



CONCORDIA  
UNIVERSITY

Master of Arts in Teaching

# Master of Arts in Teaching

## Student Information Booklet

Concordia University  
January, 2012

*Dear MAT Student,*

*Welcome to Concordia University! We are happy that you have chosen our MAT program to help you achieve your goal in becoming a teacher.*

*The mission of Concordia University is to prepare students for the transformation of society. I believe that there is no better way to transform society than through education. As a teacher, you will have the opportunity to touch the lives of countless students as you engage them in meaningful learning, encourage them to reach their fullest potential, and offer them hope for a future that is bright.*

*You are in for a fast-paced, hands-on, exciting adventure into the field of education. As you begin your journey, embrace every moment of your MAT experience! Open yourself to the opportunities as well as the challenges and enjoy the camaraderie of your fellow cohort members.*

*Your MAT administrative team is here to assist you in any way possible:*

*Stephanie Murphy: Assistant Director, Elementary program*

*Patty Chaffin: Assistant Director, Secondary program*

*Sheri Smith: Assistant Director, Medford cohorts*

*Sheryl Reinisch: Director of MAT programs*

*Together, we serve as your advisors and are available for you when you have questions, concerns, or if you just need someone to talk to. We look forward to working with you throughout your MAT experience.*

*We wish you God's richest blessings as you begin your journey!*

*Sincerely,*



*Sheryl Reinisch, Ed.D.  
Director of MAT Programs*

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## **MAT Student Information Booklet**

*This booklet is intended to address those frequently asked questions specific to the MAT program. For additional information, please refer to the following:*

- Concordia University Course Catalog: <http://www.cu-portland.edu/catalog/Catalog.pdf> for information regarding financial assistance, tuition and fees, academic policies, course descriptions, etc.
- Concordia University Student Handbook: <http://intranet.cu-portland.edu/students/documents/Student%20Handbook.pdf> for academic information, campus resources, behavioral expectations, public safety and campus security, etc.

### **Getting Started**

#### ***Registering for Classes***

Your MAT advisors will register you for your classes each semester. In Portland, Stephanie registers students in the elementary program and Patty registers students in the secondary program. Patty also registers all Medford students.

Be sure to **check your email frequently**. Email is our primary mode of communication with MAT students. You will receive your class schedules and newsletters via email, as well as notifications, reminders, and updates.

**HOLDS:** A hold on your account will stop the registration process. Holds will also prevent you from accessing your grades through myCU. If you have a hold on your account please address it as soon as possible. *Please note: If you are a recent graduate, a hold will be placed on your account for the second semester until a final transcript, with degree line, is received.*

#### ***Technology Skills***

You should have basic knowledge of computer usage and have experience using various programs and applications (such as Microsoft Office Word and Microsoft Office Power Point, and Internet Explorer). For tutorials, please see: <http://kb.cu-portland.edu>

### ***Network Account***

If you have not already done so, be sure to set up your network account. You will receive a one-time use network access code in the mail. You will use this for your initial access and then choose your own password.

### ***myCU***

myCU provides you with access to your grades, financial statements, class schedules, and more. It can be accessed through the Concordia Intranet at <http://intranet.cu-portland.edu>. myCU also allows you to update your contact information. **However, when updating contact information, it is also necessary to notify your MAT advisor directly.**

### ***Student ID Card***

You will need to obtain a student ID card in order to have access to the library, gym, and other locations on campus. You may obtain your student ID card at the Help Desk, located on the second floor of Hagen Center next to the computer lab. No appointment is necessary.

### ***Parking Permits***

Parking is free for students, faculty and staff at CU. If you bring a vehicle to CU you MUST have a current parking permit. To obtain a permit, go to: [http://www.cu-portland.edu/services/campus\\_safety/parking.htm](http://www.cu-portland.edu/services/campus_safety/parking.htm). This website also has valuable information about parking regulations, fines, and how to obtain your parking pass.

### ***Fingerprinting/Background Checks***

All students must be cleared by TSPC prior to volunteering in a setting with children or youth, or prior to clinical experiences such as the practicum or student teaching. *Clearance through TSPC may take up to six weeks.*

For your convenience, a fingerprinting service comes to campus shortly after you begin the program. Take advantage of this opportunity to complete your fingerprinting/background checks. Students in our Medford cohorts may obtain fingerprinting packets/information from Sheri Smith.

