This handbook will assist education students, referred to as candidates, in program progression and the requirements for teacher licensure. This guide is a supplement to the Clemson University Undergraduate Announcements.

The College of Education and its educator preparation programs are accredited by NCATE (recently renamed CAEP) and the SC State Department of Education. The mission is as follows:

The College of Education is a transformative leader in systemically improving education, beginning at birth. Our mission is to engage our students in high quality applied research, professional learning, and immersive experiences. We prepare culturally competent scholar practitioners who promote the growth, education, and development of all individuals, with emphasis on underperforming schools and underserved communities across the state and nation.

**UNDERGRADUATE DEGREES**

- Agricultural Education
- Early Childhood Education
- Elementary Education
- Mathematics Teaching
- Secondary Education
- Science Teaching
  - Biological Sciences
  - Chemistry
  - Physics
  - Physical Sciences
- English
- Mathematics
• Social Studies (History)  • Special Education

Programs of study can be found in the Clemson University Undergraduate Announcements for the year in which a candidate enters the program.  
http://www.registrar.clemson.edu/html/catalog.htm

ACADEMIC ADVISING

Freshman and sophomore education majors will be advised by the Academic Advising Center. After admission to the professional level of the education program each candidate is assigned an education faculty advisor. Candidates must consult with their academic advisors during fall (beginning around November 1) and spring (beginning around April 1). Candidates are encouraged to contact their advisors at any time during the year when questions or concerns arise. A candidate’s Degree Audit is available on-line through Degree Works at all times for possible consultation.

The University’s “Academic Eligibility Policy” is the Clemson University Undergraduate Announcements Academic Regulations section.  http://www.registrar.clemson.edu/html/catalog.htm

The College of Education has additional policies defined in the Undergraduate Announcements under College of Education and the specific academic programs.

LIVETEXT

All education majors are required to make a one-time purchase of LiveText. LiveText must be purchased either at the Clemson University bookstore or online through the Clemson University bookstore. Clemson has the required version needed and has a cost agreement with LiveText. LiveText is an online web-based candidate performance assessment data collection, archival, and report generation system used by many colleges and universities for program accreditation. Starting with ED 1050, candidates are required to upload to LiveText in various courses throughout the education program and instructors score using specific assessment scoring guides in LiveText. Candidates can see instructor scores in LiveText. Individual candidate performance data is aggregated, summarized and reported for continued accreditation and the data is used for our program improvement. Candidates may opt to use the LiveText portfolio feature to highlight work and accomplishments.
FIELD EXPERIENCE/CLINICAL PRACTICE

Candidates have field and clinical experiences throughout four years in classrooms, schools, and centers gradually increasing in scope and responsibility with placements. Beginning with tutoring experiences during their freshmen year (ED 1050), and continuing with a variety of placements throughout the sophomore and junior years, candidates are prepared for the culminating senior year first semester practicum and finally, student teaching. By the end of student teaching, candidates recommended for licensure will have a strong base of disciplinary/content knowledge, pedagogical content knowledge and skills and professional dispositions including a deep understanding of foundational issues relates to academic success and educational equity.

When registering for these courses, candidates must be flexible about placement site assignments and committed to each experience. Candidates arrange and negotiate each field experience and placement with the course instructor, the Office of Field & Clinical Experiences and Certification, and/or the setting during the work day hours relative to the assigned field placement by completing a request form. Under no circumstances should a candidate try to negotiate field placements without obtaining official permission from the Office of Field & Clinical Experiences and Certification. Otherwise the Office of Field & Clinical Experiences and Certification will not honor that placement. Transportation to sites is the responsibility of the candidate.

The first field experience course, Education Orientation (ED 1050) is a two credit hour course in which candidates spend one hour per week in schools assisting teachers, observing, and tutoring. (Candidates who have had a teacher cadet course in high school must enroll in the education orientation class.) This course is followed by foundations and 3000 and 4000 level courses with field experience components. In the senior year candidates complete a first semester experience while taking a methods course and then complete student teaching in the final semester. Courses requiring field placements.

ADMISSION TO THE PROFESSIONAL LEVEL

Sophomore year candidates will be evaluated for admission the professional level of the program and will be notified by the Academic Advising Center of acceptance or denial to candidate’s
University email account. Specifically, admission to professional level is processed during the term in which a student is to complete 60 semester hours of work.

