

Curriculum in program
computer



HANOVER COLLEGE

Teacher Education Committee

May 14, 2010

Hanover College
Unit #549

Program: Elementary Education
Assigned Education Department Advisor: Judy Roberts

Dear Mr. [redacted]

The members of Hanover College's Teacher Education Committee greatly appreciate your coming to the Committee to personally make an appeal for admission to the Education program. You presented a strong case for admitting you into the certification program and we believe you will work hard to keep your GPA at the required level. You showed that you have the academic ability and the personal qualities to become a teacher who meets our standards of professional practice. We are pleased to admit you to the program pending your passing the reading portion of the Praxis I examination. Once the Registrar's office receives that report from ETS, then you will be in good standing in the program.

You have chosen a profession that requires a great deal of knowledge, commitment, compassion, and understanding. We hope that you will take advantage of your remaining time at Hanover College to develop yourself to your fullest potential, so that you will be able to develop the ability and zeal for life-long learning in your future students.

Elementary Education majors will be reassigned to the above named Education faculty member for advising. Secondary Education candidates will have the Education faculty advisor listed above in addition to your advisor for your major. Please make an appointment to meet with your advisor prior to the next course pre-registration period. You are expected to be in contact with the Education department on a regular basis.

The Teacher Education Committee will continue to monitor your professional development in the program, as stated in the Department of Education Student Handbook. As a teacher candidate, you must maintain a minimum grade point average of 2.5 in both in your major as well as cumulatively. You must attain a grade point average of 2.67 before student teaching, as well.

On behalf of TEC and the Education program, I again congratulate you on your hard work and acceptance into the program!

Sincerely,

James Crone, Chair
Teacher Education Committee

JC/ct

cc: Debbie Hanson, Education Department Chair and Advisor
Ken Prince, Registrar



November 9, 2010

Dear _____ s:

As per your letter dated September 2010, the Teacher Education Committee has been awaiting a confirmation that you have retaken and passed the reading portion of the Praxis 1 after the Committee granted your appeal for probationary one-term admission to the Education program. You were instructed to provide this documentation by registration for Winter term 2011. Since that deadline has come and gone, if we do not have the proper documentation prior to meeting on November 19, 2010, we will have no choice but to remove you from the Education Program.

Sincerely,

Margot L. Tomsen, Chair
Teacher Education Committee

MT/ct

cc: Debbie Hanson, Chair - Education Department
Ken Prince, Registrar
Judy Roberts, Advisor



Teacher Education
Committee

December 14, 2010

s

Hanover College Unit # 549

Dear _____:

The Education Department received the report from ETS that you have now passed all three sections of the Praxis 1 PPST exam. I am pleased to inform you that your application now meets our requirements for admission to the program and am happy to fully welcome you to the Teacher Education program on behalf of the Committee and the Education Department.

You have the academic ability and the personal qualities to become a teacher who meets our standards of professional practice. You have chosen a profession that requires a great deal of knowledge, commitment, compassion, and understanding. We hope that you will take advantage of your remaining time at Hanover College to develop yourself to your fullest potential, so that you will be able to develop the ability and zeal for life-long learning in your future students.

You are expected to be in contact with the Education department on a regular basis.

The Teacher Education Committee will continue to monitor your professional development in the program, as stated in the Department of Education Student Handbook. As a teacher candidate, you must maintain a minimum grade point average of 2.5 in both in your major as well as cumulatively. You must attain a grade point average of 2.67 before student teaching, as well. On behalf of TEC and the Education program, I again congratulate you on your acceptance into the program!

Sincerely,

Matgot L. Tomsen, Chair
Teacher Education Committee

MT/ct

cc: Debbie Hanson – Chair, Education Department
Judy Roberts, Academic Advisor
Ken Prince -Registrar



February 2, 2011

Hanover College
Unit 549

Dear J

The Teacher Education Committee met on Friday and discussed your current GPA after the Fall 2010 term. Education candidates must maintain a 2.5 career and major GPA in order to stay in the program. Furthermore, the minimum GPA allowed to participate in student teaching is set at 2.67. Your Elementary Education GPA is now at 2.42 (below the acceptable level) and your career GPA is now at 2.52 (and must rise to a 2.67). Therefore, I am reminding you that you will need to work hard during the Winter and Spring terms. You may want to consult your advisors on the best course of action so that your Student Teaching experience is not delayed or cancelled.

