



# Center for Professional Education Endorsement Handbook 2017-2018

Policies and Procedures for K-12 Educators adding  
Endorsements

## Contents

Conceptual Framework .....	3
Application Submission .....	4
Program Requirements & Policies.....	4
Course Substitution Process .....	5
Plan of Study.....	5
WEST-E/NES/ACTFL Exams .....	6
EDCN 5730: Field Experience Pedagogy Assessment.....	6
Course Overview .....	7
Frequently Asked Questions: Field Experience .....	8
Petition Process for Field Experience Eligibility.....	9
Withdrawal from EDCN 5730: Field Experience.....	9
Program Completion .....	9
Admitted Candidate Retention Policy .....	10
Academic Appeal Process.....	10

## Conceptual Framework

### Vision Statement

The Vision of the Seattle Pacific University School of Education is to influence the region, the nation, and the world through the equipping of educational leaders for public and private schools.

### Mission Statement

The Mission of SPU SOE is to equip educators for service and leadership in schools and communities by developing their professional competence and character, to make a positive impact on learning.

### The Four Commitments

The School of Education's mission statement and the mission statement and Education Plan of the University share a common commitment to themes, informed by our Christian faith and values as articulated in *Micah 6:8: And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God.* The themes include the commitment to leadership and service in the community, and the commitment to character and competence. All of these commitments are focused on the professional and personal growth of our graduates, and speak to the conception of educator as master of a particular discipline, but also as a person who finds meaning and hope in a professional vocation, a "calling." For this reason, the commitments include professional competence, and leadership in one's area of responsibility, but they also include a commitment to character and to a larger vision of service to the educational community and beyond. Through its integration of service, leadership, character and competence, the School of Education's mission captures the distinctiveness of a Christian University that prepares educators who are capable and committed to have a positive impact on the learning of a diverse community of K-12 learners.



**SERVICE:** Effective educators are committed to service, an idea that is deeply imbedded in the language of education. The goal at Seattle Pacific is to find ways to integrate the idea of "vocation" and Christian service in a winsome and appropriate way in the predominantly secular field of education. This need has prompted such terms as "servant leadership," an approach to leadership and service in which serving others is emphasized and "service learning," a form of experiential education that combines occupational and/or academic learning with service to community. Both of these aspects of service shed light on ways in which SPU candidates can fulfill their mission of service in an ever-changing world.

**LEADERSHIP:** Effective educators acknowledge the responsibility of each educator for the learning and growth of children. It is inspirational, but also participatory. It includes demonstration of the ability to motivate and direct others, to create and support principle-based ideas, to accomplish tasks in group situations, to help teams work toward goals, and to manage them to completion. Leadership involves bringing groups together in order to share learning, and construct meaning and knowledge collectively and collaboratively.

**COMPETENCE:** Effective educators demonstrate competence in carrying out their respective roles in learning communities. As competent practitioners, SOE graduates are expected to demonstrate excellence and mastery in their ability to plan and deliver instruction, use technology to support the learning of all students, and address the diverse needs of all students and their communities.

**CHARACTER:** Effective educators demonstrate character which acknowledges the dispositional implications of teaching and learning. Graduates will be able to motivate and lead people, they must have a heart for service to students and the community, and they must be able to demonstrate significant professional expertise, but all of these within a framework of strong personal values and support for the explicit and implicit ethical standards for professional educators.

## Center for Professional Education (CPE) Policies and Procedures for K-12 Educators Adding Endorsement(s)

### Application Submission

Candidates will not be admitted to SPU through the Admissions Office but through the School of Education's Center for Professional Education. Participants in the endorsement program are considered non-matriculated students by the University and are not eligible for financial aid. The application fee for the Endorsement Program is **\$200**. The fee should be submitted by check *made payable to Seattle Pacific University* or paid by credit card using the payment section on the application. Although some applicants complete coursework prior to applying, they will be subject to the endorsement requirements at the time of program application and admission; therefore, candidates are **strongly** encouraged to apply prior to or as soon as they begin taking courses. **An Endorsement Program application MUST be received 90 days prior to applying to take the final requirement: EDCN 5730 Field Experience otherwise you will be subject to a \$75.00 expedited processing fee.**

Applicants should complete the program application and submit it with the \$200 application fee (payable to SPU) to **the Center for Professional Education** at the below address:

Seattle Pacific University  
Center for Professional Education  
3307 Third Avenue West, Suite 209  
Seattle, WA 98119  
ATTN: Endorsements

After the application packet has been submitted, processed and assessed, the applicant will be accepted as an endorsement candidate and receive an official letter in the mail. Please allow at least two weeks for the application to be processed.

