



THE MASTER'S
UNIVERSITY

**Credential Program
Handbook
For Candidates
2018-19**

**Teaching Credential Programs
in the
Pearl S. Wismer School of Education**

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CREDENTIAL PROGRAM HANDBOOK FOR CANDIDATES

Candidates who enroll into a TMU Teaching Credential Program agree to abide by all applicable policies as stated in the TMU Student Handbook, the Academic Catalog, this Credential Program Handbook, and the Clinical Practice Handbook.

TMU STUDENT HANDBOOK

Students in the TMU credential programs (candidates) are bound by the policies and procedures in the TMU Student Handbook. Exceptions are noted below.

Credential program candidates are not considered to be “on contract”, but are expected and required to abide by the Standard of Conduct policies found in the TMU Student Handbook.

<http://www.masters.edu/media/868124/2016-masters-u-handbook-updated.pdf>

CHAPEL AND CHURCH ATTENDANCE

Candidates are not required to attend TMU chapel or the Truth & Life Conference, but candidates may attend as long as attendance does not conflict with program responsibilities.

Regular church attendance is expected and encouraged, but will not be monitored.

HOUSING

Candidates are responsible for making their own housing arrangements. As TMU dorm life is designed for undergraduate students, candidates may not live in the TMU dorms. Candidates may pursue other TMU housing options (such as the International House).

TRANSPORTATION

Since a significant component of the program is clinical practice, requiring daily attendance at a school site away from the TMU campus, candidates must have guaranteed access to their own reliable car. Candidates are responsible for their own transportation.

DRESS CODE

Candidates must follow the TMU Class Dress Code while attending classes on the TMU campus. (See the TMU Student Handbook for details).

Candidates must dress modestly and professionally at school sites. Jeans, flip flops/sandals, and t-shirts are not allowed. Candidates must also dress in ways that will enable them to teach effectively, especially while stooping, bending, leaning over desks, sitting on the floor, having knees at students’ eye levels, etc. Remember also that the way one dresses communicates the attitude one has toward the job; candidates should seek to demonstrate dedication to the teaching profession in the way they dress.

ADDITIONAL ACTIVITIES, CLASSES, AND/OR WORK

The workload of the credential program is demanding. It is a full-time program of graduate-level work, and expectations are greater than in an undergraduate program. For these reasons, candidates are encouraged to carefully evaluate their time commitments to other activities.

Candidates in the program should carefully select any additional extracurricular activities. Commitments made to optional responsibilities (ministries, community work, friends, etc.) must be flexible, based on the amount of time needed to complete all program responsibilities. Candidates are advised to budget time for proper rest and nutrition.

Candidates may not take other classes while in the program and may not participate in intercollegiate athletics.

Candidates may work no more than 10 hours per week during the Fall semester.

Candidates are **not** allowed to work during the Spring semester. Exceptions must be petitioned in advance. Candidates may petition for exception at admission prior to the start of Fall semester, or at the time of formal advancement to Spring semester. Exceptions will be granted on a case-by-case basis at the sole discretion of the School of Education.

SUBSTITUTE TEACHING

TMU allows candidates to substitute teach during the program, as long as the candidate's clinical practice district allows it, and as long as doing so does not conflict with program responsibilities such as attending courses and completing hours of clinical practice. To substitute teach, the candidate must have a valid substitute credential. It is the candidate's responsibility to obtain the appropriate substitute credential, submitting verification to the Credential Analyst.

During Fall semester, candidates may substitute teach only for their assigned master teacher Monday-Thursday (or the days candidates are scheduled to be in the fieldwork placement classroom). Candidates may substitute teach for any teacher/any district on Fridays or on any day(s) candidates are not required to be in their fieldwork classroom.

During Spring semester, candidates may only substitute teach for their assigned master teacher.

TECHNOLOGY REQUIREMENTS

All candidates should have a "smartphone" capable of video recording. If you have questions about your specific device, contact the School of Education.

Candidates should read the information regarding other requirements and policies on the **Computer Services** section of the TMU website.

<http://www.masters.edu/computer-services/>

APPEAL PROCEDURES

Candidates who wish to appeal or challenge a **decision of a faculty member** related to grading, classroom conduct, or professionalism should follow the Academic Appeals Procedure described in the TMU Student Handbook.

