

# UNDERGRADUATE SECONDARY TEACHER LICENSURE PROGRAM

## *Urban Institute for Teacher Education*

College of Education, University of Utah

**Secondary Education:** The purpose of Secondary Teacher Licensure Program is to prepare junior high, middle school, and high school educators. Competent secondary teaching requires both in-depth knowledge of subject matter and skill in applying educational concepts and principles. Candidates for teacher licensure in secondary education take the required courses in a subject area (i.e., composite teaching major, teaching major, teaching minor – the teaching minor is not required, but is strongly recommended) and licensure courses through the College of Education to acquire pedagogical skills, and knowledge of students, families and urban communities.

**Degree Requirements:** In order to graduate with a bachelor's degree, students must complete General Education, Bachelor's Degree requirements, and Teaching Major requirements in addition to the Secondary Teacher Licensure program requirements. A degree (i.e., Bachelor of Arts, Bachelor of Science, or Bachelor of Fine Arts) is granted through the college of the teaching major.

**Licensure:** Teaching licenses are granted by the Utah State Board of Education. The College of Education recommends candidates for the Utah Level I Teaching License grades 6-12, upon successful completion of the program and exit exams. The sixth through twelfth grade license requires a teaching major or composite major, and does not permit teaching in a self-contained elementary class. While not required, a teaching minor is strongly recommended.

**ESL Endorsement:** The majority of the courses required by the Utah State Board of Education for an ESL endorsement are included in this licensure program. Students wanting to earn their ESL endorsement will have a few additional course requirements.

**Advising:** Students must maintain contact with multiple advisors during the course of their studies. Each advisor has specialized knowledge and information, and therefore students should meet regularly with the following:

### **General Education & Bachelor's Degree Requirements**

University College  
450 SSB  
801-581-8146  
[uc@uc.utah.edu](mailto:uc@uc.utah.edu)

### **Major & Minor Requirements**

Departmental Advisors for specific content areas listed on page 2

### **Secondary Education Requirements**

Sara Hatch Southwick -Secondary Education Advisor  
2264 SAEC  
801-581-6818  
[sara.hatch@utah.edu](mailto:sara.hatch@utah.edu)

Karla Motta-Academic Bridge Coordinator  
2262 SAEC  
801-581-5791  
[karla.motta@utah.edu](mailto:karla.motta@utah.edu)

*Program information is subject to change without notice. For the most up-to-date information, please contact the Urban Institute for Teacher Education.*



*Urban Institute for Teacher Education*

1721 Campus Center Drive, Room 2260  
Salt Lake City, Utah 84112  
801-581-7158 Fax: 801-581-3609  
[uite.utah.edu](http://uite.utah.edu)



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## TEACHING MAJORS AND MINORS

Utah state licensure guidelines specify that secondary teachers may teach only in the areas for which they are licensed.

Teaching Majors (REQUIRED)	Teaching Minors (strongly recommended)	Index of Criticality *	Utah Grade Levels <sup>+</sup>
Art Composite		2.6	6-12
Biology Composite	Biology	3.3	7, 10-12
Chemistry	Chemistry	3.7	9-12
Dance (must audition)		2.8	7-12
Earth Science Composite		3.4	8-9
English	English	2.8	6-12
	French		
	Geography <sup>^</sup>	2.6	6-12
	Health Promotion & Education	2.6	7-12
History	History	2.3	6-12
Math (level 4)		4.1	6-12
	Math (level 3)	3.9	6-9
Physics	Physics	3.8	9-12
Spanish	Spanish	2.9	7-12
Theatre (Drama)		2.8	7-12
Physical Education (through Kinesiology) and Music are k-12 licensure programs offered through those individual departments			
Physical Education		2.2	k-12
Music		2.6	k-12

\* Utah State Board of Education Index of Criticality (11/16) Note: Criticality may change from year to year and state to state.

