be completed and your criminal background report must be on file in the Office of Teacher Licensure before you may enter a K-12 school. Please follow the steps below:

- Complete the fingerprint release form.
- Register online at https://www.identogo.com/• Search by state then follow the online directions.
- Our agency name is: Non-DCS Child Care/Adoption Providers
- Applicant type: Child-Related Worker Volunteer (Private)
- ORI number: TNCC63013
- Enter zip code 37044 for Austin Peay, or choose a zip code closer to you.
- Select your location, date, and time for your appointment.
- Enter the applicant information.
- You must prepay for your fingerprint service online with credit card or eCheck, or bring a money order or cashier's check with you to the appointment. You cannot pay by credit or debit card on site. The cost is $32.65.

- Arrive 15 minutes early, bring your registration ID, a valid form of identification (state issued driver’s license), and payment if not paid online.

Student Handbook Acknowledgement

I acknowledge that I have received, reviewed, and understand the information contained in this program handbook. I understand that this handbook outlines important policies, procedures, expectations, and program requirements. I recognize that it is my responsibility to remain informed of program and university updates and to review all course syllabi for specific course requirements, assignments, and expectations. After reviewing this handbook, please complete the Student Handbook Acknowledgement form using the link provided below. My submission confirms my understanding and agreement to adhere to the policies and expectations outlined herein.

Please follow the link provided: APSU College of Education: Handbook Acknowledgement – Collaboration