UNIVERSITY OF CENTRAL FLORIDA

COLLEGE OF EDUCATION AND HUMAN PERFORMANCE

FIRST TIME IN COLLEGE ORIENTATION HANDBOOK
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THE COLLEGE OF EDUCATION AND HUMAN PERFORMANCE - OFFICE OF UNDERGRADUATE AFFAIRS AND PARTNERSHIPS WELCOMES YOU TO THE UNIVERSITY OF CENTRAL FLORIDA.

Our goal is to provide you with a seamless transition to the College of Education and Human Performance and assist in being a resource for you as you progress through your academic career at UCF. The Office of Undergraduate Affairs & Partnerships, Education Complex Suite 110, can be reached via phone at 407-823-3723. Additionally, please feel free to e-mail us at edstudserv@ucf.edu or visit our website at http://education.ucf.edu/ugrad/.

The First Time In College Orientation Handbook will introduce information that will help prepare you to be successful in the College of Education and Human Performance. Please also take a moment to review the Code of Professional Conduct at http://education.ucf.edu/docs/accreditation/CEDCodeofProfessionalConduct.pdf.

You will soon begin to immerse yourself in your Education major and future career field. We encourage you to become active in the College of Education and Human Performance and the university by joining a club or organization that interests you. We also encourage you to tap into the countless resources available to students by connecting with faculty, staff and other professionals that will be able to assist you with reaching your academic goals.

For more information about your academic program and requirements, please visit the online Undergraduate Catalog at http://www.catalog.sdes.ucf.edu/. Be sure to also visit the Academic Calendar every semester for important university dates and deadlines: http://www.registrar.sdes.ucf.edu/calendar/academic.

If you have any questions, please call or email the College of Education and Human Performance’s Office of Undergraduate Affairs and Partnerships. We look forward to seeing you at orientation!

Sincerely,

UCF College of Education and Human Performance
Office of Undergraduate Affairs and Partnerships
**Majors (B.S.)**

- Art Education (K-12)
  [http://education.ucf.edu/arted/](http://education.ucf.edu/arted/)

- Early Childhood Development and Education
  [http://education.ucf.edu/ecde/](http://education.ucf.edu/ecde/)

- Elementary Education (K-6)
  [http://education.ucf.edu/elemed/](http://education.ucf.edu/elemed/)

- English Language Arts Education (6-12)

- World Languages Education (K-12)
  - French Track
  - Spanish Track

- Mathematics Education (6-12)
  [http://education.ucf.edu/mathed/](http://education.ucf.edu/mathed/)

- Science Education (6-12)
  - Biology Track
  - Chemistry Track
  - Physics Track

- Social Science Education (6-12)
  [http://education.ucf.edu/ssed/](http://education.ucf.edu/ssed/)

- Sport and Exercise Science
  (Non-certification)
  [http://education.ucf.edu/sportexscience/](http://education.ucf.edu/sportexscience/)

- Technical Education and Industry Training
  (Non-certification)

**Minors**

- Art Education
- Coaching
- Early Childhood Development and Education
- Education
- English Language Arts Education
- Exceptional Student Education
- Fitness Training
- World Languages Education
- Mathematics Education
- Science Education
- Social Science Education
- Technical Education and Industry Training
  [http://education.ucf.edu/academics_minors.cfm](http://education.ucf.edu/academics_minors.cfm)

**Certificates**

- Educational Studies
- Substitute Teaching
  [http://education.ucf.edu/certificates.cfm](http://education.ucf.edu/certificates.cfm)
Education Pending is a classification used to identify those students who need to work on meeting College of Education and Human Performance admission criteria. All admission requirements must be met before declaring a major in Education and registering for required 3000/4000 level Education courses.