There are fees associated with this process. One fee is charged by the organization that provides the fingerprinting service (typically between \$15 - \$20, due at the time that the service is provided). There are additional fees for processing and the actual TSPC background check (approximately \$65, charged to your Concordia University account).

**Endorsement or Authorization Changes**

Occasionally it is necessary to change an endorsement or switch authorizations. In order for this to occur, you must complete an Endorsement /Authorization Change Form, available through your MAT advisor.

A fee of \$75 will be charged for changing/adding an endorsement after July 15<sup>th</sup>. NO endorsement changes are to be made after October 1<sup>st</sup> (of the second fall semester for MATE students).

*Please note: Any changes made to your endorsements may cause a delay in your practicum and/or student teaching placement.*

**Graduation Applications**

Students are required to complete their graduation application form two semesters prior to graduating. These forms will be completed on myCU. Students are responsible for completing the application forms correctly and completely. This form is critical, as it will guarantee your place in commencement.

**Textbooks**

Each course is given a CRN number which will help you identify the textbooks to purchase for your classes. Textbooks may be purchased at the CU bookstore, *The Bookmark*, on 29<sup>th</sup> Street and Ainsworth Avenue or online at <http://cu-portland.bncollege.com>. Phone: 503-281-0986

**Library Information**

Hours for the George R. White Library and Learning Center are as follows:

<b>Day</b>	<b>Summer Term</b>	<b>Fall/Spring Terms</b>
Mondays-Thursdays	7:00 am-10:00 pm	7:00 am-1:00 am
Fridays	7:00 am-10:00 pm	7:00 am-10:00 pm
Saturdays	7:30 am-10:00 pm	7:30 am-10:00 pm
Sundays	noon-8:00 pm	noon-1:00 am

Link for useful library information:

<http://libguides.cu-portland.edu/content.php?pid=200595>

Contact [www.cu-portland.edu/library](http://www.cu-portland.edu/library) or 503-280-8507 for additional information.

## **Tips for Success for MAT Candidates**

Your success as a future teacher will largely be determined by the skills and character you exhibit now. Consider how your current actions may contribute to your success in this program, and in the future.

### ***Courtesy is Critical***

Whether it is how you speak to your peers and instructors, or by simply notifying an instructor in advance of an absence, being courteous is a critical skill for educators. This also means silencing your cell phone before class to avoid disruptions, as well as considering the appropriate use of laptops or tablets.

### ***Dress for Success***

Wear appropriate attire for exhibiting yourself as a professional educator. Consider how your personal appearance and grooming may be perceived by prospective employers, and dress accordingly.

### ***Create a Professional Email***

A professional email address for educational-related correspondence will leave a favorable impression on instructors, cooperating teachers and future employers. Keep the MAT office updated with any changes you make to your email address.

### ***Cast Yourself in a Positive Light***

It is important to maintain your professionalism in all circumstances. Consider this as you are posting on social networking sites. While it is your personal information, you make it public by putting it on the internet. You will want to consider the message your photos, posts and language may send to both your students and your prospective employers.

## Testing Requirements

**All students** must pass the ORELA Multiple Subjects Exam (MSE) subtests I and II prior to student teaching. In addition, **secondary** students must pass subject area (endorsement) exams prior to student teaching. Passing test scores are the necessary documentation to prove that students know their content area. **Students who do not have the necessary passing scores will not be allowed to begin student teaching until their testing is complete.**

**All students** must also take the ORELA Civil Rights test #008 **prior to applying for their teaching license in the state of Oregon.**

Take your tests as soon as possible. Remember to list Concordia University and TSPC as recipients of all test scores. For additional testing information, see the website links located in the back of this booklet.

### Checklist

<b>Exam</b>	<b>Date Taken</b>	<b>Score(s)</b>	<b>Pass/No Pass</b>
ORELA: MSE Subtest I MSE Subtest II			
Secondary Subject Area # 1: _____			
Secondary Subject Area # 2 _____			
ORELA Civil Rights Exam			
30 Hour Field Exp.			

