

## Transmittal Memo

To: EPC  
From: Joanne Arhar, Associate Dean, EHHS  
Re: Course and Policy Revisions in Teacher Education  
Date: December 12, 2008

**Summary Statement:** Policy Revision to Criminal Background Checks for Student Teaching and Culminating Experiences in Teacher Education. Proposed policy to add background checks to field experiences as well as student teaching and culminating experiences. Revise all course descriptions that include field experience/student teaching/culminating experience to include statement about criminal background check requirement.

### **Curriculum/Consultative Bodies that have approved this proposal:**

Teacher Education Programs (see email endorsements from ECED, FMPS, WFAM, BTDV, PSND, TSOA, CHEM, ESCI, LFSC, PHY, ECON, GEOG, HIST, POL, SOC, DFED, EI, GLAS, GMLA, GMS, GMSS, GSSL, GSSS, MLDM, MDIN, LART, LAMT, LASC, MATH, MTSC, MTSS, PHSC, SCNC, SST, SSLA, SSSC, TIED, VMKT, SHED; SHED HPE, PEP HPE, PEP TCER, ECET, ASL, ARTE, DANC, FR, GER, LAT, MUED, RUSS, SPAN, TESL, TECH)

EHHS Undergraduate Council

## Proposal Summary

**Title: Revise criminal background check policy for student teaching/culminating internships in teacher education to include the requirement for criminal background checks for all field experiences**

**Subject Specification:** Revise criminal background check policy for student teaching and culminating internships in teacher education in Bachelor of Science in Education: ECED, FMPS, WFAM, BTDV, PSND, TSOA, CHEM, ESCI, LFSC, PHY, ECON, GEOG, HIST, POL, SOC, DFED, EI, GLAS, GMLA, GMS, GMSS, GSSL, GSSS, MLDM, MDIN, LART, LAMT, LASC, MATH, MTSC, MTSS, PHSC, SCNC, SST, SSLA, SSSC, TIED, and VMKT; Bachelor of Science: SHED; SHED HPE, PEP HPE; and PEP TCER; and Associate of Arts: ECET. The following Education majors/minors located in Colleges outside of EHHS will have separate proposals: ASL, ARTE, DANC, FR, GER, LAT, MUED, RUSS, SPAN, TESL, TECH.

**Background Information:** Effective Fall 2008, students in teacher education programs are required to have a criminal background check completed prior to student teaching/culminating internship. In response to H.B. 190 passed in November 2007 which requires BCII and FBI checks of all applicants for employment, not just those who are responsible for the care, custody or control of a child, more and more school districts and agencies are requiring background checks for student teachers and those in culminating internships. During the past year, more and more school districts are also requiring background checks for students participating in field experiences. Although the legislation does not specifically require background checks for student teachers and field experience students, the Ohio Department of Education is recommending that teacher education programs require them. Teacher education program coordinators in EHHS, the College of Technology, The College of the Arts, and The College of Arts and Sciences have recommended requiring background checks for all students participating in field experiences to ensure that every student is ready to participate in a field experience regardless of whether or not a particular school district to which the field experience student is assigned requires it. There has been some confusion this past year when in the same program, some students were required by their host school to have a background check and others were not. The cost of the background checks is \$55 and since it is good for one year, students may have to repeat the check three times in their program. If it is still valid, the final check may also be used for licensure application which also requires both the BCII and FBI checks. Students will be advised of this policy by their professional advisors in White Hall, by faculty in Education in a Democratic Society (introductory course required of all teacher education students), and in checklists for advanced study/student teaching and letters to prospective student teachers.

**Alternatives or Consequences:** An alternative that was considered is to require criminal background checks only for students who are placed in schools requiring criminal background checks. Since schools may make a last minute decisions to require background checks, thus eliminating that school as a placement site for students without the background checks, we thought that a consistent policy would ensure that all students be eligible to work in all schools. Placements are becoming more and more difficult to secure so finding alternate placements at the last minute is nearly impossible to do.

