*As the university and school districts continue to monitor the evolving circumstances of the COVID-19 pandemic, it is possible that we will need to adjust plans and procedures throughout the school year. Should we have to implement any changes, we will communicate all necessary information with teacher candidates, Cooperating Teachers, University Supervisors, and District Mentors immediately.*
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Other information may be found on the Department of Education’s website:
https://www.furman.edu/academics/education/
Furman University’s mission is to provide students a distinctive education in fine arts, humanities, social sciences, mathematics and the sciences, as well as select professional disciplines. The University’s signature program, *The Furman Advantage*, seeks to guarantee every student an unparalleled education that combines classroom learning with real-world experiences and self-discovery. This integrated four-year pathway, guided by a diverse community of mentors, prepares students for lives of purpose and accelerated career and community impact— demonstrating in concrete terms the value of a Furman education. Furman’s Educator Preparation Program is anchored in the University’s mission and embodies *The Furman Advantage*.

**Vision Statement**

The Educator Preparation Program at Furman University prepares educators who are scholars and leaders.

**Mission of the Educator Preparation Program at Furman University**

Furman University prepares teachers and administrators to be scholars and leaders who use effective pedagogy, reflect thoughtfully on the practice of teaching, and promote human dignity. Specifically, educators who are scholars and leaders have in-depth knowledge and understanding of their discipline; use evidence-based practice for effective teaching and communication; and are caring and thoughtful individuals who respond sensitively to the needs and experiences of all students and others with whom they interact.

Furman is committed to a program of educator preparation that calls for collaborative, interdependent efforts throughout the academic community. Furman’s Educator Preparation Program is anchored in the university’s commitment to the liberal arts, encompassing the humanities, fine arts, mathematics, and social and natural sciences as the essential foundation for developing intellectually competent educators.

**Program Standards**

Furman University prepares educators who exemplify proficiency in standards related to educator effectiveness. Programs align to the South Carolina Expanded ADEPT¹ and PADEPP² standards for educators and the defining characteristics of the *Profile of the South Carolina Graduate: world-class knowledge, world-class skills, and life and career characteristics*. Furman’s programs also align to national standards including InTASC³, ISTE⁴, and CAEP⁵ standards for accreditation, and SPA standards for specialized programs. Furman’s program of teacher preparation and school and district leadership is nationally recognized by the Council for the Accreditation of Educator Preparation (CAEP).

Candidates develop mastery of the InTASC core teaching standards as they progress through

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¹ ADEPT – Assisting, Developing, and Evaluating Professional Training
² PADEPP – Program for Assisting, Developing, and Evaluating Principal Performance
³ InTASC – Interstate Teacher Assessment and Support Consortium
⁴ ISTE – International Society for Technology in Education
⁵ CAEP – Council for the Accreditation of Educator Preparation
the program:

- **The Learner and Learning**
  - Learner Development
  - Learning Differences
  - Learning Environments

- **Content Knowledge**
  - Content Knowledge
  - Application of Content

- **Instructional Practice**
  - Assessment
  - Planning for Instruction
  - Instructional Strategies

- **Professional Responsibility**
  - Professional Learning and Ethical Practice
  - Leadership and Collaboration

In addition, candidates are mentored to ensure they can respond effectively and sensitively to the needs and experiences of all students and others with whom they interact. Upon acceptance to and throughout their program of study, undergraduate and graduate candidates are expected to demonstrate the following key dispositions:

- Timeliness/Time Management
- Attendance
- Appearance/Dress
- Confidentiality
- Honesty/Integrity
- Poise/Attitude/Self-Efficacy
- Cooperation/Collaboration
- Caring/Rapport
- Communication
- Sensitivity to Individual Differences
- Sensitivity to Cultural Differences
- Reflectiveness/Responsiveness
- Initiative/Leadership
- Active Learner
Program’s Commitment to Technology and Diversity

Technology

In preparing educators as scholars and leaders, Furman's Educator Preparation Program acknowledges the crucial role of technology as a means to locate information, transmit knowledge, gain conceptual understanding, and achieve occupational ambitions. School leaders, teachers, and students must therefore acquire the knowledge, skills, and dispositions that will enable them to solve problems and use technology as a tool for collaborating and communicating effectively. This objective is all the more urgent in light of the explosive growth of digital media, as well as the impact of emerging technologies. Furman’s program aligns to ISTE standards and candidates are assessed on the ability to use technology for learning.