Date fingerprinting completed and submitted to MAT advisor:

## **MAT Courses**

### ***Elementary Program***

Students enrolled in the elementary program will take the following courses. *Schedules vary according to location (Portland or Medford) and full- or part-time programs:*

MAT 501: Issues and Ethics  
MAT 503: Basic Teaching Skills  
MAT 536: Evaluation and Assessment of Learning  
MAT 548: Classroom Management  
MAT 556: The Whole Child and Learning  
MAT 558: Health and PE for the Classroom Teacher  
MAT 560: C & I Math  
MAT 561: Literacy through Literature  
MAT 563: C & I: Reading and Language Arts  
MAT 567: Integrating Social Studies, Science and the Arts  
EDCI 538: Strategies and Materials for Teaching English Learners  
EDSP 510: Intro to Special Education  
MAT 551 or 552: Practicum  
MAT 591 or 592: Student Teaching

### ***Secondary Program***

Students enrolled in the secondary program will take the following courses. *Schedules vary according to location (Portland or Medford) and full- or part-time programs:*

MAT 501: Issues and Ethics  
MAT 506: Basic Teaching Skills  
MAT 537: Evaluation and Assessment of Teaching & Learning  
MAT 549: Classroom Management  
MAT 557: The Adolescent Learner  
MAT 564: Integrated Methods  
MAT 566: Unit Planning in Action  
EDCI 538: Strategies and Materials for Teaching English Learners  
EDSP 511: Intro to Special Education  
MAT 553 or 554: Practicum  
MAT 593 or 594: Student Teaching

*Plus one or two of the following, depending on endorsements:*

MAT 570: PE Methods  
MAT 571: Health Methods  
MAT 572: Math Methods  
MAT 573: Science Methods  
MAT 574: English Language Arts Methods  
MAT 575: Fine and Performing Arts  
MAT 576 Social Studies Method  
MAT 577: Business and Marketing Methods  
MAT 578: Foreign Language Methods

### **Course Grades**

Students must be in good standing at all times during the MAT program. In order to pass a class, students must receive a grade of a B- or higher. Failing a course is grounds for dismissal from the MAT Program.

### **MAT Grading Scale**

Percentage:	Grade:
96 - 100%	A
93 - 95%	A-
90 - 92%	B+
87 - 89%	B
84 - 86%	B-
80 - 83%	C+
77 - 79%	C
74 - 76%	C-
71 - 73%	D+
67 - 70%	D
64 - 66%	D-

*Students must score an 84% or higher in order to pass each class.*

### **Attendance Policy**

Attendance and punctuality are required for all MAT courses. In situations that necessitate an absence, notify the instructor **prior** to class if possible. Please note that tardiness or absenteeism may affect your grade and candidates who miss more than 25% of the total class time must retake the course. If you have questions about this policy, please consult your instructor.

### **Special Issues**

Please contact your instructor at the first sign of an issue. Waiting until the end of the semester or approaching someone else with the problem does not correct it, solve it, or help develop positive relationships. Be "solution-focused" and solve problems together!

### **Learning Disabilities & Accommodations**

Any student with a documented learning, physical or mental disability who feels his or her disability may impact academic success may be qualified to receive accommodation. Students needing academic adjustments are required to contact the Learning Services Coordinator, no later than the second Friday of the semester for which accommodation is being sought. All discussions will remain confidential.

## ***Course Descriptions***

**MAT 501 - Issues and Ethics (3 Credits)** This course reviews current, national trends and issues impacting educators and provides a fresh overview of the teaching profession. The course also investigates ethical expectations for educators and briefly explores the how and why of integrating character themes and strategies into the curriculum. Candidates will evaluate the advantages and liabilities of current educational practice, trends and issues from the perspective of their developing teaching style, personal code of ethics and educational beliefs. The class is highly interactive and employs team presentations, case studies, role-play, and small group work.

**MAT 503 - Basic Teaching Skills - ECE/ELE (3 Credits)** This course is designed to equip pre-service elementary education candidates with a repertoire of the analytical, practical and creative attributes at the core of authentic classroom instruction and learning. Specifically, this course will prepare each candidate with the keys to effective instructional strategies, development and use of instructional objectives, constructing lesson plans, designing a work sample, lesson presentation skills, and curriculum integration.

