



WICHITA STATE
UNIVERSITY

COLLEGE OF APPLIED STUDIES

FACULTY ADVISING RESOURCE GUIDE

www.wichita.edu/appliedstudies

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WSU Campus Referrals for COE Advisors

Education Support Services

Director – Sherena Langley 978-6951
Office Manager – Andrew Myers: 978-3300
Licensure Specialist – Tierney Mount: 978-3774
Degree Check/Records – Andrew Myers: 978-3300
Academic Advisors (Pre-Core) for Teacher Education
Sherena Langley: 978-6951

Academic Advisor for Human Performance Studies
Sheri Barnes: 978-6952
Academic Advisor for Sport Management
Ricki Ellison: 978-5998

College Advising Contacts

Business Advising Center: 978-4752
Engineering Student Records: 978-4749
Art Advising: 978-4745
Dance Advising: 978-4748
Music Advising: 978-4746
Performing Arts Advising: 978-4747
Health Professions Advising Center: 978-4744
Liberal Arts Advising Center: 978-4757

Student Counseling & Special Assistance

Athletic Student Services: 978-3272
Career Services: 978-3435
Counseling & Testing Center: 978-3440
Disability Services: 978-3309
Emory Lindquist Honors Center: 978-3375
International Student Services: 978-3232
Student Health Services: 978-3620
Student Support Services: 978-3715
Writing Center: 978-3173
Math Lab: 978-3209
One Stop – 978-7440

Other Campus Resources

Admissions: 978-4755
Career Development Center: 978-3688
Financial Aid: 978-4750
Graduate School: 978-4742

Housing & Residence Life: 978-3693
Registrar: 978-4741 (Registration) 978-4740 (Records)
South Campus: 978-8000
Tuition & Fees: 978-3333
Veterans Service: 978-3027
West Campus: 978-6777

Websites for Advising

<http://advising.wichita.edu/lasac/gpacalc/wsugpa.html>

WSU GPA calculator - allows students to determine the number of hours and level of grades needed to accomplish the desired g.p.a.

http://image-ination.com/test_maker/gpa.html

Allows student to predict current course grades and see *impact on g.p.a.*

<http://www.ucc.vt.edu/stdysk/stdyhlp.html>

Introduces students to the concept of *learning styles* and how best to maximize

<http://owl.english.purdue.edu>

This site has many helpful resources including research paper style guides, links to internet resources and lots of *information on the writing process*.

<http://www.m-w.com/dictionary.htm>

On-line **dictionary**

<http://www.ipl.org>

Internet Public Library includes *excellent reference section* and huge subject collections.

<http://www.bartleby.com/141/>

Strunk and White Essentials of **Writing on-line guide**

ADVISOR DEVELOPMENT

<http://www.nacada.ksu.edu>

The authoritative site for *advising issues*; including a clearinghouse, advisor resources and interest groups, and opportunities for professional development & conferences

CAREER & COUNSELING ISSUES

<http://www.personalitytype.com/quiz.html>

User-Friendly *personality assessment* based on Myers Briggs Type Indicator with lists of careers for each personality type

<http://www.career.missouri.edu/students/explore/thecareerinterestsgame.php>

Based on John Holland's theory of *career development*, relates interests and skills to particular careers

http://www.csd.uwa.edu.au/job/guide/ex_3.htm

A printable *work values exercise* to help students link values with careers

<http://www.bls.gov/oco>

Occupational Outlook Handbook – US Department of Labor *information on careers*

On-line *career library*

<http://www.uncwil.edu/stuaff/career/majors>

“What can I do with a major in” provides a listing of careers related to a variety of majors

https://www.cco.purdue.edu/Student/Series_Major.shtml

Information about various *career fields* with helpful web links for each field

<http://www.myplan.com/>

A comprehensive *career information* web site

<http://www.jobhuntersbible.com/>

Many links related to the *job search*

<http://campusblues.com>

A one-stop site for multiple issues related to *student health, happiness and success*

TESTING INFORMATION

<http://www.ets.org>

Information on *PRAXIS, TOEFL, GRE, GMAT*, locations, test preparation, score reports

<http://arc.missouri.edu>

Provides general information about the *CBASE*

<http://www.collegeboard.com/testing>

Information on *CLEP, SAT, PSAT* tests, study guides, test preparation, score reports

<http://www.act.org>

Information on *ACT* tests, PREPARATION and ordering score reports

TRANSFER & GRADUATE SCHOOL INFORMATION

<http://capitol.wichita.edu/sre1001/Default.aspx>

WSU *transfer equivalency* guide

<http://www.petersons.com>

This site contains information on graduate programs and the ability to search by locations, programs offered, costs, etc.