**Specific Recommendation and Justification:**

Revise the current criminal background check policy which affects students in student teaching/culminating experience to include all field experiences in schools and agencies. Changes are italicized in red:

For *field experience*, student teaching and any culminating internship in teacher education that requires candidates to be placed within a school or agency ("school/agency") setting, the college requires candidates to complete Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background check and submit the results to authorized personnel at their assigned "school/agency" before the *beginning of the field experience or the first day* of the semester in which student teaching/internship will take place. Authorized "school/agency" personnel will determine whether a candidate may participate in fieldwork in that setting. The BCII and FBI background checks are good for one year and are mandatory for licensure application. Electronic fingerprinting is available for BCII and FBI in 221 White Hall and should be completed at least two months prior to *field experience/* student teaching/culminating internship. Regional campus students should contact their Regional Campus coordinator to identify fingerprinting availability at each campus. Candidates are responsible for fees incurred for this requirement. For more information on this policy, contact the Director of Clinical Field Experience in 304 White Hall. Visit the Ohio Department of Education Web site <http://ode.state.oh.us>) for more information about background check requirements for educators in Ohio. Contact the Office of Professional Conduct at the ODE for specific information about the results of the background check.

**Note** that faculty/staff are not responsible for collecting and maintaining background check information from students. This decision was made in consultation with KSU legal counsel since it is ultimately the responsibility of the school/district/agency to determine whether or not a KSU student may participate in field experience/student teaching/culminating internship.

This proposal has been approved by the all teacher education programs.

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date 4-Dec-08

Curriculum Bulletin \_\_\_\_\_

Effective Date Fall 2009

Approved by EPC \_\_\_\_\_

Department

College EH - Education, Health and Human Services

Degree BSE - Bachelor of Science in Education ; *BS.*

Program Name Program Code

Concentration(s) Concentration(s) Code(s)

Proposal Revise Program Policy

Description of proposal:

Change current policy on background checks for student teaching and culminating internships in teacher education to include field experiences.

Does proposed revision change program's total credit hours?  Yes  No

Current total credit hours: Proposed total credit hours

Describe impact on other programs; policies or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

This policy impacts all initial (first license) teacher education programs at the undergraduate level.

Units consulted (other departments, programs or campuses affected by this proposal):

ECED, FMPS, WFAM, BTDV, PSND, TSOA, CHEM, ESCI, LFSC, PHY, ECON, GEOG, HIST, POL, SOC, DFED, EI, GLAS, GMLA, GMS, GMSS, GSSL, GSSS, MLDM, MDIN, LART, LAMT, LASC, MATH, MTSC, MTSS, PHSC, SCNC, SST, SSLA, SSSC, TIED, VMKT, SHED, SHED HPE, PEP HPE, PEP TCER, ECET, ASL, ARTE, DANC, FR, GER, LAT, MUED, RUSS, SPAN, TESL, TECH.:

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## REQUIRED ENDORSEMENTS

\_\_\_\_\_  
Department Chair / School Director / Campus Dean

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
College Dean

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Executive Dean of Regional Campuses / Dean of Graduate Studies

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Senior Vice President for Academic Affairs and Provost

\_\_\_\_/\_\_\_\_/\_\_\_\_

# OLD CATALOGUE COPY/BACKGROUND CHECKS

**College of Education, Health, and Human Services**  
(<http://ode.state.oh.us>) for more information about background

Deadlines for applications must be observed carefully or student teaching will be delayed a semester or year, depending on the program area. Any questions about specific program requirements should be referred to candidates' faculty advisors and/or advisors in 304 White Hall.

Once the application is submitted online, all coursework, GPA, dispositional standards and other criteria as specified by the program area and college are reviewed for candidate eligibility for student teaching. Please refer to program course requirement sheets for specific GPA and other program requirements. For clarification, see faculty advisors and/or advisors in 304 White Hall.

After receiving written notification of tentative eligibility for student teaching, teacher candidates must attend **one mandatory meeting** to discuss additional student teaching information and necessary materials. The teacher candidate placement forms must be returned on or before the announced deadline. Student teaching will be postponed to the next semester or year (depending on the program) if teacher candidates fail to attend this mandatory meeting.

The decision concerning placement sites for teacher candidates is the responsibility of the Vacca Office of Student Services. Place-ments are generally made within a 50-mile radius of the Kent Cam-pus. Some placements are available in the Regional Campus areas. All teacher candidates are responsible for their own housing and transportation. In addition, student teaching requires that all teacher candidates follow the cooperating teachers' schedules and devote full-time effort to this final experience in their teacher educa-tion program. **Delete from this page and add new section below section on Additional Requirments for Selctive Program and Personal-Professional Characteristics.** For student teaching and any culminating internship in teacher edu-cation that requires candidates to be placed within a school or agency ("school/agency") setting, the college requires students to complete Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background checks and

~~check requirements for educators in Ohio. Contact the Office of Professional Conduct at the ODE for specific information about the results of the background check.~~

## Teacher Licensure

### Praxis II Examinations

To become licensed in the state of Ohio, students must successful-ly complete the required portions of the Praxis II Examinations. For specific testing requirements for each program area, see the Vacca Office of Student Services. These include the test of Principles of Learning and Teaching and appropriate specialty area test(s). Mini-mum cutoff scores have been established by the Ohio Department of Education and must be achieved for Kent State University to rec-ommend students for licensure.