Requirements include:

- A minimum GPA of 2.75 at Clemson University (2.50 for candidates entering as freshmen or transfers prior to the 2014-15 academic year)
- Passing score on all three parts of the Praxis Core (Praxis I Pre-Professional Skills Test, PPST if taken prior to October 2014). A candidate may exempt by meeting one of the following:
  - An SAT score of 1650 or better on the three-part SAT
  - An ACT composite score of 24 or better

Candidates who have not been admitted to the professional level of the education program will NOT be allowed to enroll in selected 3000-level and any 4000-level education courses. Once professional level admission is met, the GPA required for professional level admission must be maintained in order to continue program progression.

PRAXIS CORE TESTS

The three parts of the Praxis Core must be taken and passed (Praxis I Pre-Professional Skills Test, PPST, will be accepted for those who had passing scores on all three parts by August 31, 2014). The Praxis Core tests measure critical thinking and academic skills in reading, writing and mathematics. A candidate may exempt the Praxis Core with acceptable SAT or ACT scores (see above) for admission to professional level of the program.

When registering for PRAXIS tests, candidates must request that scores be sent to both Clemson University (code 5111) and to the South Carolina State Department of Education (code 8108). When registering a candidate must enter his/her correct social security number and Clemson record first and last name. If an incorrect social security number is entered or omitted on the registration form, scores will not be sent to the South Carolina State Department of Education.

If for some reason score reports are not sent to Clemson University by ETS, the candidate must contact ETS and request scores be sent to Clemson. Clemson University’s Office of Field
& Clinical Experiences and Certification will not process and sign off on licensure until the candidate has requested that ETS send scores to Clemson, scores have been received by Clemson, and scores have been uploaded into Clemson’s student database.

APPLICATION FOR SENIOR YEAR FIELD PLACEMENTS

Candidates will apply for their field experience prior to student teaching and student teaching placement in the spring of the junior year through the Office of Field & Clinical Experiences and Certification. Application forms for both the first semester senior year placement and the student teaching placement need to be completed (early childhood, elementary, secondary and special education). Candidates will be placed only in school districts of the four counties (Anderson, Greenville, Oconee, and Pickens) in the vicinity of Clemson University. For the senior field experience prior to student teaching, candidates will not be placed in a school in which relatives work or attend. Candidates will not be placed in the high schools attended.

Eligibility for student teaching is dependent on: (1) admission to the professional level of the program; (2) completion of at least 95 semester hours; (3) A minimum cumulative grade-point average of 2.75 (2.5 for those entering education program prior to 2014-15). Students with a lower than the minimum cumulative grade-point average may appeal to the Chair of Teacher Education using the Appeal Form in this document, but exceptions are not common.

Student teachers are only permitted to miss three days during the student teaching experience. Therefore, if a candidate knows of any personal or medical reason that would cause them to miss more than three days of student teaching during the semester, the candidate will not be permitted to enroll in student teaching.

CRIMINAL RECORDS CHECK

A prior criminal record could prevent a teacher education candidate from being licensed as a teacher in this State in accordance with State Board of Education guidelines.

Section 59-25-115 of the South Carolina Code of Laws specifies that before beginning the full-time clinical teaching experience
in South Carolina, a teacher education candidate shall undergo a state criminal records check by the South Carolina Law Enforcement Division (SLED) and a national criminal records check supported by fingerprints by the Federal Bureau of Investigation (FBI). The cost associated with the FBI background checks are the responsibility of the candidate. Information reported relative to prior arrests or convictions will be reviewed by the State Department of Education, and the State Board of Education when warranted, according to board guidelines. A teacher education candidate with prior arrests or convictions of a serious nature that could affect his/her fitness to teach in the public schools of South Carolina may be denied the opportunity to complete the clinical teaching experience, and thus affect eligibility for initial teacher licensure. An individual who is denied this opportunity as a result of prior arrests or convictions, after one year, may request reconsideration under guidelines established by the State Board of Education.