4.0-4.9 = Critical Shortage

3.0-3.9 = Moderate Shortage

2.0-2.9 = Minimal Shortage

1.0-1.9 = Oversupply

<sup>^</sup> Available at the University of Utah, but limited student teaching placements and jobs.

<sup>+</sup> Grade level column represents typical job availability in Utah schools in a given academic subject area.

## DEPARTMENTAL ADVISOR CONTACT INFORMATION

Department	Advisor	Location	Phone	Email
<b>Art</b>	College of Fine Arts Advisors	161 ART 126 MCD 216 PAB 270 ART	801-585-1416	advisor@finearts.utah.edu Schedule an appointment advising.utah.edu/scheduling
<b>Biology</b>	Denise Brenes or Teshia Griswold	135 Bldg 44	801-581-6244	advising@biology.utah.edu
<b>Chemistry</b>	Natascha Knowlton	HEB 2112	801-585-7284	advisor@chem.utah.edu
<b>Dance</b>	Pam Geber-Handman	216 MCD	801-587-9806	p.geber@utah.edu
<b>Earth Science</b>	Erich Petersen	319 FASB	801-581-7238	erich.petersen@utah.edu
<b>English</b>	Shawn Michael Adrian	3500 LNCO	801-581-5265	shawn.adrian@utah.edu
<b>Geography</b>	Stacy Morris	106 Bldg 72	801-581-3822	stacy.morris@geog.utah.edu
<b>Health</b>	Hailey Nielson	200 HPER N	801-587-3962	hailey.nielson@utah.edu
<b>History</b>	Amarilys Scott	310 CTIHB	801-581-6121	history-advising@utah.edu
<b>Mathematics</b>	Angie Gardiner	214 LCB	801-581-6837	advisor@math.utah.edu
<b>Physics</b>	Tamara Young	202 JFB	801-581-7910	tamara@physics.utah.edu
<b>Foreign Language</b>	Lucia Rubio (Spanish only) Lisa Hutton (Spanish/French)	1228 LNCO 1400 LNCO	801-585-3006 801-581-7561	lucia.rubio@utah.edu lisa.hutton@utah.edu
<b>Theatre</b>	Xan Johnson		801-581-4927	xan.s.johnson@utah.edu

<b>Kinesiology Teaching (P.E.)</b>	Timothy Brusseau	241 HPR N	801-581-7558	Tim.brusseau@utah.edu
<b>Music (Choral)</b>	Jessica Napoles	256 DGH	801-581-7368	jessica.napoles@utah.edu
<b>Music (Woodwind/String)</b>	Mark Ely	314 DGH	801-581-7163	mark.ely@music.utah.edu
<b>Music (Brass/Percussion)</b>	Jared Rawlings	316 DGH	801-587-3691	j.rawlings@utah.edu

**SECONDARY TEACHER LICENSURE COURSE REQUIREMENTS**

**Pre-Licensure Courses**

30 required hours, 3 optional hours

**Introductory Education Courses**

EDU 1010 <sup>^</sup>	Introduction to Teaching (3) <b>Field: 20 hours</b> must take prior to applying to licensure program (SLCC equivalent EDU 1010)
ECS 2150 <sup>*^</sup>	Introduction to Multicultural Education (3) <b>DV Field: 18 hours</b> (SLCC equivalent EDU 2150) Suggested Pre-requisite: EDU 1010 Pre-requisite: ETHNC 2550 <i>HF</i> , 2560, 2570 <i>HF</i> , 2580 <i>BF</i> , or 2590 <i>HF</i> (choose one) <i>DV</i> (SLCC equivalents ETHS 2410, 2420, 2430, 2440, or HUMA 2220)
Adolescent Psychology	Choose One: ED PS 3721 (recommended), PSY 1230, PSY 3220, or FCS 5230. (3) (SLCC equivalent FHS 1230)