If a candidate desires to appeal another type of **decision** (including a decision of the Admissions Panel, School of Education committee, a TPA task score, or a rating by university supervisor and master teacher) he or she must appeal in writing to the Dean of the School of Education within two days of the decision. The Dean will either bring the appeal to the School of Education faculty functioning as an Appeals Committee, or (if the decision involves a School of Education faculty member) will send the appeal to the TMU Vice-President for Academic Affairs, Dr. John Stead jstead@masters.edu.

Appeals handled by the School of Education faculty will normally be considered during regularly scheduled department meetings. If the request is deemed urgent by the Dean, a special meeting of the committee will be called, or the members will be notified by email and deliberations conducted by email.

Candidates who seek **special consideration or an exception to a credential program policy matter** must put their request in writing to the Dean of the School of Education, who will take the request to the School of Education faculty, functioning as the School of Education Appeals Committee. The committee will consider the written request, and if necessary, ask the candidate to meet with them. Most requests of this type will be dealt with during regularly scheduled department meetings, though a special meeting may be called at the discretion of the Dean. For assistance with this procedure, candidates should contact the Credential Analyst or department administrative assistant.

If a student desires to appeal a **decision of the School of Education Appeals Committee**, he or she must appeal in writing to the TMU Vice-President for Academic Affairs, Dr. John Stead jstead@masters.edu, within two days of the decision. The Vice President for Academic Affairs will follow established appeals procedures outlined in the TMU Student Handbook.

PROGRAM OVERVIEW

The TMU Teaching Credential Program is a full-time, on-ground, post-BA two-semester (Fall/Spring) program.

Candidates should navigate to the **Program Outline** tab of the 5th Year Teaching Credential program section of the TMU website and read the information.

<http://www.masters.edu/academics/teachingcredential>

Candidates should read the **Teaching Credential Programs** section of the Academic Catalog.

<http://www.masters.edu/catalog/2017-18/files/assets/basic-html/page-139.html>

Teach-out Policy

In the event that it must discontinue a teaching credential program, the University commits to making provisions for all currently enrolled candidates to finish the program within a reasonable timeframe. The University commits to communicating with all constituents, including all currently enrolled candidates, regarding the proposed teach out plan, including the specific timeline and type of services to be offered. All currently enrolled candidates will be provided with the opportunity to complete the program unless they choose to withdraw or transfer to another program, and will be provided with individual program completion plans. All candidates and graduates will be provided with information on how to access their student records upon program closure.

CREDENTIALS

(Official Names/Types of Credentials)

Preliminary 2042 Multiple Subject Teaching Credential

Teachers in elementary schools need a Multiple Subject Credential, as they usually teach multiple subjects to the same group of students in a self-contained classroom. (The 2042 Multiple Subject credential also authorizes the holder to teach English learners in the regular classroom.)

Preliminary 2042 Single Subject Teaching Credential

Teachers in junior high or senior high schools need a Single Subject Credential in the subject area they wish to teach, as they usually teach a single subject to different groups of students (classes) in a departmentalized setting. (The 2042 Single Subject credential also authorizes the holder to teach English learners in the regular classroom.)

LEVELS OF CREDENTIALS

Preliminary Credential

Candidates are recommended for the Preliminary Credential by The Master's University upon satisfactory completion of the credential program. The Preliminary Credential is valid for five years, during which time candidates can be employed as teachers while completing the requirements needed for the Clear Credential (the next and final level).

Clear Credential

Currently, holders of a Preliminary Credential have three options to obtain a Clear Credential. More information about each of these options is available at the website of the Commission on Teacher Credentialing (CTC): www.ctc.ca.gov

Option 1: A CTC-approved *Teacher Induction Program* through an approved school district, county office of education, college or university, consortium, or private school. This is the most common option.

Option 2: A CTC-approved *Clear Credential or Induction* program through a university or other sponsoring agency. Individuals receive that institution's formal recommendation for the clear credential.

Option 3: Certification by the National Board of Professional Teaching Standards in a qualifying subject.

CLINICAL PRACTICE PLACEMENTS

In addition to taking coursework at TMU, credential program candidates complete clinical practice placements in both Fall and Spring semesters.

Candidates should navigate to the **Clinical Practice** tab of the 5th Year Teaching Credential section of TMU website, and download and read the Clinical Practice Handbook. <http://www.masters.edu/academics/teachingcredential>