The criminal records check will be handled through the Office of Educator Services at the South Carolina State Department of Education and will be considered a part of the Student Teaching pre-certificate phase of a person’s application for a teaching credential. The Office of Field & Clinical Experiences and Certification will contact candidates at the appropriate time to inform them of this requirement. The criminal background check is to be completed the semester prior to beginning the block/methods courses and no later than the deadline established by the South Carolina State Department of Education. The deadlines established by the South Carolina State Department of Education are June 15 for those entering the block/methods courses in the upcoming fall semester and February 15 for those entering the block/methods courses in the upcoming spring semester. Failure to meet this deadline could prevent the candidate from student teaching.

Provided the criminal records check is conducted within eighteen months of the time the teacher candidate formally applies for a teaching license, the fingerprinting will not have to be repeated at the time of application. A graduate of a teacher education program applying for initial teacher licensure must have completed the FBI fingerprint process within eighteen months of formally applying for initial teacher licensure or the fingerprint process must be repeated. The background check normally requires 6 to 8 weeks to process.
The Office of Field & Clinical Experiences and Certification will contact candidates who are enrolled in teaching methods and early senior year field experience courses by the end of the registration period each semester with detailed instructions to complete the criminal background check. The fingerprint process is done through **IdentoGo (by MorphoTrust USA)** and candidates will register for an appointment online at the following website: [https://www.identogo.com/](https://www.identogo.com/). When registering for an appointment, the candidate will choose the reason for fingerprinting, **SC920060Z SDE-Teacher certification** so the results will be sent directly to the agency listed on the registration form.

Candidates submit personal information on IdentoGo’s online system at least 24 hours prior to the fingerprinting session. Candidates must have the following at the fingerprinting appointment: South Carolina driver’s license. If the candidate does not have a current South Carolina driver’s license, two forms of government issued ID such as another state’s driver’s license, passport, military ID, social security card, etc., one of which needs to be a photo ID, is required. Candidates will receive a signed receipt at the end of the fingerprinting session, which is to be kept by the candidate for personal records.

Failure to complete this process by the deadline established by the South Carolina State Department of Education could prevent a candidate from senior year student teaching.

**APPLICATION FOR TEACHING LICENSE**

Candidates must complete the **Application for Educator Licensure** which is the Student Teaching pre-licensure phase of an application for a teaching credential. This application is to be completed the spring semester prior to beginning the methods and field experience prior to student teaching courses and no later than the deadline established by the South Carolina State Department of Education. The deadlines established by the South Carolina State Department of Education are June 15 for those entering the methods and field experience prior to student teaching courses in the upcoming fall semester and February 15 for those entering the methods and field experience prior to student teaching courses in the upcoming spring semester. **Failure to meet this deadline could prevent the candidate from student teaching.**
The Office of Field & Clinical Experiences and Certification will contact candidates at the time of eligibility for application. Candidates will complete the application and make an application fee payment online at the following South Carolina State Department of Education website: http://ed.sc.gov/educators/teaching-in-south-carolina/aspiring-educators/ (The application fee does not include the FBI fingerprint processing fee.)

**Social Security Card** - A photocopy of the social security card is required for processing your application for licensure and must be mailed to the South Carolina State Department of Education to: Office of Educator Services, 8301 Parklane Rd., Columbia SC 29223.

The Office of Field & Clinical Experiences and Certification will monitor lists prepared by the State Department of Education to determine which candidates have been cleared for student teaching. Candidates will be contacted by email and/or telephone if any tasks required for completion of your background check and clearance for student teaching have not been completed. **Failure to meet these requirements and state deadlines could prevent a candidate from student teaching.**

**Out-of-State Certification** - Contact the education department or commission in the state in which you are interested in receiving licensure for specific state requirements.

**PRAXIS II TESTS REQUIREMENTS**

Candidates are required to take the Praxis II Principles of Learning and Teaching (PLT) exam and the specialty area exam(s) for SC licensure. Scores must be reported to Clemson prior to graduation. The South Carolina State Department of Education website provides the PLT exam required for candidate’s licensure area. Exams, test dates and registration for exams are found online at: www.ets.org/praxis. The Praxis II specialty area exam(s) information is linked below by the candidate’s degree.