Diversity

Furman’s Educator Preparation Program is committed to preparing educators who, as scholars and leaders, understand and appreciate the diverse nature of learners and their cultures. Furman recognizes the continuing role that schools, teachers, and school leaders play in fostering acceptance and celebration of diversity, both individually and collectively. As a result, we are committed to diversifying our own pool of teacher candidates, as well as their field placements. Candidate dispositions, including Caring, Sensitivity to Individual Differences, and Sensitivity to Cultural Differences, are assessed at program transition points.

Undergraduate Program for the Initial Preparation of Teachers

This guide to the Educator Preparation Program at Furman University will assist you in understanding the teacher certification requirements that are part of the education major or the major in another academic department. It is to be used as a supplement to the Furman Catalog and the policies, procedures, and regulations published in the “Student Handbook”: https://www.furman.edu/student-life/student-handbook/.

The Education Department offers a major in education (leading to an elementary teacher certification, grades 2-6) and teacher certification for grades PK-12 in music (choral and instrumental) for music content majors. For teacher certification in secondary (grades 9-12) biology, chemistry, English, mathematics, physics, and social studies and in French and Spanish (grades PK-12), candidates are encourage to look into our new Master of Arts in Teaching (M.A.T.) Program. While this guide provides information for the undergraduate program, information on the M.A.T. can be found in a complementary guide titled M.A.T. Guide for Teacher Preparation. The Educator Preparation Program is accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the South Carolina Department of Education. Additionally, the Department of Education is a member of the American Association of Colleges of Teacher Education (AACTE).

Data collection, as outlined in the assessment system, helps determine the extent to which the teacher preparation program and candidate performance reflect the development of scholarship, leadership, and evolving mastery of the South Carolina ADEPT (Assisting, Developing, and
Evaluating Professional Teaching) standards, as well as national standards including InTASC (Interstate Teacher Assessment and Support Consortium), SPA (specialty professional association), and CAEP (Council for the Accreditation of Educator Preparation) standards that govern each certification program and the Educator Preparation Program as a whole.

Faculty within Furman’s Department of Education and faculty in Furman University’s Arts, Sciences, and Humanities have responsibility for teacher preparation program courses and general education courses. Clinical and adjunct faculty teach one or more courses a year, depending on their area of expertise. Faculty and adjunct faculty also serve as university supervisors to supervise practicum and internship candidates. Within the Department of Education, a Department Chair serves as Director of Teacher Education.

Performance Transition Points and the Assessment System

The Educator Preparation Program of Furman University has a professional responsibility to ensure that its programs offer candidates the highest quality of preparation. The Educator Preparation Program must also assure that its graduates have demonstrated proficiency in all areas, including a positive impact on student learning. For purposes of gauging the entrance level and continued growth of candidates toward proficiency in content knowledge, pedagogical skills, and dispositions, periodic program transition points including common assessments and other performance measures are used. Each transition point includes assessments and performance measures that are aligned to the multiple state and national standards identified above. The transition points for all initial undergraduate programs include the following:

Transition Point #1: Admission to Education Program
Transition Point #2: Entry to Senior Practicum (all programs except music)
Transition Point #3: Entry to Senior Internship
Transition Point #4: Program Completion/Certification Recommendation

At each transition point, multiple sources of evidence are required. Quantitative data include a minimum grade point average; minimum grade requirements in professional education courses and in the major; passing Praxis Core scores (or approved minimum scores on the SAT or ACT); passing Praxis Subject and PLT test scores; and satisfactory performance on ADEPT, SPA, dispositions assessments and other CAEP common assessments. These knowledge, skills, and dispositions performance-based assessments are completed by Education unit faculty, cooperating teachers/mentors, and university supervisors (e.g. evaluations of field experience performance, recommendations of faculty, reflective journal entries, unit work samples, unit or lesson plans, video clips, and self-assessments). These data are aggregated and analyzed by the Department’s Program Assessment and Review Committee (PARC), and other program committees and groups per the Quality Assurance Assessment System, for confirmation of candidate proficiency and indications of trends that may result in a need for program improvements. Table 1 provides an overview of the program’s performance assessment and transition points. Candidates are expected to demonstrate the required level of mastery at each transition point.