**Steps to Move from Education Pending to an Education Major:** The following information is provided to meet the College of Education and Human Performance Admission Requirements:

a. **UCF General Education Program (GEP)**
   - Meet with an academic advisor at least once each semester for assistance with selecting courses that will count towards your major.

b. **GPA 2.5 or above**
   - An advisor will review your GPA and determine what types of grades are necessary to bring your GPA to the 2.5 minimum *(2.75 overall minimum GPA required for Early Childhood Development and Education)*.

c. **General Knowledge Test (GKT)**
   - Students must pass all four parts of the GKT prior to being admitted to the College of Education and Human Performance. The GKT will satisfy both the admission and graduation requirement for teacher certification programs *(Early Childhood Development & Education – Development Track & Early Childhood Careers Track Only, Technical Education & Industry Training and Sport & Exercise Science are non-certification programs which do not require the GKT).*
   - Register for the GKT at the FTCE website: [http://www.fl.vesinc.com](http://www.fl.vesinc.com/).

d. **Foreign Language Requirement**
   - Complete the State University System Foreign Language Admission requirement: 2 years of the same foreign language in high school or one year of college instruction in the same foreign language (American Sign Language is accepted).

e. **Gordon Rule Requirement**
   - To meet the University Gordon Rule Requirement you must complete four courses of writing and two courses of mathematics at the level of college algebra or higher with a minimum grade of C-.
   - Refer to the Undergraduate Catalog for a list of courses that will satisfy the Gordon Rule requirement: [http://www.catalog.sdes.ucf.edu/](http://www.catalog.sdes.ucf.edu/)

f. **Education Common Program Prerequisites**
   - Along with the UCF General Education Program requirements, students must complete additional courses required by the College of Education and Human Performance.

**Change of Major Form**

Once all of the admission requirements reflect as met on your DARS degree audit, please complete a “Change of Major Request” online via the myUCF portal (my.ucf.edu) to change your major from Pending status to your desired Education major.
Years One and Two
☐ Complete the General Education Program
☐ Meet the Gordon Rule Requirement
☐ Complete the Education Common Program Prerequisites
☐ Complete Other Program Requirements
☐ Take the General Knowledge Test (GKT)
   Early Childhood Development and Education – Development Track and Careers Track ONLY, Sport and Exercise Science and Technical Education and Industry Training are non-certification programs which do not require the GKT.
☐ Fulfill the Foreign Language Admission Requirement
☐ Complete a “Change of Major Request” online via myUCF portal (my.ucf.edu) to change your major from Pending status to your desired Education major once all of the admission requirements reflect as met on your DARs degree audit

Years Three and Four
☐ Complete Professional Education Courses
☐ Take the Professional Education Exam
☐ Complete Specialization Courses
☐ Take the Subject Area Exam
☐ Complete Internship I. Part-time (2 days per week) and includes 3 co-requisite courses
☐ Complete Internship II. Full-time (5 days per week)
☐ Complete the Professional LiveText Requirement
☐ Complete a TESOL Notebook
   A completed TESOL notebook is required for Elementary Education, Early Childhood Development and Education – Education Track (PK -3) and English Language Arts Education majors before graduation.

Academic Advising
☐ You will receive academic advising during your freshman year with the First Year Advising Office, PH 116
☐ Participate in an online College Connection with the College of Education and Human Performance advisors during the Spring
☐ You will receive academic advising during your sophomore year with the College of Education and Human Performance - Office of Undergraduate Affairs and Partnerships, ED 110
☐ During your junior and senior year, you will receive academic advising from your assigned academic advisor upon meeting admission requirements for your major
☐ Review your degree audit and plan your schedule with an academic advisor each semester
Q: What is the Florida Teacher Certification Exam (FTCE)?

A: The FTCE consists of three tests: the General Knowledge Test, the Professional Education Test, and the Subject Area Exam. Passing scores on all sections of the FTCE are required for graduation from a state-approved teacher preparation program.

*The General Knowledge Test is both an admission and graduation requirement for the College of Education and Human Performance.

Q: What is the General Knowledge Test (GKT)?

A: The General Knowledge Test is a basic skills test consisting of the following four subtests: Mathematics, English Language Skills, Reading, and Essay. It is highly recommended that you take this test after successfully completing your general education English Composition and Mathematics classes. Passing scores on all four parts of the GKT are required for admission to the College of Education and Human Performance and to apply for Internship I.

Q: What is the Professional Education Test (PEd)?