The Praxis II exams are offered several times each year on the Kent Campus. Students may also arrange to take the exams at any other authorized testing site and have their scores sent to the Kent Cam-pus, Vacca Office of Student Services. Registration must be completed five weeks prior to the test date. Information about testing requirements, test dates, fees and locations can be obtained from the Vacca Office of Student Services, 304 White Hall, and the Web site: [www.ehhs.kent.edu/OSS/](http://www.ehhs.kent.edu/OSS/), or from Educational Testing Ser-vices at [www.ets.org/praxis](http://www.ets.org/praxis).

There is a substantial fee for the Praxis II tests. It is suggested that when applying for financial aid, these costs be included in estimated educational expenses. It is very important that students prepare in advance for these tests. Sample question guides, "Tests at a Glance," are available on the Educational Testing Services Web site linked with the Vacca Office of Student Services Web site: [www.ehhs.kent.edu/OSS/](http://www.ehhs.kent.edu/OSS/). Additional guides for some tests can be purchased through Educational Testing Services.

Provided satisfactory scores have been achieved on the Praxis II

**NEW CATALOGUE COPY/BACKGROUND CHECKS**  
**College of Education, Health, and Human Services**

Additional Requirements for Selective Programs  
To manage enrollment and deliver high-quality programs, the faculty will select the most qualified applicants for admission based upon evaluation of standardized test scores, academic success (cumulative GPA) at Kent State and other specific program criteria.

The following programs are considered selective:

Early Childhood Education

Middle Childhood Education

Adolescence/Young Adult Education

Gifted Education Intervention Specialist

Please refer to Page 310 for additional evaluation criteria associated with the Early Childhood program, Page 337 for additional criteria associated with the Middle Childhood program, and Page 305 for additional criteria associated with the adolescence to young adult programs. Information is available through the program area,

Regional Campuses and on the Vacca Office of Student Services' Web site at [www.ehhs.kent.edu/OSS](http://www.ehhs.kent.edu/OSS).

**Passing standardized test scores must be on file in 304 White Hall prior to submission of application for admission to advanced study.** Requirements for admission to advanced study vary by Catalog year. Information specific to each major is available in 304 White Hall.

**Add section labeled: Background Checks for Field Experience/Student Teaching/Culminating Internships**

**Personal-Professional Characteristics**

Professional dispositions are values, commitments and professional ethics that influence behavior toward students, families, colleagues and communities. Learning to become a professional is far more complex than merely completing a sequence of college courses. A major component of professional teacher education (in both the KSU classroom and field-based setting), thus, includes the development of professionalism, personal qualities and work ethic.

Professionalism refers to a commitment to working with a diversity of children, youth and their families in appropriate ways to foster student learning. Professionalism includes treating others fairly and respectfully. It means being open to a variety of learning situations, maintaining confidentiality, aspiring to high ethical standards and

Work ethic is evidenced by attendance, punctuality, timely completion of work and observance of policies and procedures.

The College of Education, Health, and Human Services has developed a process by which teacher candidates receive regular feedback on their dispositions and an opportunity to show growth in areas that are considered important to teaching. Assessment of student professionalism will be used in making decisions about student progress throughout a teacher education program, including admission to advanced study and student teaching, completion of student teaching and recommendation for licensure.

**Interruption Of Progress Toward Completion Of Advanced Study Coursework**

Students who do not satisfactorily complete 12 semester hours at Kent State University in two calendar years must satisfy the requirements of the most recent Catalog. Please be aware that selective admission programs may require reapplication if postponing advanced study coursework or if withdrawn for one year or more.

**Due Process**

Procedures have been established so that students who wish to appeal an academic decision may do so. Any formal appeal must be initiated in writing through the appropriate department chairperson

or school director. If satisfaction is not obtained at the department or school level, appeals are reviewed by the associate dean for undergraduate student services. For more information, please see policy number 3342-8-06 of the University Policy Register (administrative policy and procedures for student complaints).

The Kent State University Ombuds is available to students who wish to obtain further information regarding academic appeals procedures. The Office of the Ombuds is located in 250 KSC, 330-672-9494.