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<th>Agricultural Education</th>
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<td>Early Childhood Education</td>
<td>Science Teaching</td>
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<td>Elementary Education</td>
<td>Secondary Education - Social Studies (History)</td>
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<td>Secondary Education - English</td>
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When registering for PRAXIS tests, candidates must request that scores be sent to both Clemson University (code 5111) and to the South Carolina State Department of Education (code 8108). The South Carolina State Department of Education will not process the teaching license until passing Praxis scores are received directly from Educational Testing services (ETS). Scores must be on file with Clemson to receive a grade for student teaching. When registering a candidate must enter his/her correct social security number and Clemson record first and last name. If an incorrect social security number is entered or omitted on the registration form, scores will not be sent to the South Carolina State Department of Education.

If for some reason score reports are not sent to Clemson University by ETS, the candidate must contact ETS and request scores be sent to Clemson. Clemson University’s Office of Field & Clinical Experiences and Certification will not process and sign off on licensure until the candidate has requested that ETS send scores to Clemson, scores have been received by Clemson, and scores have been uploaded into Clemson’s student database.

A candidate should take the Praxis II exams by the end of the semester immediately preceding the student teaching semester, at the beginning of the student teaching semester, or as early as is prescribed by your program area in the undergraduate catalog. The majority of major courses should be completed prior to taking the Praxis II specialty area examination(s). Candidates will not be recommended for licensure until the specialty area examination(s) are passed.

STUDENT TEACHING

The final clinical experience for the candidate is full-time student teaching under the guidance of a cooperating teacher and a university supervisor in a public school for a period of 14 to 16 weeks (64 - 72 days). All student teaching reference materials including the Student Teacher Handbook (syllabus) and Roles and Responsibilities Handbook is located on the College of Education website.

TRANSCRIPTS

In order to meet the requirements for teacher licensure, the South Carolina Department of Education requires official transcripts from all the colleges and universities attended.
The Clemson University transcript does not list courses taken at other institutions. Candidates must request transcripts be sent from other institutions directly to the South Carolina State Department of Education, Office of Educator Services, 8301 Parklane Rd., Columbia, SC, 29223. Candidates may pick up a Transcript Request Form from the Transcript Office in 104 Sikes Hall or find the form on the Office’s website. The form is to be completed and returned to 104 Sikes Hall no earlier than two weeks prior to graduation. The block on the Transcript Request Form labeled Held until degree is conferred should be checked to ensure conferred degree and graduation date are shown on official transcript. The Transcript Office charges a fee for each Clemson University transcript.
QUICK CHECKLIST

☐ Complete and submit a **Statement of Disclosure Concerning all Prior Convictions** form which is provided by the Academic Advising Center.

☐ Purchase **LiveText** from the University bookstore and register the LiveText account.

☐ At beginning of term in ED 1050 complete a **State Law Enforcement Division (SLED) background check** and have a **Tuberculosis (TB) test**. Both are requirements for public school placements.

☐ Take the appropriate **Praxis II Principles of Learning and Teaching (PLT) Exam** after completing EDF 3020 Educational Psychology.

☐ Complete **Application for Senior Year Placements** for **early childhood, elementary, secondary** and **special education** – First semester and the second semester Student Teaching.

☐ Complete the requirements for a **Criminal Records Background Check** (see above).

☐ Take the required **Praxis II Specialty Area Exam(s)** for licensure area at the end of first semester senior year or early into the student teaching semester.

☐ Complete the **Application for Educator Licensure**. Request transcripts.

☐ from all the colleges/universities attended be sent to the South Carolina Department of Education as required as a requirement for licensure.

CODES OF CONDUCT

COLLEGE OF EDUCATION POLICY FOR FIELD & CLINICAL EXPERIENCES

The principal of a school is legally responsible for all that takes place within the school, and the classroom teacher is responsible to the principal. The education program candidate must fit into the organizational framework of the school and is an ambassador for Clemson University and a guest in the schools. For this reason, the policies of the school must be obtained and followed in addition to the following:

- Candidates will arrive to school on time and check in at the main office.
- Candidates are assigned to a school based on a cooperative relationship with Clemson University. The school determines all aspects of the educational programs and policies within the school.
- Candidates are to conduct themselves as professionals in accordance with expectations for faculty members in the school.
- Candidates will maintain a professional appearance according to the standards for faculty members of the school. It is the candidate’s responsibility to know these standards.
- If a candidate must be late or absent, the candidate must call the school 24 hours in advance or as soon as possible in an emergency. If in senior year field and clinical practice, the cooperating teacher and university supervisor must also be contacted immediately.
- Candidates should not become personally involved with students in social activities not sponsored by the school.