You have chosen a profession that requires a great deal of commitment. We need to see a high level of commitment if you are to stay in the program. Keep working hard so that your plans to complete teacher education licensing remain a possibility for you. We wish you success!

Sincerely,

A handwritten signature in cursive script that reads "Margot L. Tomsen".

Margot L. Tomsen, Chair
Teacher Education Committee

MLT/ct

cc: Debbie Hanson, Education Department Chair
Ken Prince, Registrar
Judy Roberts, Academic Advisor



February 12, 2010

S

Hanover College Unit # 549

Dear :

The members of the Teacher Education Committee met on February 10, 2010 and considered your application for admission to the education program at Hanover College. After reviewing your application, essay, recommendations, and grade point average, the Committee feels it cannot in good conscience place you in Secondary Education Certification Program at this time, due to the following:

- Admission requires passing of the Praxis 1 (PPST) test and you have not passed the reading portion at this time.
- Admission requires a minimum GPA of 2.5 with a 2.67 required for student teaching and licensure and your current GPA is at 2.3.
- Admission requires a stronger essay than the one you submitted. We suggest you take advantage of the services offered at the Hanover College Learning Center located in the Campus Center to become a better writer. Writing is very important for a career as an educator.

Because the committee feels that you have potential, we do want to offer the following options for your consideration. However, we do so with awareness that this will require a very high level of dedication on your part.

You may re-apply to the program at a later date once the above-mentioned criteria have been met. Students may be admitted late and are able to complete the coursework with only one additional semester required to complete your student teaching assignment (following your graduation). This works very well for some students.

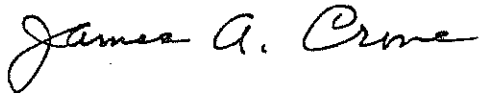
If you are able to turn your academic performance around, perhaps with help from a faculty mentor, and you earn grades well above a 3.0 for each term of your next two years at Hanover, you could apply for a one-year masters degree program in teaching at any of several universities in our region. You can become certified to teach through that route.

If you believe that the decision of the Teacher Education Committee is unfair or inaccurate, you are entitled to make an appeal using the following procedure:

- Appeal must be initiated within 30 days of the letter of notification date.
- Appeal is made to the TEC Chair in person or in writing. The TEC Chair brings the appeal to TEC or makes further recommendation to the applicant.
- If the response of the Chair or the consideration by TEC does not satisfy the student, the student may appeal to the Dean of Academic Affairs.

beyond.

Sincerely,

A handwritten signature in cursive script that reads "James A. Crone".

Jim Crone, Chair
Teacher Education Committee

cc: Dr. Debbie Hanson – Chair, Teacher Education Program
Dr. Kay Williams - Director, Teacher Education Program
Dr. Ken Prince -Registrar
Dr. James Buckwalter - Academic Advisor



Education
Department

May 10, 2011

Dear _____,

Congratulations! You are officially approved to student teach in the 2011-2012 school year having successfully met criteria at Decision Point 2 in the Hanover Education Program. We look forward to an excellent student teaching experience for you. We appreciated the personal reflection on your strengths and weaknesses and encourage you to continue to work on the areas you indicated. Below are some additional recommendations that we have noticed in the past that have contributed to a successful student teaching experience. If you have any questions or concerns, please call or come to see us. Again, **congratulations** – you should be proud of your good standing as a teacher candidate.

Recommendations:

1. Continue to work on classroom management skills, establishing your teacher presence. Learn to use your voice or other tools effectively to help regain students' attention and designate transitions. Be firm, yet fair, and quickly follow-through with policies for unacceptable behavior. There are many techniques for classroom management; develop one that works for you. Students respect a teacher that establishes and enforces firm guidelines. Assert yourself as manager of the classroom!
2. Initiate open communication with your college supervisor and mentor teacher; they are your support staff and "cheerleaders" and wish to make this experience a positive one for you. Every good teacher asks for help and advice from their mentors and colleagues.
3. Ask questions, listen carefully and be open to advice.
4. Continue to work on developing your self-confidence in teaching situations. Find ways, maybe through the help of a counselor, to relieve stress.
5. Thoroughly think through the objectives and goals of your lessons. Make sure all parts of the lesson strongly connect back to these main ideas you wish to communicate.
6. Seek ways to diversify your instruction for students with special needs and different intelligences.
7. Seek to understand and implement the circular model of instruction. Assess on a regular basis and use the information to guide future lessons as it indicates what content may need to be re-taught.
8. Make technology your friend. Make a personal goal of incorporating technology in each unit you teach. Take time to become familiar with the technology available in your student teaching placement.
9. Work on engaging the students in various aspects of the lesson. Develop creative hooks to capture the students' attention. Learn to balance the amount of teacher talk versus student talk and participation.