A: The Professional Education Test consists of multiple choice questions which address pedagogy and professional practices. A passing score on the Professional Education Test is strongly recommended as soon as possible after completing the following courses: EDG4410, EDF4467 and TSL4080. Early Childhood Development & Education: PK -3 majors should take this test upon completion of their junior year, during their second semester.

Q: What is the Subject Area Exam (SAE)?

A: The Subject Area Exam is an evaluating tool designed to test you on the content knowledge of your specific major. It is highly recommended that you take this test after you have completed your specialization courses or prior to Internship II, whichever comes first.

Q: How do I register for these tests?

A: The method of testing is computer-based. To register for computer-based testing, you may visit the FTCE website at www.fl.vesinc.com.
**Q:** How much do the tests cost?

**A:** Regular Administration of the General Knowledge Test is $130.00, Professional Education Test is $150.00 and the Subject Area Examination is $200.00. An additional fee is required if you must retake a test.

*Visit the FTCE website at [www.fl.nesinc.com](http://www.fl.nesinc.com) to learn more about additional fees for retakes.*

**Q:** How much time am I given to complete each test?

**A:** The General Knowledge Test testing time is approximately five hours. (Essay- 50 minutes, English Language Skills- 40 minutes, Reading- 40 minutes, and Mathematics-100 minutes). The Professional Education Test testing time is approximately two and a half hours. The Subject Area Exam testing time is approximately two and a half hours (the Elementary Education Exam testing time is approximately four hours and twenty minutes).

**Q:** Where are the tests administered?

**A:** The test administration locations can be found on the FTCE website at [www.fl.nesinc.com](http://www.fl.nesinc.com).

**Q:** When will I receive my official test scores?

**A:** You will be able to access your score report as a PDF document via your secure account on the FTCE website ([www.fl.nesinc.com](http://www.fl.nesinc.com)) approximately 3-4 weeks after the test date. It is recommended that you print out your score report for your records.

*UNOFFICIAL scores can be viewed immediately after completing the computer based testing. However, they cannot be used to satisfy your admission and/or graduation requirement(s) for the UCF College of Education and Human Performance. Only OFFICIAL scores will be accepted.*

**Q:** Where do I send my official score report?

**A:** Request your official score report be sent electronically to UCF. Otherwise, a copy of the official score report must be submitted to the Office of Undergraduate Affairs and Partnerships, ED 110, fax (407) 823-3852.

* Verify passing scores on all sections of the FTCE are reflected on your degree audit. Review your degree audit often by logging on to the myUCF portal at [www.my.ucf.edu](http://www.my.ucf.edu).

Still have questions about the Florida Teacher Certification Exam? Visit the College of Education and Human Performance FTCE Prep Website at: [www.education.ucf.edu/ftce](http://www.education.ucf.edu/ftce)
Background
To ensure the academic success of all ESOL (English for Speakers of Other Languages) students, every Florida teacher having at least one ESOL student in his/her class is required to complete ESOL training. Per state mandate, this training is a graduation requirement in all state-approved initial teacher certification programs. Students in all initial teacher certification programs thus have to complete ESOL training. The extent of their training depends on their program area.

Majors in Early Childhood Education, Elementary Education and English Language Arts Education (grades 6-12)

Students pursuing certification in Early Childhood Education, Elementary Education or English Language Arts Education (grades 6-12) and who were freshmen or transfer students under the 2000-2001 catalog and after must complete all requirements necessary to qualify for ESOL endorsement. Qualification for this endorsement, which indicates a significant pedagogical knowledge base in ESOL, is required in these program areas because they are the areas primarily responsible for language development and literacy. As students progress through their teacher education program, they will be given many opportunities to demonstrate their competency in addressing 25 state-mandated ESOL performance standards.

To address the state mandate, the College of Education and Human Performance has infused with the 25 ESOL performance standards its entire curriculum – including field experience/internship placements – in the above program areas. To qualify for ESOL endorsement, students in the program areas listed above have to complete the following:

- TSL 4080 (Theory and Practice of Teaching ESOL Students in Schools) – This course should be taken no later than the first semester of the junior year. It is a prerequisite to TSL 4240 and prerequisite/co-requisite to Internship I.
- A TESOL Notebook documenting the curricular infusion of ESOL performance standards. The notebook is introduced in TSL 4080.
- All of the ESOL-infused courses in his/her program area
- TSL 4240 (Issues in Second Language Acquisition)
- ESOL-infused field experiences and internships. The infusion of the 25 ESOL performance standards in field experiences and internships is documented via the ESOL Performance Profile.