Specific to candidate dispositions, the Educator Preparation Program has identified attitudes and behaviors that embody professional teaching. As with knowledge and skills assessments, if a candidate receives any unsatisfactory scores on any of the dispositions, an Event/Concern Report and/or delay in program transition may result.
Note: Elementary candidates must take and pass the Praxis Core and have a cumulative GPA of 2.75 to enroll in upper level methods courses (EDU 330, 331, 332, 333, MTH 302).

Grade Point Average Criteria for Admission to and Continuation in the Program
Per South Carolina Department of Education guidelines, students who entered Furman during the 2015-16 academic year and after must have a cumulative grade point average of at least 2.75, and a minimum grade point average of 2.75 in the major in order to gain admission to the certification program. A candidate may be admitted to the program with a GPA of 2.5 or above on a case-by-case basis if it is determined that the candidate has demonstrated other measures of being successful in the program. The same grade point average criteria applies to candidates who have been admitted to the program.

Candidates and prospective candidates are expected to earn a grade of C or above in all professional education courses required for certification. See “Our Degrees” at https://www.furman.edu/academics/education/program-overview/ for program of study certification worksheets.

Prospective candidates who earn a grade of C- or below in professional education courses or other courses that fulfill certification requirements may not be admitted to the program unless the instructor or chair of relevant department determines that knowledge of content was mastered at the C level or above despite the grade earned, or until candidates demonstrate mastery of the courses’ content at the C level or above. Admitted candidates who earn a grade of C- or below in professional education courses or other courses that fulfill teacher certification requirements may not continue to take courses required for certification unless the instructor or chair of relevant department determines that knowledge of content was mastered at the C level or above despite the grade earned, or until candidates demonstrate mastery of the content at the C level or above.

Although some departments allow mastery to be demonstrated via successful completion of a comprehensive exam, mastery of content in methods courses is demonstrated in most cases – at the discretion of the relevant department - when students retake the course(s), by means of an audit. Auditing of courses will be allowed with the stipulation that candidates, or prospective candidates attend class, complete all assignments and fieldwork, and take all exams as if they were taking the course(s) for the first time. Although the grade recorded in the transcript will not be changed, the course instructor will be asked to determine whether the performance of the candidate, or prospective candidate, qualifies for a grade of C or above.

Candidates, or prospective candidates, who demonstrate mastery of the content at the C level or above will be allowed to request admission, or re-admission, to the program. Candidates, or prospective candidates, who do not demonstrate mastery of the content at the C level or above will not be allowed to continue taking courses leading to teacher certification. If a candidate receives a grade below a C in the Internship, the candidate will not receive a recommendation for a South Carolina teaching license.

Exception Note: Candidates certifying to teach music in grades PK-12 enroll in a four-course Music Theory sequence (MUS 111-112, MUS 211/212) designed to build skills in rhythmic reading, sight-singing, ear training, rudimentary keyboard skills and harmonic analysis. Prospective or admitted candidates who earn a passing grade lower than C in the Music Theory
Sequence may demonstrate mastery of the content by earning higher grades in the second, third and fourth courses so that, together with the grade in the first course, they obtain an average of a C or better in the sequence.