**Student Teaching**

It is critical that all teacher candidates apply for student teaching online at [www.ehhs.kent.edu/occe](http://www.ehhs.kent.edu/occe) by the deadlines established by

## **NEW CATALOGUE COPY/BACKGROUND CHECKS**

### Background Checks for Field Experience, Student Teaching, and Culminating Internship

For *field experience*, student teaching and any culminating internship in teacher education that requires candidates to be placed within a school or agency (“school/agency”) setting, the college requires candidates to complete Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background check and submit the results to authorized personnel at their assigned “school/agency” before the *beginning of the field experience or the first day* of the semester in which student teaching/internship will take place. Authorized “school/agency” personnel will determine whether a candidate may participate in fieldwork in that setting. The BCII and FBI background checks are good for one year and are mandatory for licensure application. Electronic fingerprinting is available for BCII and FBI in 221 White Hall and should be completed at least two months prior to *field experience/* student teaching/culminating internship. Regional campus students should contact their Regional Campus coordinator to identify fingerprinting availability at each campus. Candidates are responsible for fees incurred for this requirement. For more information on this policy, contact the Director of Clinical Field Experience in 304 White Hall. Visit the Ohio Department of Education Web site (<http://ode.state.oh.us>) for more information about background check requirements for educators in Ohio. Contact the Office of Professional Conduct at the ODE for specific information about the results of the background check.

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **5-Dec-08**      Curriculum Bulletin \_\_\_\_\_  
 Effective Date   **Fall 2009**      Approved by EPC \_\_\_\_\_

Department \_\_\_\_\_  
 College           **EH - Education, Health and Human Services**  
 Proposal           **select one**  
 Course Subject                      Course Number \_\_\_\_\_  
 Course Title \_\_\_\_\_  
 Minimum Credits                      Maximum Credits \_\_\_\_\_

- |               |   |   |
|---------------|---|---|
|               | <input type="checkbox"/> Subject                | <input type="checkbox"/> Cross-Listed / Slash                 |
|               | <input type="checkbox"/> Number                 | <input type="checkbox"/> Grade Rule                           |
|               | <input type="checkbox"/> Title                  | <input type="checkbox"/> Credit by Exam                       |
| Checked items | <input type="checkbox"/> Title Abbreviation     | <input type="checkbox"/> Course Content                       |
| are new       | <input type="checkbox"/> Credit Hours           | <input type="checkbox"/> Liberal Education Requirements (LER) |
| or revised    | <input type="checkbox"/> Prerequisites          | <input type="checkbox"/> Writing-Intensive (WIC)              |
|               | <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Diversity                            |
|               | <input type="checkbox"/> Schedule Type          | <input type="checkbox"/> Other                                |

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):  
**Large Scale Change: Addition of language to each student teaching and culminating experience course in teacher education to include the requirement of a background check prior to the first day of the semester in which student teaching/internship will take place. See attached list of student teaching/culminating internship courses.**

Units consulted (other departments, programs or campuses affected by this proposal):  
**ECED, FMPS, WFAM, BTDV, PSND, TSOA, CHEM, ESCI, LFSC, PHY, ECON, GEOG, HIST, POL, SOC, DFED, EI, GLAS, GMLA, GMS, GMSS, GSSL, GSSS, MLDM, MDIN, LART, LAMT, LASC, MATH, MTSC, MTSS, PHSC, SCNC, SST, SSLA, SSSC, TIED, VMKT, SHED, SHED HPE, PEP HPE, PEP TCER, ECET, ASL, ARTE, DANC, FR, GER, LAT, MUED, RUSS, SPAN, TESL, TECH.**

## REQUIRED ENDORSEMENTS

Department Chair / School Director / Campus Dean	____/____/____
College Dean	____/____/____
Executive Dean of Regional Campuses / Dean of Graduate Studies	____/____/____
Senior Vice President for Academic Affairs and Provost	____/____/____

# BASIC DATA SHEET

**Complete all fields. Data entered below should reflect new/revised information.**

Preparation Date \_\_\_\_\_ Requested Effective Term **select one**

Course Subject \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Title Abbreviation \_\_\_\_\_

NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)

Slash Course   /  /   Cross-listed with \_\_\_\_\_ Cross-list Banner code \_\_\_\_\_  
4/5, 4/5/7 or 6/8 NOTE: To be completed by Curriculum Services.

Minimum Credit  to  or \_\_\_\_\_ Maximum Credit \_\_\_\_\_ (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)

Contact Hours  Lecture Minimum Hours  to  or Maximum Hours

Per Week  Laboratory Minimum Hours  to  or Maximum Hours

Other Minimum Hours  to  or Maximum Hours

NOTE: Contact hours should be per week.