A comprehensive handout detailing the UCF College of Education and Human Performance ESOL Endorsement Infusion Model is available for majors in Early Childhood Education, Elementary Education and English Language Arts Education (grades 6-12) at the College of Education and Human Performance Student TESOL Website at http://education.ucf.edu/esol/program.cfm
Majors in All Other Program Areas

Majors in all other program areas are not required to qualify for the ESOL endorsement. However, all other education majors who were freshmen or transfer students under the 2000-2001 catalog and after are required to take TSL 4080 (Theory and Practice of Teaching ESOL Students in Schools). That course will satisfy their ESOL training requirement.

UCF College of Education and Human Performance ESOL Coordinator:
Joyce Nutta, ED122-M (407)823-4341, Joyce.Nutta@ucf.edu
Website: http://education.ucf.edu/esol

PROFESSIONAL LIVETEXT REQUIREMENT

In courses throughout the teacher education program, you must upload key assignments into your LiveText Dashboard. These key assignments are then assessed by faculty. The resulting data provides evidence of your demonstrated professional growth, reflection, and proficiency in all Florida Educator Accomplished Practices. All teacher education candidates are required to complete all LiveText requirements in order to be cleared for graduation. For more information go to: www.education.ucf.edu/livetext

HOW TO SET UP YOUR LIVETEXT ACCOUNT

To purchase LiveText online:

1. Go to the LiveText home page, www.livetext.com
2. Click "Buy Online" > "Student Membership"
3. Select your purchase option (standard student membership or with access to unitedstreaming™ video resources)
4. Click "Purchase Online"
5. Confirm your selection
6. Provide the registration and purchase information requested

PLEASE NOTE: When selecting a LiveText user ID during the registration process, please keep in mind that this will be your identity in the LiveText community. Exercise good judgment in selecting an appropriate user ID. Be sure to remember the LiveText User ID and password that you create.

For LiveText Technical Assistance please contact the Tech Services Office at 407-823-6047

Website: www.education.ucf.edu/livetext
**IMPORTANT: Arrest Records**

If you have any misdemeanor arrests, you will not be cleared in a district for 5 years.

If you have any felony arrests, you will not be cleared in a district for 25 years.

Certain misdemeanors and felonies are lifetime disqualifiers. These restrictions are regardless of record expungement, community service, diversion programs, fee payment, etc.

**Internship I**

**Eligibility for Internship I - Application Deadlines: Feb 15 for Fall, Sept 15 for Spring**

Admission to Internship I will be granted to students who have been admitted to the College of Education and Human Performance and who meet the following additional requirements at the time of application.

- Possess minimum overall GPA of 2.5.
- Possess minimum specialization GPA of 2.5.
- Possess minimum professional preparation GPA of 2.5.
- Complete a formal application for Internship I online by the deadlines.
- Meet any special departmental or program requirements.
- Be recommended by the faculty of the department of the student’s major.
- Upon Office of Clinical Experiences approval of the application, students are required to participate in a background check in the district where they are assigned. Certain criminal histories may prevent clearance.

**What Happens in Schools**

During Internship I, students are in classrooms two full days per week. They have the opportunity to observe teaching, to work with small groups of students, and to complete independent study projects in order to engage in experiential learning. In addition, Internship I students are expected to complete assignments from their co-requisite courses.

Collaborating teachers observe the intern working with students and provide essential feedback about performance. Beginning week six or seven, as well as week thirteen or fourteen, students will plan and present single lessons. By the end of Internship I, students have a good understanding of school operations and what teachers do.
Internship II / Graduate Internship

Eligibility for Internship II / Graduate - Application Deadlines: **Feb 15 for Fall, Sept 15 for Spring**

Admission to Internship II will be granted to students who have been admitted to the College of Education and Human Performance and who meet the following additional requirements at the time of application.