**Event/Concern Reports**

Event/Concern Reports (E/CR) are generated on an as-needed basis to document concerns by advisors, faculty, cooperating teachers/mentors, and/or university supervisors. It is anticipated that a candidate will not receive any E/CRs during the candidate’s preparation as a prospective teacher; however, if the candidate does, the candidate will meet with the Department Chair, the advisor, and the faculty member(s) who generated the report to discuss the event/concern and to formulate an action plan to address the identified concern(s). A follow-up meeting will be scheduled to determine whether the issues cited in the E/CR are resolved and if the candidate can move to the next program transition point. Completed E/CRs are submitted to the Education Analyst for placement in the candidate’s record.
<table>
<thead>
<tr>
<th>Transition Point</th>
<th>Year/Semester</th>
<th>Requirements and Assessments (Key Assessments in purple text) for Transition Point</th>
</tr>
</thead>
</table>
| Point #1. Admission to Education Program | Admission decisions made June of sophomore year to June of junior year, depending on program | ✓ Completed Admission to Education Program application¹  
✓ Grade of "C" or above in EDU-111, EDU-120, and EDU-221, and completion of connected field experiences  
✓ Minimum 2.75 cumulative and major grade point average  
✓ Earned grades of "C" or above in all professional education courses and all courses required for certification  
✓ Recommendation from the major department (all programs except elementary)  
✓ Satisfactory Dispositions Assessment scores from EDU-221. Any unsatisfactory scores are considered in Teacher Education Admissions Committee decisions  
✓ Department review of Event/Concern Report, if pertinent³, in Teacher Education Admissions Committee decisions  
✓ Passing Praxis Core scores if candidate does not meet exemption criteria below²  
✓ Clearance on reports from Student Life and Academic Affairs  
✓ Teacher Education Admissions Committee recommendation and faculty vote |
| Point #2. Entry to Senior Practicum (omit this point for music candidates) | End of fall senior year | ✓ Successful completion of Early Experience  
✓ Maintained grades of "C" or above in all courses required for certification completed since admission  
✓ Maintained minimum 2.75 grade point average  
✓ Satisfactory performance and demonstration of growth in knowledge, pedagogical skills, and dispositions in methods coursework; Any unsatisfactory performance during methods courses may result in delay in program continuation  
✓ Resolution of any new or existing Event/Concern Reports³ |
| Point #3. Entry to Internship | End of spring senior year | ✓ Maintained grades of "C" or above in all courses required for certification completed since admission  
✓ Maintained minimum 2.75 grade point average  
✓ Demonstration of growth in content knowledge, pedagogical skills, and professionalism evaluated by both the cooperating teacher and the university supervisor, including meeting the minimum passing total score on SCTS 4.0 final evaluation  
✓ Satisfactory Dispositions Assessment evaluation (Any unsatisfactory scores are considered in the recommendation for the Internship)  
✓ Successful completion of Practicum and other requirements as specified in program guides and handbooks (Unit Work Sample, Technology Portfolio)  
✓ Passing scores on Praxis subject & pedagogy exams.  
✓ Any "Unsatisfactory" or "Unacceptable" evaluation performance scores may result in an Event/Concern Report³ and/or delay program continuation |
| Point #4. Program Completion/Certification Recommendation | End of fall 5th year (Induction year or fall only experience/spring senior year for music candidates) | ✓ Earned grade of C or above in Internship  
✓ Satisfactory demonstration of content knowledge, pedagogical skills, and professionalism evaluated by both the cooperating teacher and the university supervisor, including meeting the minimum passing total score on SCTS 4.0 final evaluation  
✓ Satisfactory Dispositions Assessment and Candidate Use of Technology (Any unsatisfactory scores are considered in the completion of Internship and the recommendation for certification); Successful completion of ION Assignment  
✓ Successful completion of all Internship requirements  
✓ Any Event/Concern Report³ resolved |

¹ Admission to Teacher Education Program form: provided by Education Analyst, charmaine.moore@furman.edu
² Praxis Core Exemption: Teacher candidates who attain an 1100 or above on the two-part SAT or a score of 22 on the ACT may exempt the Praxis Core. Teacher candidates who attain a 1650 or above on the three-part SAT taken after March 1, 2005 are also exempt. For the class of 2021 and after, please refer to the application checklist for current exemption requirements.
³ Event/Concern Report: See the Guide to Educator Preparation and the Event/Concern Report form on Department website.
Field and Clinical Experiences

Candidates complete a minimum of 35 hours of fieldwork in foundations courses. Candidates begin in the first course with class observations, tutoring, and small group instruction. In the following courses, candidates build upon these experiences and add individual student observations and after-school program work.

Prior to the teaching internship, elementary candidates complete 444 hours of incremental field experiences fully integrated into coursework and the Senior Block. Many candidates spend more than the required weekly visits during their methods courses. Prior to the Senior Block, teacher candidates have an Early Experience in a local school at the beginning of the senior year, prior to the opening of fall term at Furman University. The senior year practicum takes place in the spring for approximately 8 weeks, and the teaching internship takes place the following fall for approximately 14 weeks. In the practicum, candidates spend a minimum of three weeks full-time teaching.