**MAT 506 - Basic Teaching Skills - ML/HS (3 Credits)** This course is designed to provide prospective middle and high school education candidates with a variety of instructional practices. Topics will include development and use of instructional objectives, constructing lesson plans, designing a work sample, lesson presentation skills, construction and use of higher order questions to promote student achievement, attitude and skill development, and curriculum integration.

**MAT 536 - Evaluation and Assessment of Learning - ECE/ELE (2 Credits)** This course offers a variety of instruments and methods for pre-service teachers to use as they assess learning to guide instruction. As a result of this course, students will be able to interpret standardized tests, prepare teacher-generated tests that accurately assess objectives, utilize authentic assessment, effectively communicate student progress, and define their personal philosophies of evaluation and assessment.

**MAT 537 - Evaluation and Assessment of Learning - ML/HS (2 Credits)** This course will provide students with the tools and resources to explore and develop a variety of opportunities to assess student learning. The class content is divided into three sections: Assessment FOR Learning, Understanding Methods and Communicating Results. The first section, Assessment FOR Learning, will cover the concepts of measurement, validity and reliability, the importance of clear achievement targets, including academic and performance standards, and assessment that informs instruction. The second part focuses on assessment methods, including selected response, essay and performance assessment. The last section is about communicating results, that is, grading, interpersonal skills and preparing for conferences and conferencing with parents.

**MAT 548 - Classroom Management - ECE/ELE (2 Credits)** This course prepares students to organize and manage all aspects of a classroom: discipline, scheduling, student assessment, record keeping, grouping, classroom environment, and curriculum. Students will also develop skills needed to foster a positive image of schools and teachers to parents and the general public through parent conferences, parenting workshops, and the like.

**MAT 549 - Classroom Management - ML/HS (2 Credits)** This course prepares students to organize and manage all elements of the middle or high school classroom. The topics include a review of major discipline models, the management of teacher stress, the development of effective parent communication skills, and the need to establish a healthy classroom rapport that promotes student learning.

**MAT 551 - Practicum: Early Childhood (3 Credits)**

**MAT 552 - Practicum: Elementary (3 Credits)**

**MAT 553 - Practicum: Middle Level (3 Credits)**

**MAT 554 - Practicum: High School (3 Credits)**

**MAT 556 - The Whole Child and Learning - ECE/ELE (3 Credits)** This course explores the development of the whole child from early childhood through early adolescence. Students will consider biological and environmental influences that impact the lives of children as development levels across domains are addressed. With this understanding, students will investigate a variety of learning theories and practices and develop a personal pedagogy for teaching.

**MAT 557 – The Adolescent Learner - ML/HS (3 Credits)** This course explores the development of the adolescent through the middle school and high school years. Students will consider biological and environmental factors that impact physical, cognitive, social, and emotional development, with special attention given to the environmental influences that often make adolescence a time of stress. With this understanding, students will investigate various learning theories and practices and develop a personal pedagogy for teaching.

**MAT 558 – Health and PE for the Classroom Teacher - ECE/ELE (1 Credit)**

This course is designed to help students identify and practice effective teaching skills that enhance the teaching-learning environment in health and physical education. Students will develop an awareness of the current issues, research, and curriculum for health and physical education.

**MAT 560 - Curriculum and Instruction: Math - ECE/ELE (2 Credits)** The goal of this course is to prepare students for the role of teaching math in the preschool and elementary classroom. The course provides students with a varied repertoire of teaching skills and methods for teaching science and math in a way that is interesting, engaging, and informative and leads toward goals and objectives of the state, the school, and the teacher. In addition, the student will develop lesson plans and a unit plan in math.

**MAT 561 – Literacy through Literature - ECE/ELE (2 Credits)** This course is an introduction to all genres of literature for children in grades K-8. The course emphasizes authors and illustrators, award winning book titles, educational uses of literature, and the writing process behind the books. Students will learn which books are best for a particular developmental level, how to match motivational books to students, and what role current issues in children's literature (censorship, gender issues, etc.) have in the classroom.

