

**College of Staten Island**  
**School of Education**  
**Undergraduate**  
**Handbook**

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## INTRODUCTION

Welcome to the School of Education at the College of Staten Island. We invite you to explore who we are and how we offer you outstanding opportunities to develop as a professional educator. Working with partners in the liberal arts and sciences, our expert faculty members expose students to rigorous content knowledge, universal principles of teaching and learning, and structured interactions with students in schools that culminate in a mentored student teaching experience.

Teaching is a vital profession, perhaps now more than ever. To do it well requires passion and dedication but also a fundamental understanding of children and learning, proficiency in a variety of pedagogies, the ability to formulate a sound plan, and the wisdom to know when to deviate from it. To do it well rewards you with deep relationships with children and adolescents, and pleasure in watching them learn and grow under your tutelage. The School of Education is committed to enhancing its academic and co-curricular programs in concert with these fundamental principles.

The School of Education prepares highly qualified, caring, and effective educators to meet the needs of students in diverse settings within the State of New York and beyond. We do so by linking theory, scholarship, and social justice. Our programs emphasize equity, academic excellence, reflective practice, curriculum integration, and advocacy. The programs promote meaningful fieldwork in which pre-service and in-service teachers engage with students, families, and other educators within diverse communities. Our students conduct research, understand educational policies, and develop the skills required to meet the needs of all students. Through their courses and fieldwork, our students develop the dispositions that guide and support their teaching and leading.

To actualize our vision and mission, we engage with our students in the classroom and in the field to:

- *Truly* listen to one another and see the world from different perspectives.
- Recognize how race, ethnicity, class, gender, family, and context shape human values and experience.
- Understand the relationship between students' academic achievement and their emotional well-being.
- Demonstrate dexterity in their use of curriculum theory, pedagogy, and assessment practices.
- Create classroom environments that respect all students and meet the needs of all learners.
- Conduct research with students, educators and school communities to generate new knowledge and strategies that contribute to the field.
- Critically analyze and thoughtfully engage in conversations around current educational policies that impact teaching and learning in classrooms.
- Develop professional dispositions that help them to recognize and utilize the “funds of knowledge” of culturally and linguistically diverse families and communities.
- Teach and lead in a wide range of local, state, regional, national, and international settings.

## **PROGRAM OVERVIEW AND ADVISEMENT**

### **Undergraduate Programs in Early Childhood and Childhood Education**

Students interested in the Early Childhood or Childhood program major in Science, Letters and Society (SLS). The major in Science, Letters, and Society (SLS) is designed for students seeking an overview of the liberal arts and sciences rather than a specialization in a single discipline. It undertakes to present a unified view of the modern intellectual enterprise. Consequently, the program requires a balanced sequence of broadly conceived upper-level courses in the humanities, social sciences, mathematics, and science. The development of high levels of competence in reading and writing is particularly emphasized. For admission to and continuation in the major of Science, Letters, and Society, and the Education program a minimum GPA of 3.0 is required. A minimal grade of C+ in all education courses.

Through a separate process, students apply to an Education program. Students are sent an application while taking the first education courses. Applications are reviewed by The Admissions Committee.

#### **Advisement**

Once admitted, in your program you have two sources for advisement:

##### **Education Faculty Advisor:**

1. Advises you about professional aspirations, career choices, intellectual growth, and unique opportunities.
2. Advises you about Education course content, academic and professional relationships, and other academic issues that arise.
3. Advises you in case you are in academic difficulty (i.e., GPAs have fallen below minimum standards) in their Education courses.
4. Advise you if you seek an academic waiver for an Education requirement of any kind.

##### **SLS Advisor: (Michelle Borowski 3S-208D, x4173)**

1. Advises you on general education requirements that pertain to the Science, Letters and Society Major.
2. Advises you about SLS course content, academic and professional relationships, and other academic issues that arise.
3. Advises you in case you are in academic difficulty (i.e., GPAs have fallen below minimum standards) in their SLS courses.
4. Advises you if you seek academic waivers for an SLS requirement of any kind.

## **Undergraduate Program in Adolescence Education**

This program provides the academic course content necessary for certification as a teacher at the adolescence level in the fields of English, foreign languages, mathematics, science, and social studies.

### **Academic Major**

Students must complete the requirements of a major in the field in which they plan to teach. This sequence provides the academic course content necessary for certification as a teacher at the adolescence level in the fields of biology, chemistry, earth science, English, history, Italian Studies, mathematics, physics, or Spanish.

