

## Rice University Education Department Post-Bac/MAT Preparation Calendar for New Teachers

Term	Action	Dates, Terms, and Activities				Document Tracking
Application Deadline: October 15-Spring Admission	PB Offer Letter and Acceptance Letter	October-November: Admission Interview and Notification				Assistant Director
	Plan of Study: PB MAT	Within 30 days of acceptance				Assistant Director
Application Deadline: January 15; Late March 15 – Fall/Summer Admission	PB Offer Letter and Acceptance Letter	February - May: Admission Interview and Notification				Assistant Director
	Plan of Study: PB MAT	Within 30 days of acceptance				Assistant Director
Course Schedule	Plan of Study	First Year	Summer	Fall	Spring	Plan of study is monitored through a meeting once per semester. Program Director
			EDUC 504 or EDUC 505 or EDUC 520 or EDUC 516 or EDUC 519 or EDUC 522	EDUC 504 EDUC 519 EDUC 521 EDUC 522	EDUC 505 EDUC 516 EDUC 520	
		Second Year		EDUC 540 I	EDUC 540 II	
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. Students who are entering the fall FBE and EDUC 521 Curriculum Development are required to attend.				Program Director, Instructors and Assistant Director
Summer	Fall Residency	August – during orientation week				Program Director,

	Orientation – Letter of Agreement	at Rice University (week before classes begin).	Instructor and Assistant Director
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	Field Experience: Observation Logs	Fall Semester embedded in Curriculum Development EDUC 521. 75 hours of observation required before the end of November	Observations logs turned into Assistant Director weekly.
Fall	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	Verification of content and PPR exam passing scores	Score reports are checked according to registration reports. Approval for probationary certificate program course requirements are completed successfully.	Program Director and Assistant Director
Fall and Spring (Second Year)	Year Long Teaching Internship for PB MAT in a TEA accredited school	Formal Observations Rubric, two in Fall and one in Spring	Submitted by Field Supervisors to Assistant Director.
Spring (Second Year)	End of first year teaching	Standard Certification approval after program requirements have been completed and official transcript with degree conferral date has been received.	Program Director and Assistant Director