

College of Arts & Sciences

Faculty Responsibilities for Educator Preparation Programs in the College

Location in policy repository: CAS Chairs Handbook

Replacing: [Teacher Education Program Coordinator](#)

Program Coordinator Duties:

- Collect and analyze student assessment data on an annual basis and write program's SPA (Specialized Professional Association) report. Revisions must be submitted until the program is recognized in advance of the CESHS's CAEP report and visit.
- Support admission to the MAT program and admission to Teacher Education
- Collaborate with the Rex Institute on candidate placement in schools for practicum and internship
- Support host and mentor teacher recruitment
- Serve on the Secondary Education Committee, as a CAS representative on CESHS committees as necessary, and as Chair of their Program Advisory Committee
- Participate in Educator Preparation Program initiatives and accreditation activities
- Guide interns through the edTPA process through AREA 393/593 courses (no teaching credit will be awarded for AREA 393/593 courses)
- Coordinate curriculum changes in the department
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- Support students in preparation for Praxis Exams in their content area
- Participate in teacher education recruitment through Open Houses, Teacher Cadet Days, etc.
- Coordinate with faculty who are advising teacher candidates to ensure that required deadlines and other information from the CESHS are communicated to students

Internship Supervision:

- Awarded each term based on actual enrollment
- Teaching credits for internship supervision (EDCO 401/402/685/690)
 - 1 – 2 interns = 1 teaching credit
 - 3 – 4 interns = 2 teaching credits
 - 5 – 6 interns = 3 teaching credits
- Adjunct pay for internship supervision
 - Internship I - \$500 per intern
 - Internship II - \$625 per intern

Teaching Credit for Low Enrolled Methods Courses

- Each program has two teaching methods courses that students require for graduation either in their undergraduate major, the Educational Studies minor, or the MAT.
- Each program has a teaching methods course in the Fall and in the Spring semesters.
- When the sum of the enrollments in these two teaching methods classes is 12 or less, a total of three teaching credits will be awarded for the two methods courses across the academic year. (i.e. MAED 548 + MAED 591 = 3 teaching credits).

Reassigned Time: Given the program coordinator duties, coordinators for Educator Preparation Programs receive 3 hours of reassigned time each academic year.