

# DEGREE REQUIREMENTS

## Credit Hours

Students in bachelor's degree programs must complete a minimum of 120 hours of coursework that includes University Core requirements and all required coursework in the major. Students are encouraged to use Degree Audit to review remaining requirements and meet with their academic advisor before every registration to assess progress toward completion of requirements. If a student completes University Core requirements and required courses in the major in fewer than 120 hours, the student must successfully complete elective courses to meet the total of 120 hours.

Students may qualify for a second bachelor's degree in the College by completing a minimum of 30 credit hours of additional residence course work and by satisfying the applicable bachelor's degree requirements and state requirements.

## Grade Point Average

Students completing degree programs in teacher education must attain a cumulative UT GPA of 2.7 or higher. In addition, students must have a GPA of 2.7 or higher in their subject-matter area courses and professional education courses.

## University Core Curriculum

Students earning bachelor's degrees in Judith Herb College of Education are required to complete the University Core Curriculum. Those courses are distributed in the areas of English composition, mathematics, arts and humanities, social sciences, natural sciences (with lab) and multicultural studies (see the General Section (<https://catalog.utoledo.edu/general-section/>) of this catalog for details). Some programs require courses in these areas over and above those required to fulfill University Core Curriculum requirements. The student's academic department or college office should be contacted for specific details.

## Residency

Students transferring from other institutions must earn at least 30 credit hours in the Judith Herb College of Education at The University of Toledo to be eligible for graduation and/or teacher licensure. Professional Education coursework must be completed in residence for students completing teacher education programs.

## Degree Audit

U.Achieve is an online degree auditing tool available online through the myUT portal Student Self-Service. Students can track their progress toward meeting degree requirement for their declared major. Students should review their degree audit and work with their advisor to identify specific courses to fulfill program requirements.

## Teacher Education

Initial educator preparation Bachelor of Education degree programs require preparation in pre-professional education, supporting coursework, subject-matter, and professional education including internship. These requirements are described below. Specific course and other

requirements are listed for each degree and concentration on each degree requirement page in this catalog.

**Pre-professional Education:** A grade of C or higher in each course and a minimum GPA of 2.7 in pre-professional education courses is required.

**Supporting Coursework:** Required courses that may be taken before or after admission to professional education.

**Subject-matter Specialization:** A minimum GPA of 2.7 in the specialization is required.

**Admission to Professional Education:** Admission is required prior to enrolling in Professional Education courses.

- Enrolled as a regular student in a Bachelor of Education degree program with appropriate concentration(s)
- All pre-professional courses completed with a C or higher
- Pre-professional courses GPA of 2.7 or higher
- Subject-matter courses GPA of 2.7 or higher
- Minimum of 48 credits overall and 12 credits in residency at UToledo
- UT GPA of 2.7 or higher

**Professional Education:** Admission to professional education is required. A grade of C or higher in each course and a minimum GPA of 2.7 in Professional Education coursework is required. Courses may not be transferred from another institution.

**Internship Eligibility:** The following conditions must be met to be eligible to enroll in Professional Education Internship courses.

- All professional courses completed with a C or higher
- Professional education courses GPA >2.7
- Completion of 90% of subject matter specializations
- Subject matter GPA >2.7
- Completion of 100 credits and 30 credits residency at UToledo
- UT GPA >2.7

## Professional Attendance During Field Experience

### Definitions of Field Experience Types

**Practicum.** Practicum is a part-time, semester-long experience. Practicum students are expected to be at their field experience school regularly each week, participating consistently with the same students.

**Internship.** Internship is a fulltime, semester-long experience. Internship students are expected to be at their field experience school each day school is in session and on teacher workdays. Internship students will follow the field experience school's calendar for the beginning and end of day and school breaks. Internship students will attend on-campus professional development days. These are full day sessions. Dates are given to candidates before their internship semester starts.

### Field Experience Schedule

Licensure candidates in both Internships and Practicums will submit a Field Experience Schedule to the College's field experience management system by the end of the first week of the semester. This Field Experience Schedule will list the dates and times the candidate will be in the field

experience school for that semester and will include approximate dates for completing activities assigned by the faculty instructor for the co-requisite, on-campus seminar course as coordinated with their mentor teacher. The Field Experience Office and faculty instructor will verify that the schedule meets requirements for the field experience.

The written Field Experience Schedule will include the following information:

- A copy of the field experience school's calendar with beginning and end of day times and school breaks.
- A calendar listing dates and times the candidate will be in the field experience school.
- Approximate dates for completing assigned activities.

#### Professional Attendance

Licensure candidates are expected to be present and active at their field experience school according to the Field Experience Schedule agreed upon by their mentor teacher and faculty instructor.