Repeat Status **select one**  
If repeats, course limit \_\_\_\_\_ OR maximum hours \_\_\_\_\_

Course Level **select one**

Grade Rule **select one**

Schedule Type(s) **select one**

Course Attribute(s) **select one**

Credit By Exam **select one**

## COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

### Prerequisite

Course(s) \_\_\_\_\_

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s) \_\_\_\_\_

Corequisite(s) \_\_\_\_\_

Registration is by special approval only  Yes  No

NOTE: Checking "yes" means all students must seek approval from department to register.

### Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

### COMPLETED BY CURRICULUM SERVICES

OBR Program Code \_\_\_\_\_

OBR Subsidy Code \_\_\_\_\_

OBR Course Level \_\_\_\_\_

CIP Code \_\_\_\_\_

Catalog Description **Add to current description: Students are required to complete Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background checks and submit the results to authorized personnel at their assigned "school/agency" before the first day of the semester in which student teaching/internship will take place.**

(do not include prerequisites)

Complete the following only if applicable:

Previous Title \_\_\_\_\_

Previous Subject \_\_\_\_\_ Previous Number \_\_\_\_\_

Content Outline (include contact hours for each section)

Contact Hours      Outline

Total Contact Hours

Textbook(s) Used in this Course

Writing Expectations

Instructor(s) Expected To Teach

Instructor(s) Contributing to Content

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**REQUIRED ENDORSEMENT**

\_\_\_\_\_ / \_\_\_\_\_  
Department Chair / School Director / Campus Dean

## Proposal Summary

**Title: Large Scale Change to course descriptions that include field experience, student teaching, and culminating internships in teacher education to include criminal background check requirement.**

### Subject Specification:

1. Revise course descriptions for the following courses with field experiences to include background check requirement:

ADED: 42292 Field Work Practicum; 32142 Principles of Teaching Adolescents; 42268 Teaching Mathematics in Secondary Schools

CTTE: 45377 Career and Technical Education: Advanced Methodologies; 46020 Curriculum Guide: Design and Application; 46092 Internship, Practicum and Field Experience in Career Technical Education; 46192 Practicum: Occupational

ECED: 40165 Integrated Application of Preschool Curriculum; 40128 Integrated Field Experiences; 30164 Preschool Education

ECET: 22130 Emerging Literacy; 21010 Infant/Toddler Curriculum and Services; 21005 Partnerships in Child Guidance; 22000 Preschool Curriculum; 22150 Student Teaching

HDFS: 44019 Intergenerational Experiences; 44092 Practicum in Human Development and Family Studies; HED 44543 Administration of School Health Programs; 48092 Field Experiences in Health Education and Promotion; 21050 Health Behavior; 42041 Health Counseling; 44092 Internship in Community Health Education; 32542 Methods and Applications of Health Education; 34060 Small Group Processes

MCED: 41000 Curriculum and Organization in Middle Childhood; 30092 Field Experience II: Middle Childhood; 40092 Field Experiences III: Middle Childhood

MCED: 31000 Teaching and Learning in Middle Childhood; 40002 Teaching Science in the Middle Childhood; 40003 Teaching Social Studies in Middle childhood

SEED: 42292 Field Work Practicum; 32275 Social Studies Education and the Social Sciences; 32272 Teaching of Speech

SPED: 43020 Assessment in Special Education; 43080 Assistive Technology for Students with Disabilities; 43050 Characteristics of Students with Mild/Moderate Intervention Needs; 43051 Characteristics of Students with Moderate/Intensive Intervention Needs; 43030 Classroom and Behavior Management I: Theory and Techniques; 43031 Classroom and Behavior Management II: Application and Teaching Social Skills; 43106 Classroom Setting Interpreting; 43060 Curriculum/Methods Classroom Instruction: Mild/Moderate Intervention; 43061 Curriculum/Methods Classroom Instruction: Moderate/Intensive Intervention; 43092 Deaf Residential School Internship; 43010 Family and Professional Collaboration; 44092 Field Experience for Mild/Moderate Intervention Specialist; 44192 Field Experience for Moderate/Intensive Intervention Specialist; 43992 Field Experience in Special Education; 43309 Introduction to Deaf Studies; 23000 Introduction to Exceptionalities; 43040 Language and Reading in Special Education; 43313 Literacy Assessment and Intervention for Deaf/Hard of Hearing Students; 43107 Nonclassroom Setting Interpreting; 43070 Planning and Programming for Transition; 43192 Practicum in Educational Interpreting; 43392 Practicum: Deaf Education