The Center for Professional Education currently offers the following additional endorsements:

- **Elementary Education**
- **English Language Learning**
- **Bilingual**
- **Reading**
- **Special Education**

All admitted Endorsement candidates are subject to the following:

### Program Requirements & Policies

## Adding an Endorsement via Program + Test

- 1) Complete **all** required courses as outlined in the Plan of Study.
  - a. Refer to the [Plan of Study](#) section
- 2) Pass applicable WEST-E/NES test and have official scores sent electronically to SPU. (<https://www.west.nesinc.com/>)
  - a. Note: for **Bilingual** candidates the following is also required:
    - [ACTFL Exams:](#)
      - 1.Oral Proficiency Interview (OPI) – proficiency requires a score of Advanced-Mid
      - 2.Written Proficiency Test (WPT) – proficiency requires a scores of Advanced-Mid
- 3) Request to join the *next applicable* Field Experience (EDCN 5730)
  - a. Refer to the [Field Experience Pedagogy Assessment](#) section

## Course Substitution Process

The Center for Professional Education at SPU may accept course substitution credits from candidates' coursework from other 2-4 year accredited colleges or universities, as long as the courses meet the required competencies of the endorsement. A Course Substitution Self-Analysis Form will be provided to admitted students upon request ([endorse@spu.edu](mailto:endorse@spu.edu)). We require interested candidates to fill out the Course Substitution Self-Analysis Form and provide: a) corresponding course syllabi or course descriptions, b) transcript(s) – unofficial are acceptable for the review process, and c) any supplemental materials or rationale the candidate wishes to provide. **Transcripts will only be evaluated after the candidate has applied to the program.** If the candidate chooses to request transcripts be reviewed by the Certification Office prior to applying to the program, there is an additional Transcript Review Fee of \$75.00 payable to SPU. Course Substitution evaluations can take up to two weeks, you will be notified by the endorsement program coordinator on any final decisions.

## Plan of Study

For each endorsement you will receive a Plan of Study outlining the required courses left to complete. Courses offered through SPU may be offered on-campus or online/electronic delivery through our [Distance Learning program](#). This is a self-motivated program meaning you may complete courses at your own pace within [CPE's Endorsement Retention Policy](#). Therefore, it is the candidate's responsibility to be aware of course offerings and requirements left to complete. If courses are completed at another institution, a candidate is required to submit an Official Transcript to:

Attn: Endorsements  
Center for Professional Education  
Seattle Pacific University  
3307 Third Ave W, Ste 209  
Seattle, WA 98119

All candidates are subject to the current program requirements and Plan of Study at the time of admittance unless otherwise notified by SPU. If admitted after completing coursework, only courses that meet the current Plan of Study will be transferred. Please note that tuition price is subject to change.

## WEST-E/NES/ACTFL Exams

Candidates must pass the appropriate exam(s) in the new endorsement area and have their score submitted to Seattle Pacific University **electronically**. Scores are usually available two to five weeks after the testing date. The candidate's official passing exam score must be received electronically before a candidate may enroll in EDCN 5730 Field Experience. In order to be eligible to register for EDCN 5730 Field Experience during a specific quarter, follow these guidelines when selecting your test date:

I intend to complete Field Experience in:	you MUST take the WEST-E/NES exam by :
Autumn	August 1 <sup>st</sup>
Winter	October 15 <sup>th</sup>
Spring	February 1 <sup>st</sup>

Information on the test dates, location, and registration is available at [www.west.nesinc.com](http://www.west.nesinc.com).

**\*\*Bilingual** candidates must also pass the [ACTFL Exams](#):

- 1.Oral Proficiency Interview (OPI) – proficiency requires a score of Advanced-Mid
- 2.Written Proficiency Test (WPT) – proficiency requires a scores of Advanced-Mid

## EDCN 5730: Field Experience Pedagogy Assessment

This final requirement allows the candidate to demonstrate competency in the new endorsement area. Candidates are eligible for EDCN 5730: Field Experience Pedagogy Assessment only if the following are complete:

- 1) **ALL** required coursework is complete and grades are posted to your SPU transcript, or Official Transcript(s) received.
- 2) The WEST-E/NES and other applicable exams were successfully passed and official scores received.
- 3) Complete the above requirements. Then, you must notify the endorsement coordinator ([endorse@spu.edu](mailto:endorse@spu.edu)) to be considered for the **next applicable** Field Experience cohort. Please keep in mind the following deadlines:\*\*

**AUTUMN FIELD EXPERIENCE:** express intent by **July 31<sup>st</sup>**

**WINTER FIELD EXPERIENCE:** express intent by **October 31<sup>st</sup>**

**SPRING FIELD EXPERIENCE:** express intent by **January 31<sup>st</sup>**

**\*\*However**, cohorts often fill quickly so it is at the candidate's advantage to notify intent as early as possible. Once a cohort is full, the candidate will be placed on a wait list and will only be admitted if a space becomes available. If candidates apply to the endorsement program within 90 days of joining field experience, they are subject to a **\$75.00 expedited processing fee**.