Through a separate process, students apply to the Education program. Students are sent an application while taking the first education courses. The application is reviewed by the Admissions Committee. A minimal grade of C+ in all education courses.

### **Advisement**

Once admitted, in the program you have two sources for advisement: an Education faculty advisor assigned to each cohort of entering students and faculty member in the Academic Major.

#### **Education Faculty Advisor:**

1. Advises you about professional aspirations, career choices, intellectual growth and unique opportunities.
2. Advises you about Education course content, academic and professional relationships, and other academic issues that arise.
3. Advises you if you are in academic difficulty (i.e. GPAs have fallen below minimum standards) in their Education courses.
4. Advise you if you seek an academic waiver for an Education requirement of any kind.

#### **Academic Major: (Assigned by appropriate Department)**

1. Advises you on general education requirements that pertain to the Academic Major.
2. Advises you about course content in the major, academic and professional relationships, and other academic issues that arise.
3. Advises you if you are in academic difficulty (i.e., GPAs have fallen below minimum standards) in their major courses.
4. Advises you if you seek an academic waiver for major courses.

## Student Observation Requirements

All education students in the undergraduate early childhood, childhood and adolescence programs must complete a **minimum** of 150 hours of observation. This is a New York State requirement. These hours must be completed **before** student teaching. The State requires that the student be exposed to a variety of school settings while observing. Your observations will include the following: a minimum of 50 hours in a diverse, high-need school (Title 1), a minimum of 15 hours with students with disabilities (in a special education setting), and observation of English Language Learners (ELL).

Students in the **Early Childhood Program** must have experiences across the range of developmental levels of the certificate including: Birth-3; Pre-K and K; 1<sup>st</sup> and 2<sup>nd</sup> grade.

Students in the **Childhood Program** must do all 150 hours across the range of student developmental levels of the certificate (grades 1-6).

Students in the **Adolescence Program** must do 75 hours at the intermediate level (7 & 8) and 75 hours at the high school level (grades 9-12).

This requirement is accomplished through the assignment of fieldwork during coursework. All courses in early childhood have observation hours attached to them. Please be aware of this requirement when you register, as you need to consider this as part of your workload for the courses. **Paraprofessionals** may observe in their own classes, as long as they are at the appropriate developmental levels.

At the beginning of each semester, a letter of introduction along with a time sheet will be given to each student. This letter is to be taken to the school when you observe and the time sheet is to be signed by the classroom teacher you are observing. Your class will be assigned a partner school host site for fieldwork. These are schools with which we have strong relationships. You will be expected to attend that school. Any exceptions must be discussed in advance with the Director of Clinical Collaboration. Once you receive an assigned school, it is your responsibility (unless your professor made other arrangements) to email the contact person and arrange a schedule – usually after the first two weeks of the semester.

**IMPORTANT:** You are guests in the schools and first impressions are critical. You **MUST** dress appropriately, meaning “business casual”. Shorts and tank tops are **NOT** acceptable. Even if other teachers in the school are under-dressed, you must adhere to professional standards. In addition, **cell phone** use is **strictly prohibited** during observation for any purpose, including texting. If you have an emergency, you must step out of the classroom. Failure to observe these guidelines will threaten future fieldwork, including student teaching.

## Fingerprinting Requirement

All students enrolled in an education preparation program at CSI are required to be fingerprinted. Students doing fieldwork, student teaching and or any other clinical experience must be fingerprinted for the New York City Department of Education (NYCDOE) and pass a DOE background check prior to working with students.

In order to be fingerprinted, students must be registered in PETS (Personnel Eligibility Tracking System). Students are required to submit a completed PETS form to the Office of Fieldwork. Once the student is registered, they receive a confirmation email with further instructions. Students are instructed to complete pending forms within 10 days in Applicant Gateway. Once forms are submitted, they are prompted to schedule a fingerprint appointment by IdentoGo. The fee for fingerprinting is \$101.75.

If you are fingerprinted by the City or will be fingerprinted by the City for student teaching, employment or a substitute license, you must submit the OSPRA 104 form to have your clearance sent to the state; the City does not automatically forward your clearance to the State. You can find the form on the state's website.