**Intermediate Education Courses**

EDU 5200 <sup>^</sup>	Teacher Language Awareness (3) <b>Field: 16 hours</b>
ED PS 5151	Educational Applications of Technology in Grades 6-12 (3)
SP ED 5012	Teaching Students w/Disabilities in Inclusive Secondary Classrooms (3) (SLCC equivalent EDU 2010 or 2011)
SP ED 5021	Principles of Assessment & Data Based Decision Making (3)
SP ED 5022	Principles of Instruction & Behavioral Support (3)

**Advanced Education Courses**

ECS 5645 <sup>*</sup>	Assessment of Linguistically Diverse Populations (3) Pre-requisite: ECS 3150, EDU 5200, SPED 5021
ECS 5709 <sup>*^</sup>	Building Family-School Partnerships for Youth Success (3) <b>Field: 32 hours</b> Pre-requisite: ECS 3150, must be taken prior to licensure year
ECS 5647 <sup>*^</sup>	Inst Methods for Ling Diverse Populations (3) <b>Field: 16 hours</b> – <i>Optional for license, required ESL Course</i> Pre-requisite: EDU 5200, Pre/Co-requisite: ECS 5645

**Licensure Year**

Admission Required, 15 required hours, 1 optional hours

<b>Fall Semester, 4 hours</b> Up to three additional courses may be taken during this semester, but must NOT conflict with required licensure course work; <b>limit additional field-based course work this semester</b>	
EDU 5490 <sup>^</sup>	Field Practicum: Secondary (3) <b>Field: 9 hours a week</b>
<b>Spring Semester, 12 hours</b> Pre-requisite: all pre-licensure, major, minor, general education, and bachelor's degree requirements must be completed prior to student teaching; additional coursework during this semester is highly discouraged	
EDU 5491	Professional Development & Teacher Research (3)
EDU 5495 <sup>^</sup>	Student Teaching: Secondary (9) <b>Field: 12 weeks full-time</b>

<sup>^</sup> course has a field component, a cleared background check is required; see Program Requirements section for details

\* course has pre-requisites

**Total Licensure Hours      45-49 credit hours**

**Typical Pre-Licensure Course Offerings**

\*\*subject to change without notice, this is general info only, not a guarantee!\*\*

<u>Every Semester</u>			<u>Once or Twice a Year</u>	
EDU 1010	Adolescent Psychology	SP ED 5021	EDU 5200 – Fall & Spring	ED PS 5151- Fall
ECS 2150	ECS 5645	SP ED 5022	ECS 5709 – Fall & Spring	SP ED 5012 –Spring
	ECS 5647			

## SECONDARY TEACHER LICENSURE PROGRAM REQUIREMENTS

In addition to University General Education, bachelor's degree requirements, and teaching major and minor departmental requirements, the Secondary Teacher Licensure program includes 45 semester hours of required education coursework (some courses may fulfill multiple requirements). Education courses are taken in two categories: Pre-licensure courses (which may be taken by any University of Utah student), and Licensure Year courses (which require acceptance into the licensure program).

\* **General Education & Bachelor's Degree Requirements:** All degree-seeking students at the University of Utah are required to complete a series of General Education and Bachelor's Degree courses. First baccalaureate students should work closely with University College and Departmental Advisors to ensure that all general education and bachelor's degree requirements are met.

\* **Teaching Major and Teaching Minor Course Requirements:** The subjects that students plan to teach in the secondary schools are called their teaching major and teaching minor. Students should work closely with advisors in their teaching major and teaching minor departments to be sure that all requirements for graduation with a bachelor's degree are met.

\* **Licensure Program Course Requirements:** Current secondary teacher licensure course requirements are listed on page 3. Please meet with the Secondary Education Advisor to review the licensure coursework in detail.

\* Students may take a mix of general education, bachelor's degree requirements, teaching major, teaching minor, and education courses at the same time.

## PROGRAM POLICIES

**Background Check:** In order to participate in any field-based course in the licensure program, students must pass a State and Federal background check and have the results sent to the Utah State Board of Education. Background checks expire after 3 years, and may need to be renewed during your program and in order to be recommended for your teaching license.