**Candidates are encouraged to notify the Endorsement Coordinator ([endorse@spu.edu](mailto:endorse@spu.edu)) 90 days before their intention to complete Field Experience.** Once on the cohort list, eligible candidates will receive application and registration information from the Endorsement Program

Coordinator approximately six weeks prior to the course start date (Autumn: September – December, Winter: January – March, and Spring: April – June). Candidates will be required to:

**1) Secure their own placement within an appropriate classroom setting**

This course is designed to work within a full-time teacher’s schedule, even if the candidate is not currently teaching in the new subject area. The endorsement candidate is responsible for finding a classroom for their field experience where they will be allowed to teach one class period over a minimum of 5-10 days (5-10 hours total).

**2) Secure a mentor teacher**

In most cases, the mentor teacher is the teacher of the classroom where you will be completing your field experience. The mentor is required to have an endorsement in the subject area and have a minimum of 3 years’ experience teaching in that subject area. The mentor teacher must complete at least one formal observation.

After admittance to Field Experience, SPU will assign a supervisor and provide further course information.

## Course Overview

Within this course the candidate will:

- 1) Develop and teach a unit of study one lesson per period/day for 5 to 10 days. Instruction can take place during the regular student day or in an extended day setting before and/or after school. The assigned SPU supervisor will formally observe the candidate teaching a minimum of two lessons from that unit.
- 2) Document completion of the unit and fulfill requirements by submitting a portfolio that documents your ability to have a positive impact on student learning, as well as knowledge and teaching skills in the new endorsement area.

### *Portfolio Requirements*

Compile and submit a portfolio that documents completion of the objectives. The portfolio will contain the following components:

- Introductory Paper
- The Unit Plan
- Positive Impact Statement
- Evaluations
- Other Evidence - documentation, descriptions, or artifacts that support required criterion
- Post-Endorsement Professional Growth Plan

### *Formal Observations by SPU Supervisor*

The candidate will teach a minimum of two lessons from his/her unit plan for the purpose of formal observation and evaluation by the SPU Supervisor. Prior to each of these observations the candidate will submit written documents for that lesson to the SPU Supervisor.

The documents consist of:

- The Classroom and Student Characteristics form
- The Lesson Plan form
- The Rationale form

*Each of these forms is described in more detail within the course syllabus.*

### *Classroom Placement*

This course is designed to work within a full-time teacher's schedule, even if he/she is not currently teaching in the new subject area. **The endorsement candidate is responsible for finding a classroom for their field experience**, where they will be allowed to teach one class period over a minimum of 5-10 days (5-10 hours total).

### *Mentor Teacher*

**It is the candidate's responsibility to locate a mentor teacher.** In most cases, the mentor teacher is the teacher of the classroom where you will be completing your field experience. The mentor is required to have an endorsement in the subject area and have a minimum of 3 years' experience teaching in that subject area. We ask that they complete one formal observation to be submitted to SPU.

### *Course Work*

The unit plan must consist of 5-10 lessons (or hours) taught over a minimum of 5-10 days. In addition to the classroom teaching, this course also requires a portfolio including development of a unit plan to be taught, evidence of positive impact and reflection papers, evaluations and a professional growth plan. *More detailed information will be provided in the course syllabus, (sent after candidate registers).*

### *SPU Supervisor*

A university supervisor will be assigned to each candidate and will be available throughout the quarter for feedback on portfolio pieces. The supervisor will also complete a minimum of two formal observations.

### *Coursework Completion Deadline*

Approximately 10 weeks from Course Start Date – for specific dates contact [endorse@spu.edu](mailto:endorse@spu.edu).

## Frequently Asked Questions: Field Experience

- Q. If I am currently teaching in the new subject area and/or have many years of experience teaching this subject, do I have to complete a field experience?**
- A:** Yes. The Field Experience course is a requirement of SPU's endorsement program. SPU wants one of our faculty members to observe and document effective instructional skills in the new endorsement area before we recommend a candidate for an endorsement. Since SPU is listed as the recommending agency, we feel a moral obligation to only recommend candidates whom we have seen demonstrate effective instructional strategies.
- Q. How can I complete a field experience while I am teaching full-time?**
- A.** SPU's program is designed specifically for current teachers who are pursuing an additional endorsement. The field experience allows a teacher to complete the field experience by spending as little as one period a day over approximately 10 days in another classroom, often during a preparation period.
- Q. How can I complete a field experience if I am NOT currently working in a school?**
- A.** Students who do not have easy access to a classroom setting have two primary options: 1) Contact fellow teachers in the subject area to see if they will allow you to teach in their classroom for 5-10 days, or 2) contact a school district Human Resources department to find a placement for the field experience. The Endorsement Program does not provide

placement for candidates, but we will assist you with any correspondence required by a school district to secure your placement.