**MAT 563 - Curriculum and Instruction: Reading and Language Arts - ECE/ELE (3 Credits)** This course will furnish the teacher education student with the knowledge and resources necessary to provide pre-K to 8th grade instruction and assessment in reading, writing, listening, and speaking. It will specifically help students understand the essential components of the reading and writing processes, give them reliable procedures and resources for teaching beginning and developmental reading, equip them to use a diagnostic teaching approach to reading, introduce them to a variety of formats for carrying out a reading and writing program in an elementary classroom, and familiarize them with ways to teach and assess narrative, imaginative, expository, and persuasive writing.

**MAT 564 - Integrated Methods - ML/HS (2 Credits)** This course provides students with a framework for integrating disciplines in middle and high school classrooms. The curriculum also reviews current research in the integration of disciplines and current Oregon and Washington Standards. Numerous activities, strategies, and curricula that model effective instruction are demonstrated and practiced giving students valuable approaches and ideas they can use in their practicum and student teaching.

**MAT 566 – Unit Planning in Action – ML/HS (2 Credits)** This course provides candidates an in-depth familiarization with current Oregon and Washington teaching standards as well as practice integrating these standards into lesson plans. More importantly, candidates work in integrated discipline teams, select instructional themes, and develop engaging lessons and activities for presentation in the course as well as for use with their selected classroom age level. Another important element of this course is learning how to develop and implement text sets to enhance the improvement of literacy at the middle level and in the high school.

**MAT 567 - Integrating Social Studies, Science and the Arts - ECE/ELE (3 Credits)** Through this course, teacher candidates will develop skills in content integration, using science and social studies as themes for planning. Candidates will be provided with a varied repertoire of teaching skills and methods for integrating social studies, science, and the arts in a manner that is interesting, engaging, and informative. Support will be given as candidates develop an integrated unit plan that aligns with current National and State standards.

**MAT 570 – PE Methods - ML/HS (2 Credits)** This course focuses on ways in which education candidates can best develop Physical Education skills for the middle and high school student. Candidates in this course are exposed to the continually emerging state and national PE standards, and are provided detailed support in developing engaging activities, lessons, and work sample elements that integrate current best practices into PE classroom instruction. Curricular materials, and appropriate techniques and procedures for effective middle and high school health and physical education programs are also reviewed.

**MAT 571 Health Methods – ML/HS (2 Credits)** This course focuses on ways in which education candidates can best develop Health Education skills for the middle and high school student. Candidates in this course are exposed to the continually emerging state and national health standards, and are provided detailed support in developing engaging activities, lessons, and work sample elements that integrate current best practices into health classroom instruction. Curricular materials, and appropriate techniques and procedures for effective middle and high school health programs are also reviewed.

**MAT 572 Math Methods – ML/HS (2 Credits)** This course focuses on ways in which education candidates can best develop skills for teaching Mathematics at the middle and high school levels. Candidates in this course are exposed to state and national math standards, and are provided detailed support in developing engaging activities, lessons, and work sample elements that integrate current best practices into math classroom instruction. Curricular materials, and appropriate techniques and procedures for effective learning and assessing are also reviewed.

**MAT 573 Science Methods – ML/HS (2 Credits)** This course focuses on ways in which education candidates can best develop science skills for the middle and high school student. Candidates in this course are exposed to state and national science standards, and are provided detailed support in developing engaging activities, lessons, and work sample elements that integrate current best practices into science classroom instruction. Curricular materials, and appropriate techniques and procedures for effective learning and assessing are also reviewed.

**MAT 574 English Language Arts Methods – ML/HS (2 Credits)** This course is designed specifically for those students who intend to teach The English Language Arts (ELA) in the middle school, junior high school, or high school. It will explore literature—both fiction and non-fiction, writing strategies, and speaking and listening skills. The Common Core State Standards (CCSS) will provide the impetus for the content that is covered. The venues for the integration of literacy across the disciplines will be a focus.

**MAT 575 Fine and Performing Arts Methods – ML/HS (2 Credits)** This course focuses on the methods in which education candidates can best develop skills for teaching the Fine and Performing Arts at the middle and high school level. Candidates in this course are provided detailed support in developing engaging activities, lessons and unit planning elements that integrate current best practices into classroom instruction. Curricular materials and appropriate techniques and procedures for effective middle and high school business programs are also reviewed.