Sincerely yours,

Judy Roberts
Education Department

Debbie Hanson
Education Department Chair



May, 2012

Unit 459

Dear

Congratulations as you successfully complete all Hanover requirements for teacher certification! Your final portfolio score was **3** after your culminating work was carefully scored. Please know that you should regard the recommendations below as feedback that might be useful as you continue to document your teaching performance. These recommendations are based on scoring marks made on the seven-page scoring guide.

You probably know that the Indiana Department of Education does not require a portfolio for teacher licensing; however, other States do have a portfolio requirement. You might find your portfolio helpful during interviews for teaching positions. You could highlight examples from your portfolio when responding to certain questions. Remember that administrators will not have time to look through your portfolio; and you should not leave your portfolio in a school/office. New Indiana teacher evaluation rubrics are not that different from our current portfolio rubric; you might have a future principal who requires a teaching portfolio as a performance evaluation tool. Your Hanover Department of Education synthesizes all final portfolio results to improve each year's programming.

Recommendation from Portfolio Scorers

Portfolio strengths: ***Knowledge across content; organization for teaching; consideration of student diversity and individual needs; and analysis of student learning and teaching.***

Areas for improvement: ***Anticipation of misconceptions about content; consideration of multicultural content; use of student self-evaluation; and strategies for English language learners.***

Your Education professors are confident that you will be one of the best educators out there. We do wish you well as you pursue a first-year assignment. Be persistent in your search. Please know that we are all ready to help you with the interviewing process or with setting up your first classroom. Do keep us informed about your life adventures and new teaching assignments.

Best wishes,

Kay Williams, PhD
Associate Professor of Education
Portfolio Coordinator



Teacher Education
Committee

September 6, 2010

Ms. [REDACTED]
Hanover College Unit # 830

Dear Ms. [REDACTED]:

As the Chair of the Teacher Education Committee for 2010-2011, I have reviewed your updated application for the secondary education program. I am pleased to inform you that your application now meets our requirements for admission to the program – you have passed the Praxis 1 exam, provided additional recommendations, and improved your essay, as requested. I have confirmed that your GPA is above the required level with the Registrar's Office, as well. I am happy to welcome you to the Teacher Education program on behalf of the Committee and the Education Department.

You have the academic ability and the personal qualities to become a teacher who meets our standards of professional practice. You have chosen a profession that requires a great deal of knowledge, commitment, compassion, and understanding. We hope that you will take advantage of your remaining time at Hanover College to develop yourself to your fullest potential, so that you will be able to develop the ability and zeal for life-long learning in your future students.

Elementary Education majors will be reassigned to the below named Education faculty member for advising. Secondary Education candidates will have the Education faculty advisor listed below in addition to your advisor for your major. It is my understanding that **you will need to pick up EDU 316 this fall during drop/add time**, but may need to make other course changes as well. Please make an appointment to meet with your advisor at your earliest convenience. You are expected to be in contact with the Education department on a regular basis.

The Teacher Education Committee will continue to monitor your professional development in the program, as stated in the Department of Education Student Handbook. As a teacher candidate, you must maintain a minimum grade point average of 2.5 in both in your major as well as cumulatively. You must attain a grade point average of 2.67 before student teaching, as well. On behalf of TEC and the Education program, I congratulate you on your acceptance into the program!

Sincerely,

Margot L. Tomsen, Chair
Teacher Education Committee

MT/ct

cc: Dr. Debbie Hanson – Chair, Teacher Education Program
Dr. Kay Williams – Education Department Advisor
Mr. Bill Tereshko, Academic Advisor
Dr. Ken Prince -Registrar

CANCELLED & VOID
No B.A.