Music candidates complete a minimum of 139 incremental hours of field experiences prior to the teaching internship. The senior year starts with an Early Experience, prior to the opening of fall term at Furman University, and is continued during the spring term of that year.

The Education Program ensures candidates participate in a sequenced set experiences of increasing depth and breadth in multiple types of settings, including settings with diverse populations. Field and clinical experiences coursework, hours, and types of experiences are provided in Table 2. Specifics about the Early Experience, Practicum, and Internship are provided in the Guide to Senior Year & 5th Year Internship.

Note: Furman University students are not permitted to contact schools to arrange their own field placements, including internships. Also, field experiences, including internships, are not allowed at a high school attended by the candidate or in any school in which there is a family member employed.
<table>
<thead>
<tr>
<th>Type of Experience</th>
<th>Course</th>
<th>Days/Weeks/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundations – Elementary &amp; Music Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class observations, Tutoring, Small group instruction</td>
<td>EDU 111 Perspectives on American Education</td>
<td>1-2 days/week = 15 hours</td>
</tr>
<tr>
<td>Class/Individual student observations, Tutoring, Small group instruction</td>
<td>EDU 221 Education of Students with Exceptionalities</td>
<td>1-2 days/week = 20 hours</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>35 hours</td>
</tr>
<tr>
<td><strong>Methods – Elementary Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class/Individual student observations, Tutoring, Small group instruction</td>
<td>EDU 305 Arts Integration in Elementary Grades</td>
<td>20 hours</td>
</tr>
<tr>
<td></td>
<td>EDU 330 Literacy</td>
<td>20 hours</td>
</tr>
<tr>
<td></td>
<td>EDU 331 Literacy Proc</td>
<td>20 hours</td>
</tr>
<tr>
<td></td>
<td>EDU 332 Social Studies Grades Pk-6</td>
<td>12 hours</td>
</tr>
<tr>
<td></td>
<td>EDU 333 Science Grades Pk-6</td>
<td>20 hours</td>
</tr>
<tr>
<td></td>
<td>MTH 302 Mathematics for Elem Teachers II</td>
<td>17 hours</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>109 hours</td>
</tr>
<tr>
<td><strong>Methods – Elementary Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class/Individual student observations, Tutoring, Small group instruction</td>
<td>MUS 352 Basic Conducting Methods AND:</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>Instrumental</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUS 353 Instrumental Conducting</td>
<td>6 hours</td>
</tr>
<tr>
<td></td>
<td>MUS 332 Brass Methods</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>MUS 432 Instrumental Music Methods</td>
<td>20 hours</td>
</tr>
<tr>
<td></td>
<td>Choral</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUS 354 Choral Conducting</td>
<td>6 hours</td>
</tr>
<tr>
<td></td>
<td>MUS 433 Music Education</td>
<td>10 hours</td>
</tr>
<tr>
<td></td>
<td>MUS 434 Elementary Music Methods</td>
<td>10 hours</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>29-31 hours</td>
</tr>
<tr>
<td><strong>Methods – Music Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class observations, Individual student observations, Tutoring, Small/large group instruction</td>
<td>Early Experience</td>
<td>Full days 2 weeks = 75 hours</td>
</tr>
<tr>
<td><strong>Full-time teaching</strong></td>
<td>Practicum EDU 470 Practicum in Teaching</td>
<td>8 weeks: Full days 6 weeks (minimum of 3 weeks Full-time teaching) = 225 hours</td>
</tr>
<tr>
<td><strong>Full-time teaching</strong></td>
<td>Internship EDEP 670 Teaching Internship</td>
<td>Full days = 525 hours (fall semester of year 1 teaching)</td>
</tr>
<tr>
<td></td>
<td>Option #1: Induction year Teacher</td>
<td>Full days 14 weeks: Minimum 8 weeks full-time teaching = 525 hours</td>
</tr>
<tr>
<td></td>
<td>Option #2: Student Teacher</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>825 hours</td>
</tr>
<tr>
<td><strong>Clinical Experience – Elementary Education (Senior year to fall of 5th year)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class observations, Individual student observations, Tutoring, Small/large group instruction</td>
<td>Early Experience</td>
<td>Full days 2 weeks = 75 hours</td>
</tr>
<tr>
<td><strong>Full-time teaching</strong></td>
<td>Practicum EDU 470 Practicum in Teaching</td>
<td>8 weeks: Full days 6 weeks (minimum of 3 weeks Full-time teaching) = 225 hours</td>
</tr>
<tr>
<td><strong>Full-time teaching</strong></td>
<td>Internship EDEP 670 Teaching Internship</td>
<td>Full days = 525 hours (fall semester of year 1 teaching)</td>
</tr>
<tr>
<td></td>
<td>Option #1: Induction year Teacher</td>
<td>Full days 14 weeks: Minimum 8 weeks full-time teaching = 525 hours</td>
</tr>
<tr>
<td></td>
<td>Option #2: Student Teacher</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>825 hours</td>
</tr>
<tr>
<td><strong>Clinical Experience – Music Education (Senior year)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class observations, Individual student observations, Tutoring, Small/large group instruction</td>
<td>Early Experience (fall senior year)</td>
<td>Full days 2 weeks = 75 hours</td>
</tr>
<tr>
<td><strong>Full-time teaching</strong></td>
<td>Internship EDU 505 Teaching Internship (spring senior year)</td>
<td>Full days 14 weeks: Minimum 8 weeks full-time teaching = 525 hours</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td>525 hours</td>
</tr>
</tbody>
</table>
**Conduct for Candidates Engaged in Field Experiences and Internships**