## STUDENT TEACHING

### What do I need before I student teach?

You need to meet the following requirements in order to student teach. You must have:

- Applied and been accepted into a teacher education program
- Maintained an overall GPA of 3.0.
- Successfully completed all education courses in their program
- Received no less than a C+ in any education course
- Successfully completed 150 hours of fieldwork in a variety of settings including special education and a Title One school. Evaluation sheets and time sheets must be on file with the Office of Clinical Collaboration.
- Completed the College's liberal arts Pathways requirements.
- **It is highly recommended that you have taken and passed the NYS Certification test CST.**
- Completed a minimum of 28 credits in your academic major

### How do I apply for student teaching?

If you wish to apply for student teaching, you must begin the process early during the previous semester. Deadlines are firm and you must gather the required information well in advance. To apply for student teaching, you must:

- Have completed all of the above requirements and be able to document it. Courses must appear on transcripts as completed or in progress. Timesheets must be on file.
- Complete and submit an application form to the Office of Clinical Collaboration. These are available early each semester. Look for emails and flyers in September and February. The application process takes place the semester BEFORE student teaching.
- Complete and submit an application essay – details on Google Forms. These will be shared with the building administrator and cooperating teacher at the assigned school.
- Gather 3 letters of recommendation from **full-time** education faculty. Adjunct faculty recommendations must be pre-approved with the Director of Clinical Collaboration. Students in adolescence education must have one recommendation from a subject area professor.
- Check with the Health Center (1C 112, ext. 3045) to ensure compliance with current medical requirements.
- Attend a student teacher orientation session at the College.
- Interview with the Director of Clinical Collaboration, or designee.

**A student teaching handbook will be provided to you before you begin student teaching.**



## YOUR RIGHTS AND SERVICES

### **Reasonable Accommodations:**

The City University of New York, in compliance with Section 504 of the Federal Rehabilitation Act of 1973 ("Rehabilitation Act"), the Americans with Disabilities Act of 1990 ("ADA"), New York State Executive Law §296, and New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment.

Office of Accessibility Services (OSA) at the College of Staten Island provides support services and accommodations such as academic advisement, testing accommodations, note-taking services, personal counseling, accessible technology and disability van service for registered students with disabilities.

### **How does a student receive services?**

In order to receive services, you must register with the Office of Accessibility Services (OAS). After you have been accepted for admission to the College of Staten Island, it is your responsibility to submit documentation verifying your disability to the Office of Accessibility Services in 1P-101 (These records are confidential and NOT a part of any permanent records).

**Office of Accessibility Services** (<https://www.csi.cuny.edu/campus-life/office-accessibility-services>) Center for the Arts (1P), Room 101

Phone: (718) 982.2510, Fax: (718) 982.2117

Email: [Access@csi.cuny.edu](mailto:Access@csi.cuny.edu)

### **Academic Freedom:**

The City University subscribes to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom, the College of Staten Island respects the academic freedom for faculty and students as well as freedom in their personal lives for all individuals in the campus community.

### **Center for Advising and Academic Success (CAAS):**

(<https://www.csi.cuny.edu/students/academic-advisement>): CAAS is open to students daily 9-4:30pm.

**Office of Academic Support:** (<https://www.csi.cuny.edu/students/academic-assistance/office-academic-support>)

The Office of Academic Support coordinates a series of programs and services to support CSI students in their goals of achieving academic excellence, including Study Centers (tutoring).

**CSI Student Handbook:** (<https://www.csi.cuny.edu/students/student-handbook>)

Student Handbook provides a variety of resources for CSI students.

- For Your Information; Getting Involved; Succeeding in Academia; Services for You; Fun Things to Do; Student Rights & Responsibilities and College Policies

### **Services within the School of Education**

**Tutoring for Education Courses:** Federal Work study students are hired every semester to provide help

with Education courses in writing, mathematics, or ESL.  
For information contact [Gail.rosenberg@csi.cuny.edu](mailto:Gail.rosenberg@csi.cuny.edu)

**LEAP To Teacher Program:** <https://slu.cuny.edu/worker-education/leap-to-teacher/at-csi/>

The main purpose of the LEAP to Teacher program at the School of Education, CSI is to enable employed paraprofessionals in the NYC Department of Education (D.O.E) to further pursue their education and advance their career.