HANOVER
COLLEGE

Education
Department


January 27, 2011

Dear F


This letter is a confirmation of the discussions and decisions that occurred in late December 2011 and early January 2012. At the end of the fall 2011 term, your gpa was below the requirement for student teaching, but more importantly, many requirements for completion of your Bachelor's Degree were unmet. Since completion of a Bachelor's Degree is a prerequisite for licensure, it was decided in your best interest for you to complete for degree requirements in the winter/spring of 2012 instead of moving forward with student teaching. Upon completion of your Bachelor's Degree, you may opt to return to campus after graduation and complete student teaching in the Fall of 2012, provided your grade point average is at the required level of 2.67.

You did pass your Decision Point 2 interview held in December 2011. In this interview, some concerns were brought forth regarding your performance in methods coursework and with your portfolio. Each candidate receives a list of recommendations at the completion of this interview; this feedback will be used to establish goals for your continued development as a teacher. If you decide to pursue student teaching in the Fall of 2012, please contact one of the members of the education department. A meeting will then be set to discuss the recommendations for your teaching and portfolio improvement based on your Decision Point 2 interview.

Sincerely yours,



Kay Williams
Education Department



Debbie Hanson
Education Department Chair



February 2, 2011

Hanover College
Unit 830

Dear _____:

The Teacher Education Committee met on Friday and discussed your current GPA after the Fall 2010 term. Secondary Education candidates must achieve a 2.67 cumulative average to student teach and must also have a GPA at that level or above in their major. Your career GPA is now at 2.46 and your GPA in your major of Health Movement Studies is at 2.24. Both are below the acceptable level. Therefore, the Teacher Education Committee is placing you on Probationary status and will continue to monitor your standing at the end of the Winter term. You will want to consult your advisor, Bill Tereshko, for advice on how to best raise the HMS grades in the next two terms so that your Student Teaching experience is not delayed or cancelled. Students are only allowed two terms on probation. In your case, this will be Winter/Spring 2011 and Fall 2011.

You have chosen a profession that requires a high level of commitment. Keep working hard so that your plans to complete teacher education licensing remain a possibility for you. We wish you success!

Sincerely,

Margot L. Tomsen, Chair
Teacher Education Committee

MLT/ct

cc: Debbie Hanson, Education Department Chair
Kay Williams, EDU Advisor
Ken Prince, Registrar
Bill Tereshko, Academic Advisor



February 12, 2010

Hanover College Unit # 830

Dear [redacted] :

The members of the Teacher Education Committee met on February 10, 2010 and considered your application for admission to the education program at Hanover College. After reviewing your application, essay, recommendations, and grade point average, the Committee feels it cannot in good conscience place you in Secondary Education Certification Program at this time, due to the following:

- Admission requires passing of the Praxis 1 (PPST) test and you have not taken this test.
- Admission requires a minimum GPA of 2.5 with a 2.67 required for student teaching and licensure and your current GPA is at 2.0.
- Admission requires a stronger essay than the one you submitted. We suggest you take advantage of the services offered at the Hanover College Learning Center located in the Campus Center to become a better writer. Writing is very important for a career as an educator.
- Admission also requires two strong recommendations. We imagine that you will be able to obtain these after you have been on the Hanover College campus for a longer period of time.

Because the committee feels that you have potential, we do want to offer the following options for your consideration. However, we do so with awareness that this will require a very high level of dedication on your part.

- 1) You may re-apply to the program at a later date once the above-mentioned criteria have been met. Students may be admitted late and are able to complete the coursework with only one additional semester required to complete your student teaching assignment (following your graduation). This works very well for some students.
- 2) If you are able to turn your academic performance around, perhaps with help from a faculty mentor, and you earn grades well above a 3.0 for each term of your next two years at Hanover, you could apply for a one-year masters degree program in teaching at any of several universities in our region. You can become certified to teach through that route.

If you believe that the decision of the Teacher Education Committee is unfair or inaccurate, you are entitled to make an appeal using the following procedure:

- Appeal must be initiated within 30 days of the letter of notification date.
- Appeal is made to the TEC Chair in person or in writing. The TEC Chair brings the appeal to TEC or makes further recommendation to the applicant.
- If the response of the Chair or the consideration by TEC does not satisfy the student, the student may appeal to the Dean of Academic Affairs.



