

WESTMINSTER COLLEGE
Education Program Handbook
(Important Forms & Policies)

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Welcome

Teaching is a noble profession, often maligned by the uninformed, underpaid in monetary benefits, but highly rewarding in a sense of accomplishment and personal spiritual worth. Dr. Linda Aulgur

Welcome to the Westminster Department of Teacher Education. Congratulations on declaring your Major in Education! During the remainder of your college program you will need to complete and file certain documents as well as pass the C-Base and Praxis tests in order to become a certified teacher. This handbook contains instruction and forms you will need along the way. The first step is to complete the requirements to be admitted to the Teacher Education Program (TEP), which includes passing the C-Base test. You will **not** be able to take 300 or 400 level Education courses until you are admitted to the TEP. Check with your education advisor or chair of the Education Department anytime with question.

To obtain certification to teach along with a Westminster Liberal Arts degree takes patience, hard work and willingness to work closely with an advisor to schedule balanced and time sensitive course loads.

You must also:

- Pass all sections of the College-Basic Academic Subjects Exam (C-Base). Test can be re-taken until all sections are passed.
- Apply to the Teacher Education Program during your freshman or sophomore year, which includes a Missouri Highway Patrol background check.
- Apply to student teach at the beginning of the semester **prior** to the semester of actual student teaching.
- Pass the Praxis II, (a national teaching exam) before student teaching.

Education Faculty

Full-time Faculty	Extensions
Dr. Linda Aulgur, Chair,	6227
Dr. Angela Bowzer	5297
Dr. Abby Coats	6121
Dr. Jim Concannon	5259
Dr. Robert Cowles	6228
Dr. Debra Crouse	5193
Professor Mary Majerus, Math Education	5322
Dr. Therese Miller, Chair, Physical Education	5300
Dr. Sue Serota	5210
Half-time Staff	
Rikka Brown, Administrative Assistant	5398

The Mission of Westminster College

It shall be the mission of Westminster College to educate and inspire all its students through a distinctive liberal arts curriculum and a dynamic developmental experience; to challenge them to be critically aware, life-long learners and leaders of character, committed to the values of integrity, fairness, respect and responsibility; and to prepare them for lives of success, significance and service.

Education Program Mission, Goals and Vision Statement

The Westminster Education Program instills life-long learning by providing education students with depth and breadth of teaching academic knowledge and practical experiences designed to equip them for success within the teaching profession. The faculty is dedicated to exemplary teaching and continual learning by drawing on sound research and practice. Students receive personal attention within a supportive learning community that encourages them to develop critical thinking, creative sensibility, and communication skills to share ideas and to understand others as they teach and learn in a global-technological society.

Organizations for Education Students

Education Association free and open to all interested in education, meets 3 times a year, sponsors other events.

Health & Physical Education Club learns about new developments in health and physical education; and initiates and/or participates in community projects that promote health and physical fitness. Involves students, faculty and staff in health and physical education activities.

Missouri State Teachers' Association, Westminster Chapter

(MSTA) recommended for all who work directly with children, cost: \$13 yearly. The association provides liability insurance up to \$3 million for the member.

Kappa Delta Pi (Westminster/William Woods joint chapter) honorary education organization for those with junior standing and an overall GPA of 3.25. Eligible students are notified after they have completed 60 hours, and are invited to join.

Association of Childhood Educators International (ACEI) Westminster students' branch of the international organization is dedicated to improving education of children aged birth through middle school. Open to all students.

Education Degrees Offered

Early Childhood Education: birth through age 8

Elementary Education: grades 1-6

Early Childhood Education add-on: after completing all Elementary Education requirements, a student can receive additional certification to include birth-age 8 – with specialization in Preschool-Kindergarten.

Middle School: grades 5-9

Areas of Concentration (should choose two areas)

Language arts

Mathematics

Science

Social Studies

***Secondary Education:** grades 9-12

Areas of Concentration (all include a minor in that discipline)

Social Studies

Chemistry

English

Physics

Mathematics

Physical Sciences

General Science

Business Education

Biology

Physical Education: grades K-12, or Secondary 9-12

Can also obtain a Coaching Minor

*Some students expect to pursue two majors, obtaining a major in their discipline as well as the major in Secondary Education. There is a special coursework track for dual English Secondary Majors; as well as Social Studies (History) and Mathematics.