**MAT 576 Social Studies Methods – ML/HS (2 Credits)** This course provides students with a framework for teaching Social Studies in middle and high school classrooms. The curriculum reviews current research in the integration of disciplines and current Oregon and Washington Standards. Numerous activities, strategies, and curricula that model effective instruction are demonstrated and practiced giving students valuable approaches and ideas they can use in the classroom.

**MAT 577 Business and Marketing Methods – ML/HS (2 Credits)** This course focuses on the methods in which education candidates can best develop skills for teaching Business and Marketing at the middle and high school level. Candidates in this course are provided detailed support in developing engaging activities, lessons and work sample elements that integrate current best practices into business classroom instruction. Curricular materials and appropriate techniques and procedures for effective middle and high school business programs are also reviewed.

**MAT 578 Foreign Language Methods – ML/HS (2 Credits)** This course focuses on the methods in which education candidates can best develop skills for teaching Foreign Languages at the middle and high school level. Candidates in this course are provided detailed support in developing engaging activities, lessons and work sample elements that integrate current best practices into foreign language classroom instruction. Curricular materials and appropriate techniques and procedures for effective middle and high school foreign language programs are also reviewed.

**EDCI 538 - Strategies and Materials for Teaching English-Learners (3 Credits)** This course helps students develop skills needed to teach English to speakers of other languages. These skills include the ability to implement various methods of language teaching, the ability to develop curriculum materials in ESOL, the assessment of student proficiency in second language use, and the ability to involve parents and the community in second language education programs.

**EDSP 510 - Introduction to Special Education (3 Credits)** This course focuses on familiarizing students with special education in today's schools, including the purpose and history of special education, and the process to identify and serve students in need of specially designed instruction. This overview of special education will explore the etiology, characteristics and needs of students with intellectual disabilities, learning disabilities, emotional or behavioral disorders, autism spectrum disorders, communication disorders, deafness and hearing loss, blindness and low vision, physical handicaps, health impairments, attention deficit/hyperactivity disorder, and traumatic brain injury. This course further addresses the continuum of services ranging from early childhood special education to transitions to adulthood.

**MAT 591 - Student Teaching: Early Childhood (6 Credits)**

**MAT 592 - Student Teaching Elementary (6 Credits)**

**MAT 593 - Student Teaching Middle Level (6 Credits)**

**MAT 594 - Student Teaching High School (6 Credits)**

## Clinical Experiences

### ***Remember...***

- Fingerprints and background check **must be cleared through TSPC prior** to volunteering in a setting with children or youth or **prior** to your clinical experiences
- **All testing** must be complete **prior** to student teaching
- Check the placement's website often to keep updated on your placement. <http://concordiastudentteaching.com>
- Be sure to attend information sessions and orientations sponsored by the Placement Department to keep informed

### ***The Practicum in a nutshell...***

- During the practicum experience you will spend a minimum of 180 hours (typically the equivalent of six full weeks) in the classroom; *Schedules vary depending on the MAT program in which you are enrolled*
- You will begin with observation and gradually work up to teaching at least ½ of the day for 3-4 weeks; *The exchange of classroom leadership is unique to each student's situation*
- Your cooperating teacher (CT) is an experienced teacher who willingly shares his/her classroom with you
- Your CU supervisor will mentor and evaluate you
- You will write a work sample (a unit plan of instruction) and teach the lessons within the work sample during your practicum experience

### ***Student Teaching in a nutshell...***

- Student Teaching is a 12 week; full-time experience
- You will begin with observation, then gradually take over as full time teacher for 9 of the 12 weeks that you are in this experience; *The exchange of classroom leadership is unique to each student's situation*
- Your cooperating teacher (CT) is an experienced teacher who willingly shares his/her classroom with you
- Your CU supervisor will mentor and evaluate you
- You will write a work sample (a unit plan of instruction) and teach the lessons within the work sample during your student teaching experience

### ***Professional Development Day***

During your student teaching, the College of Education will host a Professional Development Day, which will include:

- Résumé and cover letter review
- Mock interviews with current and former school administrators
- Information on EdZapp, Oregon's online job application system

## **Concluding the MAT Program**

### ***Commencement***

You will be sent a link from the Registrar's office with information about graduation, from getting tickets to lining up for the ceremony.