**Fall Semester Licensure Year Time Commitment:** During Fall semester of the licensure year, EDU 5490 has students in class or in the public schools from 7:30-10:30 (plus travel time to and from the schools) 3 days a week. EDU 5201 is an online component to the field work for students who wish to earn the ESL endorsement. Students may take additional classes in the afternoon/evening. Due to travel from local public schools, we advise NOT taking additional classes prior to 12:00 pm. Please be aware of the time constraints affiliated with school-based classes.

**Spring Semester Licensure Year Time Commitment:** During Spring semester of the licensure year, students will assume the responsibilities of a regular classroom teacher. The time commitment during this phase of the program is extensive (i.e., 12 weeks of student teaching). Students are expected to be in the schools for full school days (i.e., 7:30 am – 3:30 pm, daily) as well as attend a weekly seminar held in the evening. The remaining weeks of spring semester will be spent in closing cohort activities and completing course-related assignments. Because of the intensive time commitment, working outside of school and/or taking additional classes will likely present extreme hardship. Additional coursework is strongly discouraged during this semester.

**Student Teaching Placements:** During the licensure year, teacher candidates teach under the guidance of a classroom teacher and a supervisor employed by the Urban Institute for Teacher Education. Student teaching assignments are located in a group of specially selected schools in which teacher candidates observe and practice teaching methods. Student teaching placements are arranged by the supervisor in consultation with the teacher candidate and school personnel. Due to the volume of student teaching placements and the variety of major/minor emphasis areas, personal circumstances (i.e., commute, etc.) are not criteria for placement. Working outside of school and/or taking additional classes will present excessive time demands.

**Student Teaching License:** Teacher candidates must obtain a student teaching license prior to their student teaching experience. Go to [www.utah.gov/teachers](http://www.utah.gov/teachers) and click "Student Licenses." If a student does not have background clearance, the system will automatically divert to the fingerprinting portion of the site first.

**Student Code:** Letters indicating possible violations of the student code, and appropriate student responses, will be placed in the student's file. ([www.sa.utah.edu/code](http://www.sa.utah.edu/code))

**GPA Requirements:** Teacher education candidates should maintain a cumulative GPA of 3.0. After admissions into the program students must maintain a cumulative GPA of a 3.0 and a term GPA of a 3.0.

**Minimum Cumulative GPA:** Once admitted, teacher candidates must maintain at least a 3.0 GPA. If a teacher candidate fails to maintain a 3.0 GPA, they will be placed on scholastic probation and may not register for any licensure year courses.

**Grade Requirements:** All education courses required for the secondary teaching licensure program must be completed with a grade of "C" or better. Major/minor courses must be completed with a grade of "C" or better unless departmental grade

requirements are higher. If departmental grade requirements are higher, the student will be held to the higher grade requirement. Teaching methods courses and all education courses must be completed with a grade of “C” or better in order to advance to student teaching. If a student receives less than a “C” in any licensure year course, they will be placed on scholastic probation and not allowed to student teach.

**Repeating a Course:** Courses in the Secondary program may only be repeated once.

**Time Limit on Education Courses:** Due to changes in the research base on teaching and learning, classroom practices, and Utah State Board of Education standards for teacher licensure, education courses must be taken within 5 years of beginning the licensure year. If courses are over 5 years old they may not be accepted towards the licensure program requirements.

**Transfer & Equivalent Coursework:** A formal request must be made by students for course equivalencies for the Secondary Teacher Licensure Program by submitting course syllabi and transcripts for review. Course equivalency approval is required from the Director of the Urban Institute for Teacher Education.

**Pre-Licensure Course Offerings:** Pre-licensure courses are not guaranteed to be offered every semester. Students are encouraged to meet with advisors in the Urban Institute for Teacher Education and in his/her major and minor departments to receive the most current course scheduling information.