The cooperating teacher is legally responsible for the classroom students at all times. Because of this legal responsibility, it is very important that the cooperating teacher be in or near the classroom at all times. *If the cooperating teacher is absent, the school must provide a substitute.*

The principal of a school is legally responsible for all that takes place within the school and on immediate property. Classroom teachers and other school personnel are directly responsible to the principal. Candidates and university faculty are guests in the schools and must, therefore, fit into the school community and abide by the school’s policies and expectations. For this reason, candidates must follow the guidelines listed below:

- The primary purpose of the public school is to facilitate student learning and development according to South Carolina Board of Education regulations, state standards, and district expectations. Therefore, the welfare of students must be the first priority.
- University students and teacher candidates are to conduct themselves as professional individuals in accordance with expectations for faculty members in the school.
- The school has final jurisdiction over all aspects of the educational program in that school.
- University students and teacher candidates are to be well-groomed and maintain their professional appearance according to the acceptable standards for faculty members of the school. It is the candidate’s responsibility to become familiar with and adhere to standards governing dress and grooming in that school.
- Unexcused absences are not allowed in field experience situations, and candidates must notify the school and university faculty member ahead of time if they must miss a scheduled field experience appointment.
- Candidates are expected to refrain from becoming involved with students in their school placements in social activities not sponsored by the school. This includes activities that might occur after school and while the candidate remains in the program for initial certification.
- Candidates must exhibit integrity and character consistent with the “Standards of Conduct for South Carolina Educators” [https://ed.sc.gov/educators/teaching-in-south-carolina/professional-practices/conduct-standards/] as set forth by the South Carolina Department of Education.
- Candidates should refrain from any inappropriate contact or communication with students, on or off school grounds. If there is any doubt as to what constitutes “inappropriate,” you should confer with the cooperating teacher and/or university instructor/supervisor.

**Knowledge or Suspicion of Child Abuse or Neglect**

According to S.C. Code Chapter 7, Article 1, sub-article 3: Section 20-7-501, any person acting in a professional capacity in contact with children and who has a “reason to believe that a child’s physical or mental health or welfare has been adversely affected by abuse and neglect” must report said abuse, either orally by telephone or otherwise, to the county department of social services or to a law enforcement agency.
As practicum students, interns, or volunteers, Furman University students may develop relationships with students that will result in knowledge or suspicion of abuse. Furman University students are required to:

- notify the classroom (cooperating) teacher of the suspicion or child’s admission of the abuse,
- notify the university instructor or supervisor over the said program that a student has acknowledged said abuse and that this has been reported to the cooperating teacher, and
- ask the teacher (or the school administrator if the matter is referred to him/her) to verify, in writing, that you have reported this and that the school will notify county authorities.