Clemson University’s College of Education teacher candidates can be removed from field or clinical experiences at the request of the University Supervisor, the Classroom Teacher, the Cooperating School, the Cooperating School District and/or the Coordinator, Office of Field & Clinical Experiences and Certification for violations of the College of Education Policy for Field and
Clinical Experiences. Removal from field or clinical experiences can result in the failure of courses requiring field or clinical experiences.

SC STANDARDS OF CONDUCT FOR SOUTH CAROLINA EDUCATORS

Student teachers must conduct themselves in a manner consistent with professional, moral and ethical standards including the College of Education code of conduct, the SC ADEPT teaching standards (including ADEPT 10-Professionalism), and the SC Code of Conduct for South Carolina teachers. [link to standards]

OTHER RESOURCES

A few resources are provided below. Other resources for students can be found on the College of Education website: [link to website] and Clemson University’s website.

ADEPT STATE TEACHING PERFORMANCE STANDARDS

ADEPT is South Carolina's system for assisting, developing, and evaluating professional teaching. The standards are aligned with nationally recognized professional standards and forms a seamless continuum for educators throughout the teaching career. The ADEPT standards and key elements can be found at [link to standards]

JOB SEARCH & MICHELIN CAREER CENTER

School district websites provide postings for teaching positions in schools within the district.

The Michelin Career Center offers many on-campus interviewing with prospective employers, specific workshops and counseling dealing with various job search and career topics, as well as assistance with resumes, mock interviews and job search skills. In the spring of each year, the Center holds an Education Career Fair. School districts from all over the southeast and beyond attend the Fair and interview candidates the following day.

Through ClemsonJobLink, the Michelin Career Center’s on-line recruiting system, students are able to see job opportunities and connect not only with employers in the USA who are directly...
seeking Clemson graduates, but also with employers across many different countries. ClemsonJobLink is part of NACElink, the world's largest network of college and university career centers and includes over 5 million employers. For those students looking to do something with their major other than teach, the Center offers resources and guidance in options for careers as well as graduate school and professional school options.

**EDUCATION STUDENT ORGANIZATIONS**

There are several education-related student organizations that candidates may wish to join.

**TILLMAN MEDIA CENTER**

The Tillman Media Center, located in 212 Tillman Hall, is a curriculum laboratory and materials center that supports education. All services and resources are focused on hands-on, classroom-based learning to prepare teachers for various learning environments. Items in the collection include K-12 textbooks and lesson planning guides in many subject areas, juvenile and young adult literature, A/V and educational equipment, digital resources, kits, games, manipulatives, DVDs and more. The TMC also offers large format lamination, CD/DVD duplication, book binding, VHS to DVD formatting & a workroom for die cutting and other creative activities. Clemson University Library materials can be picked up and returned at the TMC. [http://libraries.clemson.edu/education-media-center/](http://libraries.clemson.edu/education-media-center/)

**ACADEMIC SUCCESS CENTER**

The University provides tutoring, supplemental instruction, and academic workshops to candidates through the Academic Success Center. Candidates should refer to their website for further information: [http://www.clemson.edu/asc/](http://www.clemson.edu/asc/)

**COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

Many candidates experience developmental or personal concerns, which interfere with their academic performance. In any community, depression, anxiety, drug or alcohol abuse, or other serious problems may stress the population. The CAPS counselors help candidates function well in order to profit by their educational experience. The counselors prefer to work with the candidate before their concerns develop into serious problems. CAPS provides a variety of services including individual and
group counseling, testing for learning disabilities and ADHD, workshops on topics such as assertiveness training, stress management, test anxiety, and full range of consultative services centering on student adjustment in higher education.

OFFICE OF STUDENT DISABILITY SERVICES

Candidates with disabilities should contact the Office of Student Accessibility Services. Clemson University is committed to providing educational opportunities for all Clemson students and assisting them in making their college experiences successful and positive. Student Disability Services coordinates the provision of reasonable accommodations for Clemson students with disabilities. All reasonable accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.