**Licensure Year Pre-requisites:** All pre-requisite coursework in the Secondary Teacher Licensure Program (i.e., general education, bachelor’s degree requirements, teaching major and teaching minor courses, and pre-licensure coursework) must be completed prior to starting the spring semester of the licensure year (full time student teaching).

### **APPLICATION POLICIES FOR LICENSURE PROGRAMS**

**Admissions Notification:** Applicants will be notified by mail of acceptance or denial approximately 6 weeks after the first of the month in which the application is reviewed. Applicants have the opportunity to appeal the decision to the Director of the UITE within 14 business days following notification of the admissions decision.

**Incomplete Applications:** The UITE is not responsible for any materials missing from files. Complete files will be reviewed by the Admissions Committee. There is no guarantee that incomplete files will be reviewed.

**Time Limit on Licensure Program Completion:** The licensure year/student teaching placement can only be reserved for up to six semesters (not including summers) after acceptance into the program. Students apply and are saved into a specific licensure year. If a student is unable to begin the licensure year as planned, they must submit a written request to postpone.

**Admissions Files:** Admissions files become the property of the UITE and will not be returned to the applicant, nor will letters of recommendation be forwarded for scholarship application purposes.

**Nondiscrimination Policy:** The University of Utah is fully committed to policies of nondiscrimination and equal opportunity, and vigorously pursues affirmative action in all programs, activities, and employment with regard to race, color, national origin, sex, age, and status as a person with a disability. Religion, sexual orientation, and status as a disabled veteran or veteran of the Vietnam era also are protected under nondiscrimination and equal opportunity employment policies. The University seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notification is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, (801) 581-8365 (voice and TDD). Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.

**APPLICATION REQUIREMENTS & PROCEDURES**

**Rolling Admissions:** Candidates for the Secondary Teacher Licensure Program are admitted on a rolling admissions basis. Admission is contingent upon meeting the admissions criteria and availability of space. Complete application files are reviewed monthly. Complete applications must be received no later than **February 1<sup>st</sup>** prior to the anticipated licensure year (i.e., if you plan to start the licensure year Fall 2018, your application must be submitted no later than February 1, 2018). Students are encouraged to apply early.

**Please submit all application materials in one sealed envelope.** The Urban Institute for Teacher Education is not responsible for any materials missing from application files. Students may apply once they have completed EDU 1010 Introduction to Teaching, and are within three years of beginning the licensure year of the program.

**Minimum Standards for Application:** Due to the competitive nature of the program, meeting minimum admissions standards does not guarantee acceptance into the teacher licensure program. Admission preferences for the teacher licensure program will be given to students who will teach in areas of greatest need, based on the information provided in the Index of Criticality. Students with a teaching minor in addition to their teaching major will also be given preference.

1. Complete the Application for Admission to Teacher Education Programs. This is available on the Urban Institute for Teacher Education website: [www.uite.utah.edu](http://www.uite.utah.edu).
2. Statement of Professional Purpose: Submit a statement informing the Admissions Committee of your strengths as a candidate in the teacher education program in the Urban Institute for Teacher Education at the University of Utah. Essays should be approximately two pages in length and may be double-spaced. Your essay will be evaluated on its content as well as your ability to convey your ideas in formal academic language using standard writing conventions. Use the following rubric to assist in writing your statement.