Licensure candidates should report to the main office to sign in and out as required, each day they are in their field experience school. Licensure candidates have the responsibility to learn and follow the field experience school's and their specific classroom's policies and procedures. Licensure candidates should be considerate and professional.

#### Missing Time on The Field Experience Schedule

Licensure candidates may need to miss a planned time in their field experience due to illness or other personal matters that require immediate attention. Licensure candidates must notify their mentor teacher and field supervisor as far in advance as possible if they will be late or absent for a field experience session. If possible, the licensure candidate will provide substitute teaching plans or copies of planned activities for any missed field experience sessions. If completing the requirements of the field experience as outlined in the Field Experience Schedule for the semester is in jeopardy due to attendance, the field supervisor will notify the Office of Field Experiences.

#### Religious Accommodations

Consistent with the University policy on religious accommodations (UToledo policy 3364-71-30.01), licensure candidates may schedule up to three days away from their field experience school. These dates must be indicated on the candidate's Field Experience Schedule submitted at the beginning of the semester. In addition, the candidate should also submit the Religious Accommodations Request Form (<https://forms.office.com/r/gBBCQkQj3H/>) required by the University.

#### Substitute Teaching

Opportunities to substitute teach cannot conflict with the licensure candidate's Field Experience Schedule. If the licensure candidate substitute teaches, those events cannot be considered part of the licensure candidate's field experience and will be at the sole discretion of the employing school district.

## Unsatisfactory Performance in a Field Experience

Licensure candidates in the Judith Herb College of Education may be determined to have made an unsatisfactory performance in an internship

or practicum experience. Reasons for recording an unsatisfactory performance include, but are not limited to, the following:

- Grade of U (unsatisfactory) for the Internship
- Grade of W (withdrawal) for the Internship when concerns regarding performance have been documented.
  - Unprofessional attendance or preparedness.
  - Unprofessional dispositions or behaviors as described in the College's disposition and behavior referral policy.
  - Concerns regarding professional performance *at the level appropriate for the experience* documented by the mentor teacher, field supervisor, or faculty instructor.

Depending on the nature of the concern(s), the student may be removed from the field experience by the Field Experience Coordinator before the end of the semester.

## Repeating a Field Experience Internship

Internship may be repeated only once. Students who have an unsatisfactory performance must repeat the Internship experience within the next two terms, not including summer. Before scheduling a second attempt, the Field Experience Coordinator will consult with the field supervisor and faculty instructor to develop an Action Plan for correcting the concerns noted during the first experience. This Action Plan should be in writing and describe the deficiencies, remedies for each deficiency, and a timeline for addressing each component.

When repeating an internship, a co-requisite, on-campus seminar will also be required but may be completed as pass/fail if a passing grade (C or higher) has already been recorded for the original co-requisite seminar.

Unsatisfactory performance on the second internship experience (or failure to enroll for the second attempt) in any program disqualifies the student from any licensure preparation program in the College.

#### Practicum

Each practicum may be repeated only once. Students who have an unsatisfactory performance must repeat that practicum experience within the next two terms, not including summer. In the interim between experiences, the Field Experience Coordinator should consult with the field supervisor and faculty instructor to develop an Action Plan for correcting the concerns noted during the first experience. This Action Plan should be in writing and describe the deficiencies, remedies for each deficiency, and a timeline for addressing each component prior to scheduling the second attempt.

When repeating a practicum, a co-requisite, on-campus seminar will also be required but may be completed as pass/fail if a passing grade (C or higher) has already been recorded for the original co-requisite seminar. If the second attempt is satisfactory, the student may continue in the program without prejudice.

Unsatisfactory performance on the second attempt for that practicum experience (or failure to enroll for the second attempt) disqualifies the student from licensure preparation in that program concentration. The student may, however, apply for admission to another licensure program concentration in the College.

## Denial of Opportunity to Repeat a Field Experience

In some cases, the opportunity to repeat the internship or practicum experience may be denied and the student will be disqualified from any licensure preparation program in the College.

Reasons for denying a repeated internship or practicum experience include, but are not limited to the following:

- Performances that place PK-12 students at risk academically, mentally, or physically
- Conduct that is unprofessional as described in the Licensure Code of Professional Conduct for Ohio Educators
- Revocation of pre-service teacher permit or notification of concern from Ohio Department of Education
- Dishonest or unethical actions

## Professional Conduct

Verification of professional conduct as stipulated by the state of Ohio is required. Students will not be allowed to continue in a teacher education major or participate in a field experience if they have pleaded guilty to, have been found guilty of, or have been convicted of a criminal offense listed in R.C. 3319.31 or R.C. 3319.39. Students should refer to a list of the rules and statutes in the Ohio Revised Code and the Ohio Administrative Code that are applied by the Office of Professional Conduct at the Ohio Department of Education. All rules and statutes listed will result in removal from all teacher education programs.