In addition, the LEAP program offers the following workshops for the students of the School of Education:

NYS Teacher Certification preparation  
Math for Elementary Educators  
MYS Teaching Assistant Certification  
Dignity for All Students Act  
Student Success Workshop

For assistance contact [Jonathan.rubin@slu.cuny.edu](mailto:Jonathan.rubin@slu.cuny.edu)

**The Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant**

**funds at CSI:** The program provides grants of up to \$4000 a year to students who are planning to become teachers in a high-need field in a low-income school.

<https://www.csi.cuny.edu/admissions/paying-college/financial-aid/federal-aid-programs-requirements/teach-grant>

**Grade Appeals:** (<https://www.csi.cuny.edu/students/academic-advisement/students/grade-appeals>)

Appeal of grades other than WU or FIN are handled at the academic department level. It is your responsibility to submit your appeal in writing to the department chairperson within 60 school days after the end of the semester the grade was awarded. A Grades Appeal Committee in the School of Education will review the materials of your appeal.

**Support with Technology:** Computer lab in 3S-206

[Bryan.mcguckin@csi.cuny.edu](mailto:Bryan.mcguckin@csi.cuny.edu)

[Walter.palmer@csi.cuny.edu](mailto:Walter.palmer@csi.cuny.edu)

Two staff members are available to help you with your technology needs and your videotaping of your lessons, your edits and with uploads on Anthology Portfolio.

**Support with Fieldwork:** rm. 3S-205

[Joanne.german@csi.cuny.edu](mailto:Joanne.german@csi.cuny.edu)

Here you receive support with fingerprinting and related needs to fieldwork, student teaching and practicum.

## YOUR RESPONSIBILITIES

**Maintain High GPA:** Make sure you maintain a GPA of 3.00 throughout your studies. If your GPA falls below 3.00 you are placed on probation.

Understanding **the probation policy** is very important.

While you are on probation your advisor and other faculty will meet at least once a semester and review your progress in a meeting called Candidate Monitoring and Support System (CMSS).

Monitoring of your performance and support on how to improve your academic standing will be conducted through one of the faculty who will be in close touch with you.

Students on academic probation who meet the college's academic standards at the end of the probation semester will be removed from the academic probation. Students dismissed from the college are unable to petition for readmission for at least one semester.

All credits taken are factored into the cumulative GPA calculation. A GPA calculator can be found on <https://www.cuny.edu/about/administration/offices/cis/technology-services/>

Students on academic probation can take a maximum of 14 credits each semester until they return to good academic standing.

### **Demonstrate Professional Dispositions:**

Every Spring semester your instructors at the School of Education give you feedback on your professional dispositions by completing a rubric that corresponds to each of your Education courses. This feedback is available to you through Anthology Portfolio (see description below). It is your responsibility to use this feedback to improve your professional dispositions. Professional dispositions are also discussed by faculty on a semesterly basis during their CMSS meeting.

## ANTHOLOGY PORTFOLIO

**Use Anthology Portfolio to Upload Key Assignments:** (<https://csi.chalkandwire.com/>)

To assure the quality of our education programs and compliance with state and national accreditation standards, CSI's School of Education collects information from the students in our programs. This information is used to assess the operations of the programs and overall school, not individual students.

### Directions on how to Use Anthology Portfolio (formerly Chalk & Wire)

Students submit all materials to Anthology Portfolio through Blackboard. In other words, you do not need to log into the Anthology Portfolio website; instead, you must log into Blackboard and go to your course page. When you click on the Anthology Portfolio dashboard link on Blackboard, it will automatically take you to Anthology Portfolio website. Therefore, you must have access to Blackboard to submit fieldwork hours timesheet and view instructor's feedback.

Students use the Anthology Portfolio for the following purposes:

Requirements	When Completed
Submit Key Assignments through Anthology Portfolio	Throughout Program
Submit the fieldwork hours timesheet	Every semester
Receive feedback on professional disposition by instructors	Every Spring semester
Review the Student Teaching/Practicum Feedback from the College Supervisor/Cooperating Teacher(s)	Throughout the Student Teaching/Practicum
Complete the Student Teaching/Practicum Self-Evaluation	At the end of Student Teaching/Practicum
Complete the Evaluations of the College Supervisor and Cooperating Teachers	At the end of Student Teaching/Practicum

### Update the CSI Email Address on Blackboard (REQUIRED)

Before you start using Anthology Portfolio, make sure your email address on Blackboard is a correct CSI email. Anthology Portfolio uses email address to match the record on Blackboard; thus, you will NOT be directed to the correct Anthology Portfolio page if the emails on Blackboard and Anthology Portfolio don't match. If you have trouble being redirected to the Anthology Portfolio website, updating the email address most likely resolve the issue. To update your email on Blackboard, go to Blackboard Home page, and scroll down. Below "My Courses" box, you will find "Tools" box. Click on "Update Email" and enter your CSI email and save.