**Q. Will SPU find a placement for me or assign a Mentor Teacher?**

**A.** It is the candidate's responsibility to secure an appropriate setting (classroom) for their Field Experience. In addition, the candidate must find a mentor teacher. A qualified mentor teacher will hold the endorsement the candidate is pursuing *and* will have three years of experience in that endorsement area.

**Q. Who will be my instructor for the Field Experience?**

**A.** The instructor will be your SPU assigned supervisor which takes place *after* the candidate has submitted all required application forms to register for the Field Experience.

**Q. How long does it take to receive the certificate with the added endorsement after the course is complete?**

**A.** See [Program Completion](#) section.

### Petition Process to Join Field Experience Before Official Eligibility

Petitions are used to apply for deviation from Endorsement Program requirements before a candidate is eligible to join Field Experience (EDCN 5730). In order to qualify for a change or postponement of any of the stated requirements, your petition and plan for completion must be reviewed by the School of Education Certification Office for official approval. To receive a Petition Request Form contact [endorse@spu.edu](mailto:endorse@spu.edu).

### Withdrawal from EDCN 5730: Field Experience

EDCN 5730 follows Refund Policy L:

All requests for withdrawal with a 50% refund must be made within 14 days of the course start date. No refunds will be given after that date. Please contact [endorse@spu.edu](mailto:endorse@spu.edu) for withdrawal request form and instructions.

### Program Completion

Upon satisfactory completion of all program requirements, SPU will recommend the candidate to OSPI. The candidate will then receive further information and instructions to complete the eCertification process & payment directly through OSPI. This process can take 4-6 weeks from the time that final paperwork is received by SPU.

## Admitted Candidate Retention Policy

The average endorsement candidate will typically complete all endorsement requirements within 2-3 calendar years. Since the Professional Educator Standards Board (PESB) updates endorsement competencies regularly, **a candidate needs to complete the endorsement program within 5 years of admitted date.** If a candidate does not complete the endorsement requirements in 5 years the candidate will need to re-apply at which time there will be an evaluation of courses needed to complete the endorsement based on current endorsement program requirements. If two calendar years lapse without any progress or communication from the candidate toward program completion, the candidate's file will be closed and archived. The candidate will need to re-apply if still interested in adding the endorsement.

## Academic Appeal Process

If a student decides to appeal an academic decision, he or she should contact the advisor for more detailed information and assistance. The University provides a process whereby a student may appeal an academic decision, including, but not limited to, grades on course activities, evaluations, course grades, decisions on program admissions, and decisions on fulfillment of program and graduation requirements.

Academic appeals can be made only on grounds of unfair treatment against the stated standards, not against the professional judgment of the faculty member(s). The intent is always to resolve the appeal at the most immediate level. Only in extraordinary circumstances, when a resolution cannot be obtained at the first level, is the process moved to the next level.

In each case, the student shall bring the appeal in writing to the person or committee who made the original decision. If a resolution is not obtained at that level the student may appeal to the next level in the school or University administrative structure.

### Guidelines

Appeals on final grades must be submitted within one quarter of the grade being awarded. For appeals on academic decisions such as grades on course activities, evaluations, course grades, and decisions on program admissions, the levels to be followed, in order, are as follows:

1. Faculty member at the course level
2. Graduate program director
3. Dean
4. Vice president for academic affairs
5. President

Academic petitions regarding general University matters such as decisions on registration policies, graduation requirements, or other *Graduate Catalog* academic regulations may be made in the following order:

1. Graduate program director or SAS (Check with advisor for the appropriate venue for petition.)
2. Graduate Policy and Evaluation Committee
3. Dean
4. Vice president for academic affairs
5. President

The decision of the president in any student appeal shall be final:

1. An appeal must be made in writing within five calendar days of receiving the decision from the faculty member or committee.
2. Every attempt shall be made at each level to resolve the issue according to ethical practices, accreditation standards and University policy.
3. The person making the appeal should provide the necessary supportive information to substantiate the appeal.
4. If, for any reason, a case is appealed beyond the faculty member or faculty committee, an appeal file shall be created. This file will contain written documentation related to the case including, but not limited to, the student's written appeal and the faculty response. The appeal file shall be open to all principals in the case, including the student appellant.