Teacher Education
Committee

May 5, 2011

Ms. J
Hanover College
Unit 830

Dear Ms. Williams:

The Teacher Education Committee met on Monday, May 3 and discussed your current grade point average after the Winter term. Secondary Education candidates must achieve a 2.67 cumulative average to student teach and must also have a GPA at that level or above in their major. Your career GPA is now at 2.496 and your GPA in your major of Health Movement Studies has risen only slightly to 2.25. Both remain below the acceptable level. The Teacher Education Committee is continuing your Probationary status and will continue to monitor your standing at the end of the Spring term. You will want to consult your advisor, Bill Tereshko, for advice on how to best raise the HMS grades in the next two terms so that your Student Teaching experience is not delayed or cancelled. Students are only allowed two terms on probation, prior to being dismissed from the program. In your case, this will be (1) Winter/Spring 2011 and (2) Fall 2011.

You have chosen a profession that requires a high level of commitment. Keep working hard so that your plans to complete teacher education licensing remain a possibility for you. We wish you success.

Sincerely,

Margot L. Tomsen, Chair
Teacher Education Committee

MLT/ct

cc: Debbie Hanson, Education Department Chair
Kay Williams, EDU Advisor
Ken Prince, Registrar
Bill Tereshko, Academic Advisor

October 5, 2011

Hanover College
Unit #830

Dear Mr. Williams:

The Teacher Education Committee met on Thursday, September 29, 2011, and discussed current grade point averages following the spring 2011 term. Your HMS (major) GPA stands at **2.26** with your cumulative GPA at **2.47**. As you know, the published policy is that a candidate's GPA cannot drop below 2.5. Your probationary status in the Education Program will continue until the end of this term as per the posted policy. Keep in mind that the GPA minimum for student teachers is **2.67** in both the major and cumulative. In order for you to student teach in the winter of 2012, you must have a **2.67** by the end of Fall Term 2011.

Please contact me or your Education Advisor if you have any questions.

Sincerely,

Margot L. Tomsen, Chair
Teacher Education Committee

MLT/pcs

cc: Jonathan Dee, Director Teacher Education
Debbie Hanson, Education Department Chair
Ken Prince, Registrar
Bill Tereshko – Academic Advisor
✓ Kay Williams – Education Advisor

K. . .

Your portfolio is a low 2. It will be good enough (barely) to pass the Decision Point 2 interview, but your portfolio will need quite a bit of revision to pass at the end of student teaching. I am concerned about your portfolio and debated if the revisions should occur now or before the final submission. I decided for the later. You will need a level 3 for licensure, and right now, there are no areas strong enough to be considered a 3.

My biggest suggestion would be for you to carefully update your rationales. Please include portfolio scoring guide wording into your rationales. I had to look very hard to find some of the required aspects- you want them to stand out in your rationale. Also I knew much about the lessons after your discussion of your unit in your Decision Point 2 interview. If I had scored your portfolio previous to that, I would have not been able to give credit for many requirements.

Also, I realize the content section is new, but pay careful attention to these standards. You will need to demonstrate your knowledge of anatomy and physiology and biomechanics. Other weak areas include:

1. Incorporate technology into your teaching artifacts and rationales. Look carefully under the content standards-students need to evaluate the technology/media influence on health and you need more technology in your lessons.
2. Incorporate how the lessons you teach are developmentally appropriate for the grade level.
3. Talk more about how you formed groups and promoted effective group work.
4. Incorporate student self-evaluation during your student teaching.
5. You need to focus on critical thinking and how to promote higher order thinking and problem-solving. Your pre/post test was very knowledge based.
6. You need more on assessment! Use rubrics and include an assessment piece in all units/lessons taught.
7. Document feedback from mentor teacher and cooperating teacher from college. Attach their feedback with the lessons. Your formal observations during student teaching will be a good opportunity to do that. Also, your student teaching journal is a good way to effectively document feedback and your daily experiences.

Please take this advice seriously and work hard to update your portfolio during your student teaching experience. Both Dr. Williams and myself are willing to assist you with your portfolio and answer any questions you may have about the requirements from student teaching. It is very important as failure to do so may result in us being unable to license you.

I hope your student teaching goes well. Please let us know if you have questions.

Debbie



Education
Department

December 15, 2011

Dear _____

Congratulations! You are officially approved to student teach in the 2011-2012 school year having successfully met criteria at Decision Point 2 in the Hanover Education Program. We look forward to an excellent student teaching experience for you. We appreciated the personal reflection on your strengths and weaknesses and encourage you to continue to work on the areas you indicated. Below are some additional recommendations that we have noticed in the past that have contributed to a successful student teaching experience. If you have any questions or concerns, please call or come to see us. Again, **congratulations** – you should be proud of your good standing as a teacher candidate.