2. Revise course descriptions for the following student teaching/culminating internship courses to include background check requirement:

ADED: 42357 Secondary Student Teaching; 42358 Secondary Student Teaching

HED: 42358 Student Teaching

ECET: 22150 Student Teaching

CTTE: 46031 Student Teaching in Career Technical Education

MCED: 42357 Student Teaching in Middle Childhood; 42358 Student Teaching in Middle Childhood

SPED: 43981 Student Teaching in Special Education

ECED: 40292 Internship in Kindergarten/Primary; 40192 Internship in Preschool

PEP: 49526 Student Teaching in Physical Educ

TECH: 46031 Student Teaching

**Background Information:** Effective Fall 2008, students in teacher education programs are required to have a criminal background check completed prior to student teaching/culminating internship. In response to H.B. 190 passed in November 2007 which requires BCII and FBI checks of all applicants for employment, not just those who are responsible for the care, custody or control of a child, more and more school districts and agencies are requiring background checks for student teachers and those in culminating internships. During the past year, more and more school districts are also requiring background checks for students participating in field experiences. Although the legislation does not specifically require background checks for student teachers and field experience students, the Ohio Department of Education is recommending that teacher education programs require them. Teacher education program coordinators in EHHS, the College of Technology, The College of the Arts, and The College of Arts and Sciences have recommended requiring background checks for all students participating in field experiences to ensure that every student is ready to participate in a field experience regardless of whether or not a particular school district to which the field experience student is assigned requires it. There has been some confusion this past year when in the same program, some students were required by their host school to have a background check and others were not. The cost of the background checks is \$55 and since it is good for one year, students may have to repeat the check three times in their program. If it is still valid, the final check may also be used for licensure application which also requires both the BCII and FBI checks. Students will be advised of this policy by their professional advisors in White Hall, by faculty in Education in a Democratic Society (introductory course required of all teacher

education students), in checklists for advanced study/student teaching and letters to prospective student teachers and in Flashfast.

**Alternatives or Consequences:** An alternative that was considered is to require criminal background checks only for students who are placed in schools requiring criminal background checks. Since schools may make a last minute decisions to require background checks, thus eliminating that school as a placement site for students without the background checks, we thought that a consistent policy would ensure that all students be eligible to work in all schools. Placements are becoming more and more difficult to secure so finding alternate placements at the last minute is nearly impossible to do.

**Specific Recommendation and Justification:**

1. Revise the course description for courses with field experience to include the following statement: Students are required to complete a Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background check and submit the results to authorized personnel at their assigned "school/agency" before beginning the field experience.
2. Revise the course descriptions for student teaching and culminating internships to include the following statement: Students are required to complete a Bureau of Criminal investigation and Identification (BCII) background check and submit the results to authorized personnel at their assigned "school/agency" before the first day of the semester in which student teaching/internship will take place.

**Note** that faculty/staff are not responsible for collecting and maintaining background check information from students. This decision was made in consultation with KSU legal counsel since it is ultimately the responsibility of the school/district/agency to determine whether or not a KSU student may participate in field experience/student teaching/culminating internship.

**Note** that Department/School schedulers will make a notation about the requirement in the Section Long Text so that students can access this information while registering for a course with a field experience/student teaching/culminating internship.

This proposal has been approved by all teacher education programs.

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **5-Dec-08**

Curriculum Bulletin \_\_\_\_\_

Effective Date **Fall 2009**

Approved by EPC \_\_\_\_\_

Department

College **EH - Education, Health and Human Services**

Proposal **select one**

Course Subject \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Minimum Credits \_\_\_\_\_ Maximum Credits \_\_\_\_\_

- |  |   |   |
|--|---|---|
| Checked items<br>are new<br>or revised | <input type="checkbox"/> Subject                | <input type="checkbox"/> Cross-Listed / Slash                 |
|  | <input type="checkbox"/> Number                 | <input type="checkbox"/> Grade Rule                           |
|  | <input type="checkbox"/> Title                  | <input type="checkbox"/> Credit by Exam                       |
|  | <input type="checkbox"/> Title Abbreviation     | <input type="checkbox"/> Course Content                       |
|  | <input type="checkbox"/> Credit Hours           | <input type="checkbox"/> Liberal Education Requirements (LER) |
|  | <input type="checkbox"/> Prerequisites          | <input type="checkbox"/> Writing-Intensive (WIC)              |
|  | <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Diversity                            |
|  | <input type="checkbox"/> Schedule Type          | <input type="checkbox"/> Other                                |