*If the school fails to act on the information the candidate has provided or refuses to acknowledge the candidate’s report in writing, the candidate is required to make a report to DSS or county law enforcement (under the direction of the university supervisor) reporting the claim.*

As mandated by law, any knowledge or suspicion of abuse must be reported. Different schools and districts may have different procedures, and we encourage all of our candidates to abide by these procedures; however, a report must be filed.

All abuse reports offered by students must be credible. As an approved guest in the school, it is the candidate’s responsibility to report the student’s story of abuse or neglect to the cooperating teacher and principal and for them to qualify the veracity of a student’s report. It is not the candidate’s job to investigate or determine if the student’s report is, indeed, abuse or neglect. The law requires the candidate to report suspected abuse or neglect and for the appropriate state agency to investigate.

Often, students will come to Furman candidates and say, “I’ve got a secret, but I don’t want you to tell anyone. Will you keep my secret because… I’m scared, afraid,” etc. The standard response should be, “Thank you for trusting me enough to keep your secret; however, if this is about someone hurting you or your being in any type of danger, I can't keep that a secret. I need to do what is best to protect you.”

**Student Teaching Internship Options**

Teaching internships for elementary, secondary, and foreign language candidates are scheduled in the fall term only. A state-mandated requirement for certification, the internship is offered in the fall term in order to: (a) enable students to best demonstrate the knowledge, skills, and dispositions learned during the spring practicum; (b) collaborate with peers and facilitate collegial dialogue among peers and university supervisors participating in seminars held throughout the semester; and (c) facilitate coordination between partnership school districts and Furman University so that staff and resources can be used effectively and efficiently. In scheduling the internship immediately following the spring practicum, student expenses are reduced; it also permits students to be recommended for certification, and potentially employed, earlier.

**Music Candidates**

Music certifiers complete their program of preparation on the undergraduate level by participating in the teaching internship with a cooperating teacher *during the spring term of their*
Senior year.

Elementary, Secondary, and Foreign Language Candidates
Teacher to Teacher Residency Program

Approved by the State Department of Education, Furman’s Teacher to Teacher Residency Program sometimes referred to as the “program extended into the fifth year,” involves a partnership with local school districts. All-candidates are eligible to participate. See section at the end of this document titled Graduate Program for the Continuing Preparation of Teachers and Other Professional School Personnel for additional information on graduate programs.

During the teaching internship, candidates earn six hours of graduate credit for EDEP-670: Teaching Internship. Candidates with induction contracts earn three additional hours for EDEP-640: Best Practices for the Induction Teacher.

In order for a candidate to be offered an induction year contract, a local school district must have a vacancy (and funding for the vacancy) in the candidate’s certification area; the candidate must receive passing scores on Praxis Subject and PLT exams and meet all requirements for Educator Preparation Program Transition Point #4; and Furman and school district officials must endorse the candidate as eligible for an induction year contract. Participating school districts will not honor contracts that might have been previously offered to candidates if the candidate does not successfully complete all aspects of the Senior Block/Practicum, as indicated by the cooperating teacher and university supervisor on the candidate’s final evaluation.

To be an induction teacher in a K-12 public school classroom, Teacher to Teacher Residency Program participants are granted a one-year Intern Teaching Certificate by the South Carolina Department of Education. Upon successful completion of the teaching internship and all other Educator Preparation Program requirements (which usually occurs in early December), the induction teacher then receives Furman’s endorsement for an Initial South Carolina Teaching Certificate.

Until successful completion of the teaching internship, Furman candidates serving as induction teachers are compensated by a local school district at approximately 75 percent of the salary of fully-certified first-year teachers.

Note: Furman University is not directly involved or influential in the offering of contracts for the induction year and, therefore, cannot be held responsible for those who may not be employed as induction teachers in a partner school district. The process of employment is separate from the completion of the certification requirements.

Certifiers complete their program of preparation on the post-baccalaureate level, after graduation, by pursuing one of two teaching internship options:

Option 1. Candidates participate in a fall-only internship with a cooperating teacher (with additional supervision and guidance provided by a university supervisor).