- Complete all coursework required by program.
- Possess minimum overall GPA, specialization, and professional preparation GPA of 2.5 (3.0 Graduate); (Early Childhood – minimum GPA of 2.75)
- Achieve a “C-” or better in all prerequisite methods/specialization courses (Undergraduates only); (Early Childhood – minimum specialization GPA of 2.75)
- Complete a formal application for Internship II/Graduate Internship by listed deadlines;
- Meet any special departmental requirements (refer to catalog for program specific requirements);
- Be recommended by the faculty of departmental major.
- Upon the Office of Clinical Experiences’ approval of their application, students are required to participate in a background check in the district where they are assigned. Certain criminal histories may prevent clearance.

What Happens in Schools

The College of Education and Human Performance teacher preparation capstone experience is a full-time semester long student teaching. At this juncture, students have determined that they want to engage in the teaching profession. Internship II / Graduate Internship provides a structured, supervised process in which interns work with collaborating teachers to develop their teaching skills. In this experience, students gain extensive practice in teaching and in the knowledge, skills, and dispositions methods of their teaching fields.

Interns are placed in schools and assume the work schedule of a full-time teacher, all day, five days a week, for a full semester. Interns practice to develop knowledge, skills, and dispositions of the teaching profession as measured by the Florida Educator Accomplished Practices (FEAPs). Particular emphasis is placed on planning, in which interns practice long-range, intermediate, and daily planning for student performance based on planned instruction; and using time management and classroom management skills that are essential to student achievement.

College of Education and Human Performance faculty (i.e., university coordinators) supervise all internships and collaborate with Collaborating teachers to guide the intern in developing knowledge, skills, and dispositions, and evaluate teaching practice according to indicators of the Florida Educator Accomplished Practices (FEAPs) that relate to pre-service practice.

Office of Clinical Experiences / Ph. (407)823-2518 / Fax (407)823-3728 / Website: [www.education.ucf.edu/clinicalexp](http://www.education.ucf.edu/clinicalexp)
College of Education and Human Performance Financial Assistance/ Scholarships

**Website:** [http://education.ucf.edu/students_financial.cfm](http://education.ucf.edu/students_financial.cfm)

The College of Education and Human Performance offers a number of scholarships for students at both the undergraduate and graduate level of studies. Scholarships offered by the College of Education and Human Performance may be either “merit based” or “need based”. Students may apply for any and all scholarships for which they are eligible.

**Minority Teacher Recruitment and Retention Program (MTRRP)**

**Website:** [http://education.ucf.edu/mtrrp/](http://education.ucf.edu/mtrrp/)

Minority Teacher Recruitment and Retention Program (MTRRP) was established in 1990. The purpose of the program is to respond to the critical shortage of diverse teachers. It is designed to recruit and retain diverse students as they prepare for a career in teaching. MTRRP provides future educators with financial assistance, academic support, and professional development.

There are two scholarships available:

- Minority Teacher Education Scholarship (Award of up to $2000)
- Cracker Barrel MTES – for Part-Time Students (Award of up to $1000)

**TEACH Grant**

**Website:** [http://education.ucf.edu/cedr/grant_details.cfm?GrantID=81](http://education.ucf.edu/cedr/grant_details.cfm?GrantID=81)

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program is a non-need based grant program for undergraduate and graduate students in high-need fields that provide qualified students up to $4000 per year.

*For additional scholarships visit the Office of Financial Assistance: [www.finaid.ucf.edu](http://www.finaid.ucf.edu)*
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How to Schedule Advising:

You will receive academic advising with the First Year Advising Office, PH 116 during your freshman year.

Plan your sophomore year with a College of Education and Human Performance academic advisor. Advising sessions are held daily in the Office of Undergraduate Affairs and Partnerships, ED 110 for Education Pending and Elementary Education majors. Please call 407-823-3723 to sign up for an advising session.

To learn more about undergraduate advising in the College of Education and Human Performance, please visit the Office of Undergraduate Affairs and Partnerships website: http://education.ucf.edu/ugrad/