Conceptual Framework

Westminster Education Department

The Teacher Education Program is based on *reflective inquiry*. It integrates general education, professional education and areas of specialization. An emphasis is placed on authentic practice. Field experiences are intended to provide an awareness of and experience in working with diverse populations, learners at-risk in mainstream schooling, and learners with exceptionalities and challenges. Four areas are emphasized: Observation, Demonstration, Research and Evaluation.

The conceptual framework of the Westminster Education Program emphasizes educational inquiry and the role of teachers as inquiring professionals. Questions such as, “What do I know or need to know?” and, “What should I be able to do?” take shape in the process of reflective inquiry for both the education students and the faculty. While the first three phases overlap and are necessarily integrated, the phases may be broadly described as follow:

- Learning Inquiry I is the exploratory phase for future teachers and includes general education, educational foundations courses and beginning practical courses.
- Learning Inquiry II focuses on curriculum and instruction and factors directly related to schooling as students take methods and practicum courses.
- Learning Inquiry III is the integrative phase that focuses on action research, student teaching and pre-student teaching experience, student teaching, organization of a professional portfolio and an educational seminar.
- Learning Inquiry IV is the mentoring phase during the first years of teaching experience and involves continuing professional development.

The College’s general education goals and the Teacher Education Program’s objectives for competency development blend through pre-service preparation.

THE GENERAL EDUCATION GOALS OF WESTMINSTER COLLEGE

Westminster’s general education requirements are designed to ensure that students develop intellectual capacities and acquire the educational breadth necessary to pursue major and minor programs of their choice. The general education program seeks to foster:

- Skills in critical thinking, communication, quantitative reasoning and computer technology
- Understanding theories and methods of science
- Appreciation of historical perspectives
- Awareness of fundamental questions and values
- Sensitivity to artistic expression and critical appreciation
- Knowledge of human behavior and social institutions
- Appreciation of cultural diversity and global interdependence

*Entire framework available at www.westminster-mo.edu/academics/majorsminors/majors/education

Time Line

1 st year – 1 semester	Join Education Association Take Education 101, Intro to Teaching
1 st year – 2 nd semester	Declare Education as a Major Take EDU 290, Foundations of Teaching Take EDU 291, Practicum I Register to take C-Base Start other documents for TEP admission Take C-Base Test Resume Recommendation form Education Faculty Recommendation for non Education Faculty
2 nd year – 1 st semester	Complete requirements to be admitted to TEP Meet with Education Faculty Advisor to complete a four-year plan of course work.
2 nd year – 2 nd semester	Take 200 level Tier II coursework Take 200 level EDU coursework
3 rd year – 1 st semester	Take 300 level coursework Join Missouri State Association (MSTA)
3 year – 2 nd semester	Take EDU 393, Practicum II and EDU 392, Reading in the Content Area Decide on possible student teaching location
4 th year – 1 st semester	Renew MSTA Membership Register to take praxis (take by end of semester) Apply to Student Teach Meet with Education Chair to be approved for Student Teaching Take EDU 453, Organization and Management
4 th year – 2 nd semester	Student Teach Take EDU 490, Education Seminar Complete portfolio Obtain applications for district of your choice for teaching positions Schedule exit interview with your advisor

EDUCATION COURSE OFFERING SCHEDULE

EVERY SEMESTER

EDU 101 Intro to Teaching (2 sections in fall, 1 in spring)
EDU 230 Child Growth & Development-(Tier 2, Soc & Behav.)
EDU 290 Foundations of Education (WI)
EDU 291 Practicum I
EDU 453 Classroom Org. & Mgt
EDU 490 Ed Seminar (WI)
EDU 492-495-497 Student Teaching

EVERY FALL

EDU/PED 207 Health, Nutrition, Safety and PE
PED 208 Creative Movement and Rhythms
EDU 231 Ed of Exceptional Individuals (WI)
EDU 233 Adolescent Development
EDU 306 Teaching Reading in Elem & MS(WI)
MAT 231 Math for Elem. Teachers
EDU 385 Diversity in Education-(Tier 3)
EDU 425 Methods of Secondary Teaching
EDU 308 Teaching Social Studies in Elem. & MS
EDU 310 Methods of Teaching Science in Elem & MS