<b>Criteria</b>	<b>INADEQUATE</b>	<b>ADEQUATE</b>
<b>Illustrate your commitment and passion to the teaching profession</b>	The writer does not provide an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement does not convey the writer’s passion to the teaching profession.	The writer provides an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement adequately conveys the writer’s passion to the teaching profession.
<b>Discuss your commitment to the mission of the Urban Institute for Teacher Education (UITE) with regard to diversity and multicultural education</b>	The writer does not provide sufficient evidence of a commitment to the mission of the UITE and to issues related to diversity, including but not limited to language, culture, ability and does not address why the writer is committed to this mission.	The writer provides sufficient evidence of a clear commitment to the mission of the Urban Institute of Teacher Education and to issues related to diversity in its varied forms, including but not limited to language, culture, and ability and addresses why the writer is committed to this mission.
<b>Demonstrate your ability to think deeply about and analyze contemporary educational issues</b>	The writer does not provide evidence that the writer can think deeply about contemporary educational issues that affect youth in today’s society.	The writer provides clear evidence that the writer can think deeply about contemporary educational issues that affect youth in today’s society.
<b>Attend to the overall organization and flow of your statement and clarity of your writing</b>	The writer’s statement is generally unclear and/or not succinct and/or may be rambling and/or meaning is hidden and/or paragraphs poorly structured. No structure is used to convey ideas.	The writer’s statement is clear and succinct, and paragraphs are well organized. Meaning is clear to readers. The writer uses an appropriate structure to convey ideas.
<b>Attend to standard conventions of writing, including spelling, usage, punctuation and grammar</b>	The writer does not use standard conventions of writing or makes many errors in spelling, usage, punctuation or grammar. The writing piece does not look presentable.	The writer uses all standard conventions or writing with few or no errors in spelling, usage, punctuation and grammar. The writing piece looks presentable.

<b>Use formal academic language rather than colloquial or informal conversation</b>	The writer uses conversational and/or colloquial language—use of contractions (isn't, doesn't, shouldn't); and informal vocabulary terms such as “and so,” “like,” “get,” “very,” “of course,” “a lot,” “lots,” “good,” “really,” “kind of.”	The writer addresses the Admissions Committee and uses formal academic language throughout the statement.
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3. Submit current and official transcripts from the University of Utah and from **all other** colleges and universities previously attended, no matter how long ago or how little credit was earned, including all correspondence and/or foreign credit. The transcript must be received by the candidate. A “Summary of Transfer Credit” will **not** be accepted in lieu of official transfer credit transcripts. The transcripts must be in sealed envelopes with a stamp over the seal, and must be included in the application packet.
4. Submit a Completion Plan. This form is available on the UITE website. List all major, minor, general education, bachelor’s degree requirements, and education courses that are not yet completed. This plan demonstrates that you can reasonably complete all of your remaining course requirements prior to student teaching, and are therefore eligible to apply to the program.
5. Submit Departmental Major/Minor Sign-Off forms. Forms are available on the UITE website. Students must meet with their major and minor advisors to have the forms completed. Forms must be submitted in sealed envelopes with the advisor’s signature over the seal.
6. Letters of Recommendation. Three letters of recommendation must be submitted. Letters must be typed on official letterhead from the recommender’s organization. Please ask your recommenders to attach a recommendation form to their letter (forms available on the UITE website). Letters and forms must be in a sealed envelope with the recommender’s signature over the seal. **Note: Family, friends, and religious advisors are considered inappropriate references.** Submit a letter in each of the following areas:
  - a. Academic: This letter must be written by a professor in your **major** subject area, who can speak to your intellectual performance and scholastic abilities.
  - b. Professional: This letter should be written by an employer or an additional course instructor, who can address your professional competencies (i.e., reliability, initiative, organization, communication skills).
  - c. Teaching and Working with Youth: This letter should be written by a professional educator who has supervised and/or observed you while you interacted with junior high and/or high school age children in an **academic setting**. (Recommended sources include volunteer work or practicum experiences in public schools affiliated with university coursework.)
7. Submit scores from the Praxis I Core Academic Skills for Educators: Reading, Writing, and Math. This test is a computer-based test. Registration procedures:

<b>Registration</b>	Register online at <a href="http://www.ets.org/praxis">www.ets.org/praxis</a> Students may register for sections individually (test codes 5712, 5722, 5732), or for the combined test (test code 5751).
<b>Test Dates</b>	Offered multiple times a year during testing windows. Check the website for availability.
<b>Test Preparation</b>	Information about each test section is available online at <a href="http://www.ets.org/praxis">www.ets.org/praxis</a> . Click on “Prepare for a Test” under the heading “For Test Takers.” The drop down menu has separate information for each section. Check for <i>tests at a glance</i> and <i>study guides</i> under all three sections.
<b>Scoring</b>	Each section is scored 100-200. Scores are valid for 5 years. The minimum scores for each test required for admissions: Reading 156, Writing 162, Math 150.
<b>Retrieving your Scores</b>	<b>Students are responsible for submitting a copy of their full score report (3 pages) with their application packet.</b> You must retrieve your scores online by logging into the ETS website to view and print your scores. Dates when scores will be available are

published on the ETS website. Please begin checking for your score report 2-3 weeks after you have taken the test. Scores are valid for 5 years

**IMPORTANT**

**\*\*Score reports are only available for 45 days after they are posted.\*\***

8. Background Check: If your background check has expired, it must be renewed in order for you to apply to the program. See the Utah Licensure Legal Policies section on the last page for details.

### **EXIT EXAMINATIONS**

All teacher candidates are required by law to complete exit examinations. More detailed information will be given about exit exams upon acceptance into the licensure year of the program. Exit exams are required in the following areas:

- Teaching Major & Teaching Minor: Students must take and pass **Praxis II content knowledge tests in all subject areas** they will be licensed in. If a student is completing the ESL endorsement, then they need to take the **ESL Praxis II**. Students must submit full score reports (3 pages) to the Secondary Education Advisor in order to be recommended for their teaching license. Minimum passing scores are determined by the Utah State Board of Education.
- Students completing a **Math teaching major** must meet the Math department's minimum required test score in order to be cleared for graduation and receive their bachelor's degree. See the Math advisor for more information.
- Students completing a **Spanish teaching major or minor** must also complete an oral proficiency exam in addition to the written language exam. An advanced oral rating is required in order to graduate with a Spanish teaching major or minor.

An **official Oral Proficiency Interview** is required in order to be recommended for a teaching license in any foreign language. Proficiency must be demonstrated through an official OPI from the American Council on the Teaching of Foreign Languages (ACTFL) administered by Language Testing International <http://www.languagetesting.com/>. The OPI is an internationally recognized test, and ratings will be valid for licensure in most states, as well as in many other professional applications. Students must receive a rating of advanced-low or higher. Students must submit a copy of their rating report to the secondary education advisor by the end of their student teaching experience in order to be recommended for licensure in the language.

- Students are encouraged to take the Praxis II PLT: Principles of Learning & Teaching exam during or immediately following their student teaching experience. State law requires students to pass this test within 3 years of being recommended for their initial teaching license.

### **UTAH LICENSURE LEGAL POLICIES**

In addition to the professional requirements for licensure, the state requires:

**Background Check for Initial Licensure:** By legislative mandate, applicants for teaching licenses in Utah are required to have completed and passed a background check, including fingerprinting. Background check clearance expires after three years, and may need to be renewed during the program and in order to be recommended for a teaching license.

**Background Check Procedures:** In order to participate in any field-based course in the licensure program, students must pass a State and Federal background check and have the results sent to the Utah State Board of Education. Please initiate this **at least one month prior** to the beginning of your first field-based course. Background checks expire after 3 years, and may need to be renewed during your program and in order to be recommended for your teaching license.

1. Go to [www.utah.gov/teachers](http://www.utah.gov/teachers)
2. Select "Background Check" application and follow the prompts.
3. Select the "Live Scan" method for the fingerprinting process.
4. You will receive two different emails (receipt of payment and live scan fingerprint form). Once you have the form you will need to take it to the Bureau of Criminal Identification (BCI) to complete the fingerprinting process. The BCI is located at 3888 W. 5400 S., West Valley City, UT 84119. They are open Monday-Friday from 8:00 am to 5:00 pm.
5. You will have to pay \$15 at the BCI to complete your fingerprinting. You must take the generated live scan form from the USBE website with you to BCI to complete your fingerprinting process.