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):  
**Large Scale Change: Addition of language to each student teaching and culminating experience course in teacher education to include the requirement of a background check prior to the first day of the semester in which student teaching/internship will take place. See attached list of student teaching/culminating internship courses.**

Units consulted (other departments, programs or campuses affected by this proposal):  
**ECED, FMPS, WFAM, BTDV, PSND, TSOA, CHEM, ESCI, LFSC, PHY, ECON, GEOG, HIST, POL, SOC, DFED, EI, GLAS, GMLA, GMS, GMSS, GSSL, GSSS, MLDM, MDIN, LART, LAMT, LASC, MATH, MTSC, MTSS, PHSC, SCNC, SST, SSLA, SSSC, TIED, VMKT, SHED, SHED HPE, PEP HPE, PEP TCER, ECET, ASL, ARTE, DANC, FR, GER, LAT, MUED, RUSS, SPAN, TESL, TECH.**

## REQUIRED ENDORSEMENTS

\_\_\_\_\_  
 Department Chair / School Director / Campus Dean \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
 College Dean \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
 Executive Dean of Regional Campuses / Dean of Graduate Studies \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
 Senior Vice President for Academic Affairs and Provost \_\_\_\_/\_\_\_\_/\_\_\_\_

# BASIC DATA SHEET

**Complete all fields. Data entered below should reflect new/revised information.**

Preparation Date **5-Dec-08** Requested Effective Term **Fall 2009**

Course Subject \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Title Abbreviation \_\_\_\_\_

NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)

Slash Course   /  /   Cross-listed with \_\_\_\_\_ Cross-list Banner code \_\_\_\_\_  
4/5, 4/5/7 or 6/8 NOTE: To be completed by Curriculum Services.

Minimum Credit  to  or \_\_\_\_\_ Maximum Credit \_\_\_\_\_ (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)

Contact Hours  Lecture Minimum Hours  to  or Maximum Hours \_\_\_\_\_

Per Week  Laboratory Minimum Hours  to  or Maximum Hours \_\_\_\_\_

Other Minimum Hours  to  or Maximum Hours \_\_\_\_\_

NOTE: Contact hours should be per week.

Repeat Status **select one**  
If repeats, course limit \_\_\_\_\_ OR maximum hours \_\_\_\_\_

Course Level **select one**

Grade Rule **select one**

Schedule Type(s) **select one**

Course Attribute(s) **select one**

Credit By Exam **select one**

## COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) \_\_\_\_\_

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s) \_\_\_\_\_

Corequisite(s) \_\_\_\_\_

Registration is by special approval only  Yes  No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code \_\_\_\_\_

OBR Subsidy Code \_\_\_\_\_

OBR Course Level \_\_\_\_\_

CIP Code \_\_\_\_\_

Catalog Description **Add to current description:** Students are required to complete Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background checks and submit the results to authorized personnel at their assigned "school/agency" before beginning the field experience.

(do not include prerequisites)

Complete the following only if applicable:

Previous Title \_\_\_\_\_

Previous Subject \_\_\_\_\_ Previous Number \_\_\_\_\_

Term Start \_\_\_\_\_ Term End \_\_\_\_\_ NOTE: To be completed by Curriculum Services.

Term Start \_\_\_\_\_ Term End \_\_\_\_\_ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours      Outline

Total Contact Hours

Textbook(s) Used in this Course

Writing Expectations

Instructor(s) Expected To Teach

Instructor(s) Contributing to Content

**REQUIRED ENDORSEMENT**

\_\_\_\_\_  
Department Chair / School Director / Campus Dean

\_\_\_\_/\_\_\_\_/\_\_\_\_

## Student Teaching Courses

Program	Course #	Course Name	Experience
ADED	42357	Secondary Student Teaching	12 wks student teaching
	42358	Secondary Student Teaching	10 wks student teaching
CTTE	46031	Student Teaching in Career Technical Education	12 wks student teaching
ECED	40292	Internship in Kindergarten/Primary	16 wks full days
ECET	22150	Student Teaching	300 hrs student teaching
HED	42358	Student Teaching	12 wks student teaching
MCED	42357	Student Teaching in Middle Childhood	8 wks full time student teaching
	42358	Student Teaching in Middle Childhood	12 wks full time student teaching
SPED	43981	Student Teaching in Special Education	200 clock hrs student teaching
	40192	Internship in Preschool	16 wks full days
PEP	49526	Student Teaching in Physical Educ	full sem student teaching
TECH	46031	Student Teaching	10 wks student teaching