**Anthology Portfolio Account**

All Education courses that involve fieldwork hours require the \$7 Materials fee, which is used to purchase the bulk Anthology Portfolio account code. (Note. Some courses have \$22 Materials Fee for additional course materials, \$7 of which will be used towards the Anthology Portfolio.) For further information about how to navigate the Anthology Portfolio, go to “Assessment Requirements” under each program on the School of Education website.

## NEW YORK STATE CERTIFICATION

New York State teachers are required to hold a New York State certificate in order to be employed in the State's public schools. The certificates are issued by the Office of Teaching Initiatives and certify that an individual has met required degree, coursework, assessment, and experience requirements.

Certification requires the passing of all New York State Teacher Certification Exams. The exams required for certification are:

- Educating All Students Exam
- Content Specialty Exam (this exam differs depending upon the certification you are requesting) Information on the exams can be found on the New York State Teacher Certification Exam website (<http://www.nystce.nesinc.com/index.asp>)

**Students are recommended to begin the state exams in their junior year.** Generally, the Content Specialty Test should be taken during your senior year prior to student teaching, but the best time varies by discipline. The EAS is best taken during student teaching.

### **How to Apply for Certification Online**

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) and create a TEACH login and password at the New York State Directory Services site. Students should create a TEACH account at the beginning of the semester in which you are student teaching.

Students will also need to provide verification of fingerprint clearance. If you have been cleared by the NYCDOE, you must submit an OSPRA 104 form to the City in order to authorize your clearance to be forwarded to the State. There is no fee with this form. All New York State Teacher Certification exams must be passed to obtain certification. The required examinations are the Educating All Students Test and Content Specialty Test (the CST required depends upon your certification). The "college recommendation" is an electronic endorsement entered in the NYSED Web Site. This recommendation will be electronically entered once your graduation date is posted on your transcript. You can only apply for certification in the area that has been endorsed on your transcript. You must monitor your account. Be informed that certification is **not** an automatic process. The NYSED will notify you online about your evaluation history and issuing of your certificate. You must monitor your account. You can only apply for certification in the area that has been endorsed on your transcript.

### **Frequently Asked Questions About Certification**

#### **When should I begin the application process?**

You can begin the semester of graduation. Once you have registered with TEACH, you will be able to see what is on your record with the State.

#### **How soon will my certificate be issued?**

Initial certificates are often issued automatically online once all requirements have been met. Professional certificates take longer because a NYSED certification specialist has to manually credit for the teaching experience you list.

#### **My application states it is still "Pending Final Review" or "Not Ready for Review." What should I do?**

If you can view the evaluation history, this will often tell you which of your requirements are still deficient. Applications will not be ready for review if fees have not been paid, institutional recommendations not given, all certification exams are not passed, or if you

have applied for a certificate but have not yet graduated.

**Why don't I have institutional recommendation from The College of Staten Island on my TEACH record?**

Institutional recommendations are given electronically and online once your graduation has been officially posted by the Office of the Registrar. Note that it may take up to two weeks for the college to process and enter your recommendation.

**It states that the State does not have my fingerprint clearance on file, but I was fingerprinted by the New York City Department of Education. What should I do?**

The New York City Department of Education and the New York State Education Department are separate entities and do not share criminal history of applicants due to privacy issues. If you have been cleared by the NYCDOE, you must submit an OSPRA 104 form to the City in order to authorize your clearance to be forwarded to the State; there is no fee with this form.

## GRADUATION

The time has come and you are almost finished with your courses!

Now you must apply for graduation. You are eligible to apply for graduation through the CUNYfirst Self-Service Center once you have earned 94 credits towards a bachelor's degree. There is no fee and you must apply before the deadline in the semester you will complete your final requirements:

March 1<sup>st</sup> – Spring and Summer

October 1<sup>st</sup> – Fall

If you experience issues with applying for graduation, please email [degreeaudit@csi.cuny.edu](mailto:degreeaudit@csi.cuny.edu) for assistance.