Recommendations:

1. Continue to develop your teacher presence. Be confident and learn to effectively use your teacher voice. Earn the respect of your students; be firm yet fair, especially in the beginning of each new teaching experience.
2. Seek to fully understand the circular model of planning/instruction/assessment. Use various assessment strategies to monitor student understanding and guide your teaching as to what concepts may need to be taught again. Continue to effectively use pre/post tests and performance based assessments to guide your teaching.
3. Pay close attention to details and your organization. It is important for you to be seen as a professional. Part of this professionalism is to be punctual and dependable. This is demonstrated in small acts, such as checking and responding to email on a regular basis and being punctual on a regular basis.
4. Develop thorough lesson plans in advance so your mentor teacher can provide feedback. Focus on the various needs of your students and seek strategies to differentiate your instruction so all students, including ELL, can and will be successful in your classroom.
5. Be enthusiastic! Let the students see your enthusiasm and passion for physical education/health and for teaching!
6. Work on updating your portfolio. It is weak at this point and much work will be required for a level 3, the requirement after student teaching. See attached page for portfolio suggestions.

Sincerely yours,

Kay Williams
Education Department

Debbie Hanson
Education Department Chair

Recommendations for Kendall Withered
(based on Decision Point 2 interview in December 2011).

Recommendations:

1. Continue to develop your teacher presence. Be confident and learn to effectively use your teacher voice. Earn the respect of your students; be firm yet fair, especially in the beginning of each new teaching experience.
2. Seek to fully understand the circular model of planning/instruction/assessment. Use various assessment strategies to monitor student understanding and guide your teaching as to what concepts may need to be taught again. Continue to effectively use pre/post tests and performance based assessments to guide your teaching.
3. Pay close attention to details and your organization. It is important for you to be seen as a professional. Part of this professionalism is to be punctual and dependable. This is demonstrated in small acts, such as checking and responding to email on a regular basis and being punctual on a regular basis.
4. Develop thorough lesson plans in advance so your mentor teacher can provide feedback. Focus on the various needs of your students and seek strategies to differentiate your instruction so all students, including ELL, can and will be successful in your classroom.
5. Be enthusiastic! Let the students see your enthusiasm and passion for physical education/health and for teaching!
6. Work on updating your portfolio. It is weak at this point and much work will be required for a level 3, the requirement after student teaching. See attached page for portfolio suggestions.

January 6, 2012



Hanover College Unit # 830

Dear :

I am writing to you in response to your letter asking to be allowed to enter your student teaching assignment despite your grade point average being below the requirements set by the Teacher Education Committee (TEC). I have investigated your dilemma further in conversations with the Registrar, as well as with the Education Department faculty. I am denying your appeal based on the following three concerns.

1. First and foremost, your GPA is too far from the established minimum of 2.67. Following fall 2011 your career GPA is 2.504 and your major (HMS) GPA is at 2.437. You have been given two terms of probationary status. If your focus is solely on improving your GPA this winter term, you could get that up to the 2.67 minimum level and return to complete student teaching. Giving more focus to your major will also help you on the content knowledge required to successfully take the Praxis II.
2. The Registrar reports that you still have a number of requirements to meet for your BA degree. It does not appear that all of these requirements can be met via off campus classes (i.e. Ivy Tech). You need 36 specific course credits to graduate and you have 31.75 completed. You must have the following specific courses.
 - A literature survey to complete the Great Works LADR (ENG 244 and ENG 245 are offered in Winter 2012)
 - KIP 230 (offered Winter)
 - HF 203 (offered Spring)
 - Either PSY 231 (Winter), KIP 325 (Winter), KIP 326 (Spring), Note: KIP 327 is not on the schedule for either Winter or Spring.
3. Finally, your portfolio and decision point two interview also indicate that you may not be ready for student teaching. If you complete your degree requirements first, and your student teaching does not go well, you will still have graduated with a Bachelor's degree in Health Movement Studies. If the process is reversed, you could end up with neither a BA degree nor teacher certification. You could not even take the Praxis 2 licensing route available in Indiana without your degree.

To close, I am denying your appeal based on all of the above factors. I strongly believe this to be in your very best interest. You should arrange a change of schedule with the Registrar and with your two academic advisors, Mr. Tereshko and Dr. Williams. As per Education Program policies, you may appeal to the Social Sciences-Division Head, Dr. William Kubik.