You have 30 days from the time you initiate your background check with the USBE online to complete the fingerprinting process with BCI. You must take the generated Live Scan form from the USBE website with you to BCI to complete your fingerprinting process, otherwise your results will not be sent to the USBE. If you do not take the form with you, or if you do not complete the fingerprinting process within 30 days, you will have to begin the process over again and pay the initial \$40 fee to the USBE again.

**Criminal Conviction:** Teacher licensure may be denied by the state of Utah because of a previous criminal conviction. You must contact the Associate Dean for Professional Education in the College of Education before proceeding with your program in teacher licensure if you have any questions about your status. The Utah Professional Practices Advisory Committee, c/o Executive Secretary, State Office of Education, 250 East 500 South, Salt Lake City, Utah 84111, reviews all such cases.

### INTERNET RESOURCES

Urban Institute for Teacher Education:  
[uite.utah.edu](http://uite.utah.edu)

U of U Career Services:  
<http://careers.utah.edu>

College of Education Scholarships:  
<http://education.utah.edu/students/financial-aid.php>

Utah State Board of Education:  
[www.schools.utah.gov/cert/](http://www.schools.utah.gov/cert/)

Admissions Office:  
<http://admissions.utah.edu/>

USBE List of Endorsement Areas:  
[www.schools.utah.gov/cert/Endorsements-ECE-License.aspx](http://www.schools.utah.gov/cert/Endorsements-ECE-License.aspx)

Class Catalog & Schedules:  
[www.utah.edu/students/catalog.html](http://www.utah.edu/students/catalog.html)

USBE Alternative Routes to Licensure:  
[www.schools.utah.gov/cert/Alternative-Routes-to-Licensure.aspx](http://www.schools.utah.gov/cert/Alternative-Routes-to-Licensure.aspx)

Campus Information System:  
<http://gate.acs.utah.edu>

Criticality Scales by Region:  
[www.aace.org](http://www.aace.org)

Tuition Information:  
<http://fbs.admin.utah.edu/income/>

Financial Aid & Scholarship Office:  
<http://financialaid.utah.edu/>

**LICENSURE YEAR TRACKS**

Students must earn a grade of “C” or better in all courses, regardless of University grading standards for General Education and Bachelor’s Degree Requirements, and maintain a 3.0 GPA. Students must be admitted into the UITE Elementary Education program prior to beginning the Licensure year. Admissions Information can be found online here: <https://uite.utah.edu/admissions/index.php>.

**STUDENT TEACHING (FALL/SPRING COHORT):**

**FALL**

- EDU 5490 Field Practicum (3)
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**TOTAL CREDITS: 3 (may take 3 additional courses in the fall)**

**SPRING**

- EDU 5491 Professional Dev. (3)
- EDU 5495 Student Teaching (9)

**TOTAL CREDITS: 12**

**INTERNSHIP:** Based upon available positions, application, and successful University and School District Interviews. All Pre-licensure, General Education, and content coursework must be completed prior to beginning fall semester.

**SUMMER**

- EDU 5490 Field Practicum (3)
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**TOTAL CREDITS: 3**

**FALL**

- EDU 5950 Seminar (1)
- EDU 5495 Student Teaching (5)

**TOTAL CREDITS: 6**

**SPRING**

- EDU 5950 Seminar (2)
- EDU 5495 Student Teaching (4)

**TOTAL CREDITS: 3**

**STUDENT TEACHING (SUMMER/FALL):** All Pre-licensure, General Education, and content coursework must be completed prior to beginning fall semester.

**SUMMER**

- EDU 5490 Field Practicum (3)
- 

**TOTAL CREDITS: 3**

**FALL**

- EDU 5495 Student Teaching (9)
- EDU 5491 Professional Dev. Seminar (3)

**TOTAL CREDITS: 12**