EVERY SPRING

EDU 203 Teaching Art, Music and Lang. Arts in Elem.
EDU 210 Literature for Children & Youth (WI)
EDU/PSY 221 Educational Psychology (will also be offered fall '10 by Psy. Dept)
MAT 351 Methods of Teaching Math in Elem & MS
EDU 392 Reading in the Content Area
EDU 393 Practicum II
EDU 441 Reading Assessment and Advancement

EVERY OTHER FALL

EDU 309 Teaching Writing in MS & Secondary (last taught '10)
EDU 431 Teaching English in MS and Secondary (last taught '10)
EDU 435 Methods of teaching Social Studies in Secondary (last taught '10)
EDU 436 Methods of Teaching Science in Sec. ('08)

EVERY OTHER SPRING

PED 206 Growth & Dev. In PE (last SP'08)
EDU 311-314 Methods and Curriculum in Middle School (last taught '09)
EDU 434 Methods of Teaching PE in Secondary (last taught '09)

EVERY THIRD FALL or as Needed:

EDU 433 Methods of Teaching Math (last taught Fall 10)

EVERY THIRD SPRING or as Needed:

EDU 280 Programs in ECE
EDU 288 Assessment in ECE ('08)
EDU 380 Integrated Curric. In ECE ('10)
EDU 4XX Methods of Teaching Bus. ('10)

Education Admission Checklist

- _____ GPA Check

- _____ C-Base Passed

- _____ Resume

- _____ Recommendation Letter From Education Faculty

- _____ Recommendation Letter From Outside Area Faculty

- _____ Notarized Moral Character

- _____ Highway Patrol Background Check _____
Date

- _____ 4-Year Plan

- _____ Date Admittance Letter to Education Program Mailed

Policy for Westminster Education Students who have previously worked as paid teacher aides in accredited K-12 public schools:

If a Westminster student has worked full time for pay, as an instructional aide in an accredited public K-12 school, for at least one semester (4 months, documented), they will not be required to take EDU 291 Practicum I. They still will take EDU 392, Practicum II. Student teaching will be required for the full twelve weeks, the same requirement as any student in our program.

It is the department's belief that experience as a classroom aide is valuable, but does not replace the experience for a preservice teacher to plan and carry out whole class activities such as the assignments required in Practicum II and student teaching.

Name: _____

4 Year-Plan

List all courses and semesters you plan to take them.

Freshman Year

Fall _____

Spring _____

Sophomore Year

Fall _____

Spring _____

Junior Year

Fall _____

Spring _____

Senior Year

Fall _____

Spring _____

Application for Admission
Teacher Education Program

Name: _____ Date _____

Westminster Address: _____

Westminster Phone: _____ Cell Phone: _____

E-mail Address: _____

Home Address: _____

Home Phone: _____

Class Standing: _____

Major: _____

Concentration Area(s): _____

I understand that admission to the Teacher Education Program **does not** assure continuance in it.

I meet the following for admission and continuation criteria:

1. Cumulative GPA of 2.5 or better on a 4.0 scale
2. Grade of C or higher EDU 290 Foundations of Education
3. Grade of B or higher in EDU 291: Education Practicum I
4. Grade of C or higher in ENG 103 or equivalent composition course
5. Grade of C or higher in a college level math course
6. Passing score on all sections of C-BASE (College Basic Academic Subjects Exam)
7. Submission of a current vita (samples enclosed)
8. Recommendation letter from Education faculty
9. Recommendation letter from faculty or staff other than Education
10. Submission of a notarized affidavit of moral character (business office will notarize this for you)
11. Acceptable background check for felony convictions and/or child abuse as specified by the State of Missouri
12. Copy of four-year plan, showing anticipated coursework, signed by your advisor

The C-Base Test

The College Basic Academic Subject (C-BASE) examination is required to enter the Teacher Education Program at Westminster College. It is also required by the state of Missouri, as well as many other states, for certification. It is a test of general knowledge and skills in four subject areas: English, mathematics, science, and social studies. It is expected that teacher education students will successfully complete the test by the end of their sophomore year.

The C-Base test is given at Westminster three times a year. The first date is in September. All dates are posted on bulletin boards near Education faculty offices. We offer the test during evening hours at least once during each semester. William Woods offers the exam on a Saturday morning. The cost is currently \$40 and students need to pay in the business office in Westminster Hall the week before the test. You can also register to take the test at other colleges or universities around the state, as long as you have your scores sent to Westminster.