Sincerely,

Margot L. Tomsen, Chair
Teacher Education Committee

MLT/ct

cc: Dr. Debbie Hanson – Education Department Chairperson
Dr. Kay Williams – Education Department Advisor
Mr. Bill Tereshko, Academic Advisor
Mr. Jonathan Dee, Director of Teacher Education Program
Dr. Ken Prince -Registrar

Williams, Kay

To:
Subject: Plan for Student Teaching

Kendall: Here is our plan.

- A. KIP 345 (Tereshko): How many points are needed to earn a B for the course?
- B. Wait for unit to be taught before your Decision Point 2 interview.
- C. Portfolio entries: pre-post assignment, square dance unit, update Table of Contents
- D. Bring portfolio in for Kay to review
- E. Complete athletic agreement before January 4th

Thank you!
Kay



Teacher Education
Committee

May 14, 2012

I
Hanover College
Unit #830

Dear :

The Teacher Education Committee met on Monday, May 14, 2012 to review candidate GPA's from Winter term. It was noted that your Health Movement Studies (major) GPA improved to a **2.334** from a 2.26 while your cumulative GPA dropped to a **2.39** from a 2.47. As you know, the published policy is that a candidate's GPA must be at a minimum of 2.67 in order to enroll in the student teaching course. Since TEC has already granted you an extra term of probation, we have no choice but to drop you from the certification program at this time.

While we know that this news is disappointing to you, we are happy that you have chosen to complete your degree. It may be possible for you to obtain teacher licensing via another route. On behalf of TEC, I wish you the very best in your future endeavors.

Please contact me or your Education Advisor if you have any questions.

Sincerely,

Margot L. Tomsen, Chair
Teacher Education Committee

MLT/ct

cc: Jonathan Dee, Director Teacher Education
Debbie Hanson, Education Department Chair
Ken Prince, Registrar
Bill Tereshko – Academic Advisor
Kay Williams – Education Advisor



**HANOVER
COLLEGE**
Teacher Education
Committee

*Candidate &
Student Teacher*

February 2, 2011

Hanover College
Unit #518

Program: Secondary Education
Assigned Education Department Advisor: Kay Williams

Dear Ms. [REDACTED],

The members of Hanover College's Teacher Education Committee (TEC) met recently and considered your application for admission to the Hanover College Teacher Certification Program. After reviewing your application, essay, and recommendations, the Committee believes that you have the academic ability and the personal qualities to become a teacher who meets our standards of professional practice. We are pleased to admit you to the program. Welcome!

You have chosen a profession that requires a great deal of knowledge, commitment, compassion, and understanding. We hope that you will take advantage of your remaining time at Hanover College to develop yourself to your fullest potential, so that you will be able to develop the ability and zeal for life-long learning in your future students.

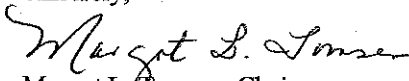
Elementary Education majors will be reassigned to the above named Education faculty member for advising. Secondary Education candidates will have the Education faculty advisor listed above in addition to your advisor for your major. Please make an appointment to meet with your advisor prior to the next course registration period. You are expected to be in contact with the Education department on a regular basis.

The Teacher Education Committee will continue to monitor your professional development in the program, as stated in the Department of Education Student Handbook. As a teacher candidate, you must maintain a minimum grade point average of 2.5 in both in your major as well as cumulatively. You must attain a grade point average of 2.67 before student teaching, as well.

If you were admitted to the program utilizing your composite Praxis scores, please be advised that you may need to pass all three sections of the Praxis 1 for licensing in some states.

On behalf of TEC and the Education program, I congratulate you on your acceptance into the program and wish you every success!