## Field Experience Courses

Program	Course #	Course Name	Experience
ADED	42292	Field Work Practicum	96 hr
	32142	Principles of Teaching Adolescents	30 hr clinical/field exp
	42268	Teaching Mathematics in Secondary Schools	46 hr clinical/field exp
CTTE	45377	Career and Technical Education: Advanced Methodologies	30 hr clinical/field exp
	46020	Curriculum Guide: Design and Application	15 hr clinical/field exp
	46092	Internship, Practicum and Field Experience in Career Technical Education	Supv. Internship, practicum or field exp
	46192	Practicum: Occupational	Supv. Work exp
ECED	40165	Integrated Application of Preschool Curriculum	internship in preschool
	40128	Integrated Field Experiences	field exp, observe
	30164	Preschool Education	2 mornings/wk field exp
ECET	22130	Emerging Literacy	field hrs required
	21010	Infant/Toddler Curriculum and Services	38 hrs field exp
	21005	Partnerships in Child Guidance	12 hrs field exp
	22000	Preschool Curriculum	38 hrs field exp
	22150	Student Teaching	300 hrs student teaching
HDFS	44019	Intergenerational Experiences	Practical experience in working with older adults in structured setting
	44092	Practicum in Human Development and Family Studies	Observation and participation in child, family and social services agencies
HED	44543	Administration of School Health Programs	25 hr clinical/field exp
	48092	Field Experiences in Health Education and Promotion	Observation and participation in public health agency, school or health care facility
	21050	Health Behavior	5 hr clinical/field exp
	42041	Health Counseling	20 hr clinical/field exp
	44092	Internship in Community Health Education	1 sem at approved agency
	32542	Methods and Applications of Health Education	50 hrs clinical/field exp

	34060	Small Group Processes	25 hr clinical/field exp
MCED	41000	Curriculum and Organization in Middle Childhood	15 hr clinical/field exp
	30092	Field Experience II: Middle Childhood	School-based field exp
	31000	Teaching and Learning in Middle Childhood	15 hr clinical/field exp
	40002	Teaching Science in the Middle Childhood	40 hr clinical/field exp
	40003	Teaching Social Studies in Middle childhood	Major field exp
SEED	42292	Field Work Practicum	additional field/clinical exp
	32275	Social Studies Education and the Social Sciences	51 hr clinical/field exp
	32272	Teaching of Speech	55 hr clinical/field exp
SPED	43020	Assessment in Special Education	10 hr field exp and 20 hr clinical exp
	43080	Assistive Technology for Students with Disabilities	20 hrs clinical work
	43050	Characteristics of Students with Mild/Moderate Intervention Needs	10 hrs field work
	43051	Characteristics of Students with Moderate/intensive Intervention Needs	10 hrs clinical and 10 hrs field work
	43030	Classroom and Behavior Management I: Theory and Techniques	25 hr field exp
	43031	Classroom and Behavior Management II: Application and Teaching Social Skills	40 hrs field exp
	43106	Classroom Setting Interpreting	4 hr/wk classroom observation and assisting in classroom
	43060	Curriculum/Methods Classroom Instruction: Mild/Moderate Intervention	33 hrs clinical and field work
	43061	Curriculum/Methods Classroom Instruction: Moderate/Intensive Intervention	33 hrs field work
	43092	Deaf Residential School Internship	1 wk/24 hr interaction in residential setting
	43010	Family and Professional Collaboration	24 clinical hrs and 10 hr field exp
	44092	Field Experience for Mild/Moderate Intervention Specialist	Field assignment
	44192	Field Experience for Moderate/Intensive Intervention Specialist	Field assignment
	43992	Field Experience in Special Education	Observation and work with professionals
	43309	Introduction to Deaf Studies	20 hrs field work
	23000	Introduction to Exceptionalities	15 hr clinical/field exp
	43040	Language and Reading in Special Education	15 hr field work

43313	Literacy Assessment and Intervention for Deaf/Hard of Hearing Students	Practicum placement
43107	Nonclassroom Setting Interpreting	4 hr/wk classroom observation and assisting in classroom
43070	Planning and Programming for Transition	10 hrs clinical and 15 hrs field work
43192	Practicum in Educational Interpreting	placement in education based settings
43392	Practicum: Deaf Education	30 hrs field work per credit hr