The test is divided into four subject area. If you do not pass all four sections the first time, you can retake the individual sections you did not already pass. The cost is still the same each time you take the test. You have up to two years to pass all four sections. If you have a documented learning disability, please notify the testing coordinator of required testing adaptations prior to the date of the test.

A booklet detailing the sections of the test, and sample questions is distributed in EDU 290, Foundations of Education, and is also available in the Education office.

Praxis Information

The Praxis Series is a standardized national test, required for certification in Missouri, as well as 43 other states. **You must pass** the Praxis examination BEFORE you student teach. The Praxis is given at various testing centers around the state, the closest being in Columbia. Actual dates are posted each year on the web and on bulletin boards outside education offices. It is given six times a year. You must register **at least five weeks in advance** of the testing date. Different certifications require different tests. To determine which one you need to take, consult with Dr. Cowles, the testing coordinator for Westminster. Information booklets with sample test questions are available at any time in the Education office. These booklets include an application to register, or you can register online at www.ets.org/praxis. The Education Department also has purchased official study guides for the most commonly taken tests that you can borrow from Reeve Library.

There is a fee-waiver application included in the information; you might not have to pay for the test if you qualify. If you do not qualify for a waiver, there is a fee for each time you take or re-take the test. Qualifying scores vary for each test; this information is also available on line. Your scores should be sent to Westminster, and *you must enter the Westminster code on the test application*. Dr. Cowles will answer any further questions you might have about this important part of the certification process. Students should take this test the semester before they plan on student teaching.

(Sample Resume)

1 Smith Court
Fulton, MO 652XX
(573) 000-0000

Winstonia Churchill

Wchurc09@westminster-mo.edu

Objective To secure a teaching position in elementary education

Education Graduate Date: May '09 Westminster College Fulton, MO

- Bachelor of Arts in Education
- Certification: Elementary 1-6

Professional Experience Jan – April 2009 Fulton School District Fulton, MO
Student Teacher, Bartley Elementary

- Worked with 25 students in a fifth grade classroom for 14 weeks
- Developed curriculum and exercises for all core subjects
- Assisted with Family Math night and after-school Math Club

Jan – April 2008 Fulton Public Schools Fulton, MO
Practicum II Field Experience

- Worked with one second grade classroom at Bush Elementary
- Developed and implemented lessons

Sept – Nov 2006

Practicum I Field Experience

- Worked with 27 students in third grade classroom at McIntire Elementary

Volunteer Experience Summer 2005 Learning Skills Center Columbia, MO
Tutored ten college students in Algebra and Geometry weekly

Work Experience 2003-2005 Back-Pack After School Program Fulton, MO
Developed lessons for before-and after-school care program for elementary

Honors and Activities Dean' List 2001-2005; Student Missouri State Teacher's Association (Present Program Chair) Kappa Delta Pi Vice President (honorary education organization); Leadership scholarship, Education Association

Computer Familiar with Macintosh and PCs; software experience includes Photoshop, Illustrator, Pagemaker, Microsoft Word, Excel, and Powerpoint. Can do basic web design

References Available upon request **Personal Portfolio** Available in electronic format.

Information on Obtaining Program Recommendations

You are required to ask two of your professors to recommend you to be admitted to the TEP.

One recommendation should be from an Education Faculty member, the second recommendation should be from one of your general education professors. If you are a middle school or secondary education major, you should ask someone from the department of your major area of concentration (English, Social Studies, etc.). Elementary and Early Childhood majors can ask any outside faculty to complete a recommendation form. These forms can be obtained from Rikka Brown in the Education Department office (WH 42).



WESTMINSTER COLLEGE
TEACHER EDUCATION PROGRAM

Teacher Education Program Recommendation

Student's Name: _____

Confidentiality:

I waive my rights to see this recommendation: signature: _____

Name of Outside of Education Dept. Faculty/Staff Member completing recommendation:

_____ **Date:** _____

Please indicate the descriptor that best reflects your recommendation for admission to the Teacher Education Program for this student:

_____ **I can STRONGLY recommend this student for admission to the Teacher Education Program. This student has demonstrated competent academic achievement and exhibits the personality traits (such as personal responsibility, communication skills and character) needed by a future educator and effective teacher.**
Any Additional Positive Comments:

_____ **I RECOMMEND this student for admission to the Teacher Education Program and, at this time, I have no concerns regarding their ability to successfully complete the program and to be an effective teacher.**

_____ **I RECOMMEND this student for admission to the Teacher Education Program with the following considerations or concerns: (Please be specific)**

_____ **I CANNOT RECOMMEND this student for admission to the Teacher Education Program due to the following:**

Recommender's Signature

Please return to Education office: WH 42. Thank you!



