

Rice University Education Department Undergraduate Preparation Calendar for Teacher Certification

Term	Action	Dates, Terms, and Activities			Document Tracking
Application Deadline: October 15- Spring Admission	Undergraduate Offer Letter of Admission and Acceptance	October-November: Admission Interview and Notification			Assistant Director
	Plan of Study: Undergraduate	Within 30 days of acceptance			Assistant Director
Application Deadline: January 15; Late March 15 – Fall/Summer Admission	Undergraduate Offer Letter of Admission and Acceptance	February-May: Admission Interview and Notification			Assistant Director
	Plan of Study: Undergraduate	Within 30 days of acceptance			Assistant Director
	Plan of Study	Level	Fall 17	Spring 18	Plan of study is monitored through a verbal meeting once per semester. Program Director
		1 st Yr. Sophomore	EDUC 304	EDUC 305	
		2 nd Yr. Junior	EDUC 319 EDUC 422	EDUC 320	
		3 rd Yr. Senior	EDUC 460-466 EDUC 421	EDUC 467 EDUC 316	
Summer	Teacher Education Clinical Teacher Fall Residency Orientation – Letter of Agreement	August - Senior Year during orientation week at Rice University (week before classes begin). Letter of Agreement part of Student Record.			Program Director, Instructor and Assistant Director
Summer	Education Department Summer Workshops	The Education Program conducts a teaching workshop in August before the first day of classes that addresses topics like instructional strategies for diverse learners, learner-centered classroom, data driven instructional planning, and leadership from the classroom.			Program Director, Instructors and Assistant Director

		Students who are entering the fall FBE and EDUC 521 Curriculum Development are required to attend.	
Fall and Spring	Education Department Life in Schools Events	An event is held every semester that focuses on an educational topic such as Teaching through Inquiry, Assessment, Technology.	Students are required to attend. Faculty and Assistant Director keep sign-in sheets.
Fall and Spring	Field Experience: Observation Logs	Fall and Spring Semesters for students' required 5 hours of observation for each EDUC class taken	Observation logs turned into Assistant Director after EDUC class scheduled observations.
Fall (Senior Year)	Field Experience: Observation Logs	Fall Semester embedded in Curriculum Development EDUC 421. 75 hours of observation required before the end of November.	Observations logs turned into Assistant Director weekly.
Fall (Senior Year)	Teacher Education Clinical Teacher Spring Practicum for Clinical Teachers - Letter of Agreement	Collected during December training day.	Program Director and Assistant Director
Fall (Senior Year)	PPR and Content Test Prep	PPR T-Cert Review and face to face seminar; content review through ETS content manuals, Certify. Teacher recommended for students	Instructor and Assistant Director
Spring (Senior Year)	Content and PPR Exam verification of passing	Score reports are checked according to registration reports.	Program Director and Assistant Director
Spring (Senior Year)	Teacher Education Spring Practicum for Undergraduate	Begins in January, three Formal Observations required,	Submitted by field supervisor to assistant director prior to the end of the practicum
Spring (Senior Year)	Time sheets	Spring Semester embedded in Practicum EDUC 467	Time sheets turned into Assistant Director bimonthly
Spring (Senior Year)	End of Clinical Teaching/Practicum	Standard Certification approval after program requirements have been completed and official transcript with degree conferral date has been received.	Program Director and Assistant Director