Sincerely,


Margot L. Tomsen, Chair
Teacher Education Committee

MLT/ct

cc: Debbie Hanson, Education Department Chair
Ken Prince, Registrar
Dee Goertz - Academic Advisor
Kay Williams - Education Advisor



**HANOVER
COLLEGE**

Teacher Education
Committee

May 17, 2012

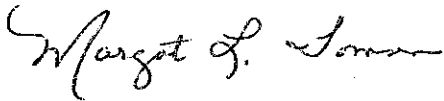
Ms. *[Redacted]*

Hanover College
Unit 518

Dear *[Redacted]*:

The Teacher Education Committee (TEC) met on Monday, May 14, 2012 and reviewed candidate grade point averages. We noted that your GPA in your Art major is a strong 3.05, but your English major is now at 2.45. This is still a bit below the 2.5 minimum required, so you will continue on probationary status in the program. The Committee also wants to remind you that the minimum GPA allowed to participate in student teaching is set at 2.67 - both your overall and your major(s). Your overall GPA is right on the line at 2.6678, as well. We will continue to monitor this and encourage you to consult with your advisor if you have any questions. It is our understanding that you hope to get teacher certification in both English and Art, so on behalf of TEC, I wanted to remind you of the GPA requirements and that, with your hard work these goals can be reached.

Sincerely,



Margot L. Tomsen, Chair
Teacher Education Committee

MLT/ct

cc: Debbie Hanson, Education Department Chair
Kay Williams, Education Advisor
Ken Prince, Registrar
Dee Goertz, Academic Advisor for English
Leticia Bajuyo, Academic Advisor for Art



Education
Department

Meredith

May 14, 2013

Dear

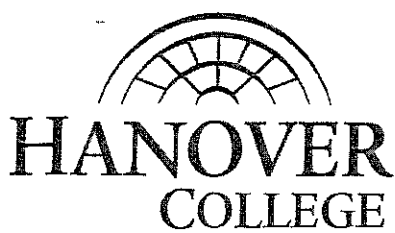
Congratulations! You are officially approved to student teach in the 2012-2013 school year having successfully met criteria at Decision Point 2 in the Hanover Education Program. We look forward to an excellent student teaching experience for you. We appreciated the personal reflection on your strengths and weaknesses and encourage you to continue to work on the areas you indicated. Below are some additional recommendations that we have noticed in the past that have contributed to a successful student teaching experience. If you have any questions or concerns, please call or come to see us. Again, **congratulations** – you should be proud of your good standing as a teacher candidate.

Recommendations:

1. Focus on developing detailed written lesson plans. This will help communicate your ideas to others and ensure you are considering all aspects required for effective lessons.
2. Be creative and provide experiences in both ELA and art that your students will remember and enjoy.
3. Focus on the developmental and content variations needed for successful high school teaching.
4. Continue to strengthen your classroom management strategies and teacher presence. Being firm by establishing and carrying through with high expectations for students is different than being mean. Students need, appreciate and respect teachers that set boundaries. Do not be afraid to enforce consequences for behavior quickly to maximize the time for learning opportunities.
5. Learn to use your voice in developing your teacher presence. Clearly articulate your thoughts and enunciate your words. Watch your phrasing to maintain a good pace for your students.
6. Learn to use and critique multimedia sources in ELA.

Sincerely yours,

Debbie Hanson
Education Department Chair



Teacher Education
Committee

June 12, 2013

Dear _____:

The Teacher Education Committee (TEC) met on Wednesday, May 29, 2013 to review your gpa requirement for student teaching. Currently you have a 2.45 gpa in your English major, which falls short of the required 2.67 for student teaching. Please know that TEC realizes that you have shown an amazing amount of effort in completing forty-four units of coursework and congratulates you on your accomplishments. TEC has determined that you can choose from three possible solutions in order to meet student teaching requirements without compromising the integrity of requirements for student teaching.

First, you can pass the Praxis II English content exam prior to your student teaching assignment. Passing scores on this exam will be needed for you to be licensed in English language arts and will assure TEC that you are competent in English. You will be asked to design a curriculum map of English content that will be taught in the Fall as you begin your student teaching assignment.

Second, you can submit a curriculum map and lesson plans to TEC as you begin your student teaching assignment. You can work with Professor Williams, who will score your written work and submit this work to TEC in order to continue student teaching in English language arts.

Finally, you can focus your student teaching on art only for the entire 14 weeks assignment. After becoming licensed in Art, you can then add the English to your license at a later date.

Please advise Dr. Williams of your decision and any questions that you might have. You both can communicate to TEC what you decide to do. Congratulations on your graduation!

Sincerely,

Margot L. Tomsen, Chair
Teacher Education Committee

MLT/ct

cc: Kay Williams, Director Teacher Education and Education Advisor
Debbie Hanson, Education Department Chair
Dee Goertz – English Advisor
Ken Prince, Registrar