WESTMINSTER COLLEGE
TEACHER EDUCATION PROGRAM

Teacher Education Program Recommendation – Education Faculty

Student's Name: _____

Education Faculty Member: _____ Date: _____

Please indicate the descriptor that best reflects your recommendation for admission to the Teacher Education Program for this student:

_____ **I STRONGLY recommend this student for admission to the Teacher Education Program**
I do not have any concerns about this student's ability to successfully complete the program
and to be a highly effective educator, exhibiting integrity, respect and responsibility.
Any Additional Positive Comments:

_____ **I RECOMMEND this student for admission to the Teacher Education Program and, at this time, I**
have no concerns regarding their ability to successfully complete the program and
to be an effective teacher.

_____ **I RECOMMEND this student for admission to the Teacher Education Program with the**
following considerations or concerns:
(Please be specific)

_____ **I CANNOT RECOMMEND this student for admission to the Teacher Education Program**
due to the following:

Education Faculty Member's Signature

Please return form to Education Department, WH 42. Thank you.

TYPE OF SERVICE (Check ALL that apply) See reverse side for further instructions. <input type="checkbox"/> (1) CD Central Registry Child Abuse Search Only - No Charge <input type="checkbox"/> (2) Name Search - \$10.00 (Criminal record, child abuse, or neglect, central registry search) <input type="checkbox"/> (3) Fingerprint Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$20.00 (All other request)					TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered								
IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.													
APPLICANT'S NAME (Last, First, MI, Jr., Sr., III)													
MAIDEN NAME				DATE OF BIRTH (MM/DD/YY)		STATE OF BIRTH		SEX	RACE				
ALIAS NAME(S)				SOCIAL SECURITY NUMBER			DRIVER'S LICENSE NUMBER / STATE						
ADDRESSES FOR PAST 5 YEARS													
STREET		CITY		STATE	STREET		CITY		STATE				
Have you ever been found guilty to or been convicted of any criminal act in this state or any state?													
<input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.													
DATE		CITY		STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)							
Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Children's Division in this state or any state?													
<input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.													
DATE		CITY		STATE	COUNTY	CIRCUMSTANCES (Attach separate page, if necessary.)							
The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.													
SIGNATURE OF APPLICANT (REQUIRED IN INK)						DATE							
SIGNATURE OF REQUESTOR (Required in Ink)						DATE							
TITLE OF CHILD CARE PROVIDER						TELEPHONE							
STATE AGENCY						STATE VENDOR OR CONTACT NO. (if applicable)							
CHECK APPROPRIATE BOX													
<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT			<input type="checkbox"/> DOH / CCB CHILD CARE BUREAU			<input type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE							
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER			<input type="checkbox"/> DMH / DMH VENDOR			<input type="checkbox"/> CD CONTRACT PROVIDER							
<input type="checkbox"/> CD LICENSURE			<input type="checkbox"/> HEALTH CARE			<input type="checkbox"/> OTHER _____							
COMPLETE RETURN ADDRESS (REQUIRED ON EACH APPLICATION) Complete your mailing label below Confidential Mail						SEND FEE & FORM TO: Missouri State Highway Patrol Criminal Justice Information Services Division P.O. Box 9500 Jefferson City, MO 65102							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">AGENCY NAME</td> </tr> <tr> <td style="padding: 2px;">ATTENTION</td> </tr> <tr> <td style="padding: 2px;">ADDRESS</td> </tr> <tr> <td style="padding: 2px;">CITY, STATE, ZIP CODE</td> </tr> </table>						AGENCY NAME	ATTENTION	ADDRESS	CITY, STATE, ZIP CODE				
AGENCY NAME													
ATTENTION													
ADDRESS													
CITY, STATE, ZIP CODE													

How to Fill Out The Affidavit of Moral Character Form

You must have a Notary Public notarize this form. **DON'T** fill out anything on the form until you take it to a notary public.

There are two Notary Publics in the business office in Westminster Hall. You should take this form to that office and ask for Kay Fink or Carolyn Vaughn. They will watch you fill the form out and then put an official seal and signature on it for you at no charge.