Some candidates choose a fall-only internship for personal reasons; others do fall-only internships because there is a consensus among all concerned parties that the candidate is not yet ready to undertake the responsibilities of an induction teacher. Still, other candidates are
placed in a fall-only internship because they have been unable to secure an induction year contract approximately four weeks prior to the start of the school year. In the fall-only internship, students are assigned a cooperating teacher and a university supervisor in one of Furman’s partner schools. Fall-only is an ideal choice for candidates who may wish to pursue graduate programs or teaching positions in other locations (locations outside the partner Greenville and Spartanburg districts). The requirements for completing the internship are the same for all candidates. Candidates spend full days for 14 weeks in the classroom and spend a minimum of 8 weeks full-time teaching. Fall-only candidates also have the option of completing a master’s degree at Furman.

Fall-only internship candidates who have been recommended by Furman for an induction year position may continue to interview for the position after the fall-only internship has begun, provided they schedule interviews so that interviews do not conflict with the regular school day. Candidates must inform the university supervisor and the cooperating teacher prior to any interviews. State Board of Education regulations require that an educator be under contract and employed full-time for 152 days out of a 190 day school year in order to receive experience credit for a full year. If a candidate is a late hire and the contract does not meet this specification, the candidate will not receive credit for a full year of experience.

Option 2. If recommended and a position is available, candidates may apply for an induction year contract in a partner school district. If hired, candidates participate in a fall term internship as part of their first year (i.e., “induction year”) of teaching while serving as the teacher of record in their classrooms. As the teacher of record, they receive compensation and benefits. They also receive supervision and assistance from a school district mentor and a university supervisor.

As teacher of record, candidates spend full days full-time teaching. The minimum requirement for certification is 14 weeks.

**Application and Recommendation for Certification**

Teacher candidates are required to undergo a state and federal background check during the fall of the senior year prior to the spring practicum; for music education candidates, candidates are required to undergo a state and federal background check during the spring of the junior year prior to the spring teaching internship in the spring of the senior year. The Education Analyst notifies candidates of the time frame for completion of the “Application for Student Teaching Clearance” application (hereinafter referred to as “Application”) and digital fingerprinting. After the candidate completes the online application on the South Carolina Department of Education website and schedules a fingerprinting session with an IdentoGO center, the candidate is responsible for notifying the Education Analyst that they have completed the Application and fee payment, and the digital fingerprinting process. Additionally, near the end of the teaching internship, the Education Analyst will ask candidates to complete the online Standard Application with the South Carolina Department of Education and requests their official transcripts from Furman University, as well as their undergraduate degree institution (if the candidate earned their degree from an institution other than Furman), be sent to the South Carolina Department of Education. The Education Analyst submits the Verification of Educator Preparation Recommendation for program completers to the South Carolina Department of Education.
Appeals

A candidate who wishes to make an appeal for an exception to an Educator Preparation Program policy and/or transition point progression may write a formal letter to the Education Department Chair. Appeals for exceptions to program policies set by the Teacher Education Committee will be brought to the attention of the Department by the Department Chair. A formal letter of response will be provided to the candidate with the appeal and placed in the candidate’s record.

Graduate Program for the Continuing Preparation of Teachers and Other Professional School Personnel

Furman offers several programs for add-on certification including Early Childhood Education; Special Education (offered with two certification tracks: emotional/behavioral disorders and learning disabilities); TESOL; and Literacy (for certification as “literacy teacher” or “literacy coach”). In addition, advanced educator preparation is offered in School Leadership (principal certification) and Educational Leadership (superintendent certification).

*Teacher to Teacher Residency Program* candidates who have completed their required prerequisites as undergraduates may add additional areas of certification and graduate with an M.A. degree. Several programs may be completed in approximately 15 months after receiving the B.A. degree, but candidates may elect to extend the program of study over 2-3 years. In the *Teacher to Teacher Residency Program*, candidates earn between six and nine graduate hours during their induction year that may apply to the M.A. degree at Furman University.

*Teacher to Teacher Residency Program* candidates who satisfactorily complete all Senior Block courses (including the Practicum experience) and who are eligible to enroll in EDEP-670: Teaching Internship may gain provisional graduate admittance for study in the summer session prior to the completion of the teaching internship. Successful completion of all Senior Block courses is required before students are allowed to enroll in graduate level courses. Candidate are advised to consult the *Graduate Studies Catalog* for policies and procedures related to Furman’s graduate programs ([https://catalog.furman.edu/content.php?catoid=13&navoid=600](https://catalog.furman.edu/content.php?catoid=13&navoid=600)).