### ***Applying for Your Teaching License***

Upon successful completion of student teaching, your supervisor will submit your graded work sample and all related paperwork to the Placement Office. A grade of "Pass" will be entered. You will see this posted in myCU.

Once your grade of "Pass" is posted on myCU, contact your advisor (Patty Chaffin – secondary, Stephanie Murphy – elementary) to begin the licensure process. She will verify that you have completed all testing and licensing requirements. She must also verify that your degree line is posted. *Please note: it may take up to three weeks for your degree line to be posted.*

Upon verification of all necessary requirements, a recommendation for licensure will be submitted to TSPC.

You will be notified when your recommendation for licensure is submitted. You may then send the paperwork (available through our Certification Officer) and \$100 to TSPC to receive your teaching license.

*Washington Licensure:* Once you are eligible for an Oregon License you may begin the process for Washington. You will need to contact Patti Vermillion at 503-493-6261 for assistance with the Washington State licensing procedure. Please know that additional testing will be required once you receive your Washington license.

### ***Keep in Touch!***

We love to hear from our graduates. Even though you have completed your degree, we still consider you a part of our Concordia family. While it is especially important for us to know about any teaching positions you are offered for tracking purposes, we also want to know about any significant life events. Please keep in touch and let us know what is happening in your life!

## Helpful Websites

Concordia homepage	<a href="http://www.cu-portland.edu">www.cu-portland.edu</a>
Concordia intranet	<a href="http://intranet.cu-portland.edu">http://intranet.cu-portland.edu</a>
Concordia Catalog	<a href="http://www.cu-portland.edu/catalog/Catalog.pdf">http://www.cu-portland.edu/catalog/Catalog.pdf</a> Course descriptions, Concordia policies, information for Graduate students
Refund & repayment policy	<a href="http://www.cu-portland.edu/financialaid/refund_repayment.cfm">www.cu-portland.edu/financialaid/refund_repayment.cfm</a>
TSPC (Teacher Standards & Practices Commission)	<a href="http://www.tspc.state.or.us">www.tspc.state.or.us</a>
Pearson (NES) Testing	<a href="http://wsvprdlb.pearsonvue.com/nas/">http://wsvprdlb.pearsonvue.com/nas/</a>
ORELA/MSE/Pearson Test Registration	<a href="http://www.orela.nesinc.com">http://www.orela.nesinc.com</a>
Praxis	<a href="http://www.ets.org/praxis">www.ets.org/praxis</a>
Oregon Dept. of Education	<a href="http://www.ode.state.or.us">www.ode.state.or.us</a>
Washington State licensure: OSPI	<a href="http://www.k12.wa.us/certification/teacher/residency.aspx">www.k12.wa.us/certification/teacher/residency.aspx</a>

## Acronyms

<b>TSPC</b>	Teacher Standards and Practices Commission of Oregon	Grants your teaching license. Governs all teacher education programs within the state.
<b>MAT</b>	Master of Arts in Teaching	Full time, 11-month program
<b>MATE</b>	Master of Arts in Teaching (Evenings)	Part time, 22-month program
<b>EdZapp</b>		Website many Oregon school districts use to hire teacher candidates.
<b>ORELA</b>	Oregon Education Licensure Assesments	An assessment company – you will be taking ORELA MSE 1 & 2 and ORELA Civil Rights tests.
<b>MSE</b>	Multiple Subject Exam	Orela’s multiple subject exams, all students in MAT/E programs will have to take prior to student teaching.
<b>CSTAPE</b>	Concordia Student Teaching and Practicum Evaluation	The official evaluation form that will be filled out by your cooperating teacher and supervisor after your clinical experiences are complete.
<b>COE</b>	College of Education	COE offices located in Centennial Hall.

## Concordia University Contact Information

Sheryl Reinisch Director of MAT Programs	<a href="mailto:sreinisch@cu-portland.edu">sreinisch@cu-portland.edu</a> 503.493.6539
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