You can also take it to your bank or any other place that has notaries, but they will probably charge a fee.

Return the signed, notarized form to the Education Office, Westminster 42, along with any of the other forms required for admission to Teacher Education Program as soon as you can. You do not have to turn in all letters and forms at one time.

Date _____

Social Security Number _____

Name _____
Last First Middle (Maiden)

Affidavit of Moral Character

Section 168.031 of the Missouri school laws mandates that “no person shall receive or hold any certificate (to teach who does not present evidence of good moral character.” To carry out the requirements imposed by this statute, it will be necessary for you to complete this form, which will become a part of your life. You should be aware that a “yes” answer on one or more of the questions that follow will not necessarily eliminate you as a candidate for a Missouri teacher certificate. This form is designed primarily to serve as an initial screening device to identify candidates from whom further information is needed.

1. Have you ever been convicted of a misdemeanor other than a traffic violation?

_____ Yes

_____ No

2. Have you ever been arrested, indicted or convicted on a felony charge?

_____ Yes

_____ No

I attest that the responses I have made to the above questions are true statements and I understand that falsification may be considered sufficient cause for my removal from the teacher education program or ultimate denial of my teaching certificate.

Candidate’s Signature

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____ 20_____, at

_____.

Notary Public

If any of the above are marked yes, please explain.

Westminster College Department of Education
Student Teaching Placement Application

To be filed with Education Chair
THREE MONTHS PRIOR to STUDENT TEACHING SEMESTER

Name: _____

Campus Address: _____

Campus Phone: _____

Cell Phone: _____

Permanent Address: _____

Permanent Phone: _____

Semester anticipated to Student Teach: _____

Area of Certification: (ECE, Elem., Middle School, Secondary) _____

Grade level or Subject area:

First Choice: _____

Second Choice: _____

Choice of school district, building:

First Choice: _____

Second Choice: _____

List location and cooperating teacher of ALL practicums, and other experience in the classroom:

Practicum I

Practicum II

List any other pertinent information we need in regard to placing you, driving concerns, etc.

Westminster Education Department

School Districts Available for Student Teaching

Fulton:

Fulton High School
Fulton Middle School
McIntire Elementary
Bush Elementary
Bartley Elementary
St. Peter's Catholic School, Grades 1-8

Mexico

Mexico Elementary, Middle & High Schools

New Bloomfield

New Bloomfield Middle & High School

North Callaway

North Callaway High School—Kingdom City
Auxvasse Elementary-Auxvasse
Hatton McCredie-Kingdom City
Williamsburg Elementary-Williamsburg

South Callaway

South Callaway Elementary, Middle & High Schools—Mokane
South Callaway Early Childhood Center-Mokane

Jefferson City

Jefferson City High School
Lewis and Clark Middle School
Helias High School (parochial)
All Public Elementary Schools
St. Joseph's Elementary School (parochial)

Columbia

Hickman High School	Smithton Middle School
Rockbridge High School	Lange Middle School
West Junior High	Columbia Independent School, K-12
Jefferson Junior High	Two Mile Prairie Elementary
Oakland Junior High	Benton Elementary
Gentry Middle School	

Westminster Education Department Student Teaching Policy

The Westminster Education Department places students in schools in the Fulton area, or within a thirty-mile radius of Fulton. This includes Jefferson City and Columbia.

Admission to student teaching is attained by being accepted into the Teacher Education Program and maintaining a 2.5 GPA in both professional education courses and in the field of concentration major coursework.

If a student wishes to appeal the policy of student teaching, in order to be placed in a district more than 30 miles from Westminster, they should write a request to the Department Chair, Dr. Linda Aulgur, outlining why they should be allowed to student teach in that district. This should be done at least **three** semesters prior to their student teaching. Students should also be aware that if placed in an outlying district, they would be charged the standard class tuition fee of (\$30) for each credit hour of student teaching, as well as additional mileage charges of .50 per mile, per round trip to cover supervisory costs. (Fee is subject to go up in subsequent years.)

The Department will then determine if the student is eligible to be placed in an outlying district. A GPA of at least 3.00 will be considered necessary to be placed so far off-campus. The student should also be aware that they would still be required to attend EDU 490 Student Teaching Seminar, which meets at 4:15 PM on Mondays here on campus, during the student teaching experience.

Up-dated
November 11, 2010