<http://www.collegesource.org>

Search engine to locate *universities in the US and abroad* - connects to college home pages to access catalogs and program information



SHOCKER RESOURCE GUIDE

WSU General Information:

- Wichita State University- www.wichita.edu
Facebook: Wichita.State, Twitter: @WichitaState,
- Weather Closing Hotline: **316-978-6633**
- Parking- www.wichita.edu/parking
Facebook: wsuparking, Twitter: @ShockerParking,
- Rhatigan Student Center: www.wichita.edu/rsc
Facebook: rhatiganstudentcenter, Twitter @WSU_RSC
- WSU Bookstore- www.wsubooks.com
Facebook: WSUBooks, **316-978-3490**

Academic Resources:

- Library- www.wichita.edu/library Facebook: wsulibraries,
Mon-Thu 7:30am - 10:30 pm, Fri- 7:30am -7:00pm,
Sat-Sun 1:00pm – 7:00 pm
- Tutoring- <http://webs.wichita.edu/?u=OFDSS&p=/Students/LocateTutor/>
- Supplemental Instruction- <http://webs.wichita.edu/?u=ofdss&p=/Students/SupplementalInstruction/>
- Writing Center- http://webs.wichita.edu/?u=COMPOSITIONWEB&p=/writing_center/
Mon-Thu 11am-7 pm, Fri 11am-4 pm,
601 Lindquist Hall, **316-978-3173**
- Math Lab- www.math.wichita.edu/general/mathlab.html Mon- Thu 8am – 7 pm, Fri 9am-2 pm
371 Jabara Hall, **316-978-3938**
- Disability Services- www.wichita.edu/disabilityservices/
150 Grace Wilkie Annex, **316-978-3309**

Career and Co-op Services:

- WSU Career Services- www.wichita.edu/career
Facebook: hire.shocker,
203 Grace Wilkie, **316-978-3435**
- WSU Co-op Education- www.wichita.edu/coop
Facebook: wsu.coop, Twitter: @Wichita_coop
Mon-Fri 8am-5pm, 223 Grace Wilkie **316-978-3688**

Health, Wellness, and Safety:

- University Police- **316-978-3450**
- Student Health Services- www.wichita.edu/studenthealth, Facebook: Wichita-State-University-Student-Health-Services,
209 Ahlberg Hall, Mon-Fri 8am-5pm, **316-978-3620**
- Counseling and Testing Services- <http://www.wichita.edu/thisis/home/?u=courtstctr1>
318 Grace Wilkie, Mon-Fri 8am-5pm, **316-978-3440**
- Student Advocate- www.wichita.edu/studentadvocate 200 Rhatigan Student Center,
316-978-3026
- Shocker Safe Ride- http://webs.wichita.edu/?u=POLICE&p=/safe_ride/ Available 365 days a year.
7 PM-7 AM Weekdays, 12 PM- 7 AM Weekends
316-978-7433 (RIDE)

Student Activities and Athletics:

- Student Activities Council- www.wichita.edu/activities Facebook: wsu.involvement
Twitter: @wsu_involvement
262 Rhatigan Student Center, **316-978-3022**
- Campus Recreation- www.wichita.edu/campusrecreation
Facebook: WichitaStateCampusRecreation,
Mon-Fri 7am-8pm, Sat-Sun 1pm-6pm, Heskett Center
- Greek Life- http://www.wichita.edu/thisis/home/?u=Greek_Life Twitter: @wsu_greeks
- Athletics- www.goshockers.com,
Facebook: wichitastateuniversityathletics
Twitter: @GoShockers
- The Sunflower- www.thesunflower.com
Facebook: wsusunflower, Twitter: @sunflowernews
Published three times a week— Mon, Wed, Fri
019 Elliott Hall **316-978-3640**
- Wu Shock- www.wichita.edu/wushock
Facebook: wu.shock.fans Twitter: @wu_shock

I. FACULTY ADVISING:

1. The faculty advisor can check out a student's file through the Advising Center office at any time. A student may also check out the file for an advising appointment by showing their ID and taking it with them for the appointment. All documentation from the original file in the Advising Center office must stay in that file. Faculty can copy anything from the file for their own records.
2. All office hours should be posted on faculty door.
3. If a student wants to change his/her major, faculty should advise the student to make those changes online through their MyWSU "home page" tab then, visit the Advising Center office. Note: If the student has submitted an "Application for Degree" (AFD), the online change of major option will prompt them to visit the Advising Center office.
4. The faculty advisor is expected to follow up with a student upon receiving notice that the student has been tagged in the "SEAS" early alert system or has been placed on probation due to academic progress.
5. The faculty advisor should work with the student on a Plan of Study and use the Degree Works process to see what the student is lacking. Contact the Advising Center for any questions.
6. Verifies student has successfully passed previous Core classes.
7. Informs student of "Application of Degree" (AFD) online process, two full semesters prior to graduation. This can be found online through their "my classes" tab under Graduation requirements.
8. Keeps student informed on deadlines for applications and documents needed (ie, student teaching application, degree forms, TB exams, Praxis/PLT info., etc...)

II. ACADEMIC PROBATION INFORMATION:

- A. Students admitted into the College of Applied Studies, whose GPA falls below the program requirements (2.0-2.5, depending on the program) will be placed on probation for the following semester and will be assigned a pre-education program code (D10G). The student will be limited to 14 hours while on probation.
- B. If the student does not meet the program GPA within the semester, after being placed on probation, he/she will be dismissed from the University. See undergraduate catalog for more details related to policy

TRANSITION POINTS

- I. Teacher Education Acceptance: (Transition I)
 - A. A student must submit a Teacher Education Application to the Advising Center office, 107 CE, and have approval for admission into the program before he/she can enroll in any Teacher Education classes.
 - B. The advisor looks over the application and verifies that all prerequisites have been met before admitting the student into Teacher Ed. (Students may be conditionally admitted into Teacher Ed. if they are currently enrolled in courses that are needed for entrance and have all other requirements met).
 - C. After admission into Teacher Education, the student is assigned a faculty advisor, who advises the student until program completion. They are encouraged at this time to be advised by their faculty advisor.
- II. Admission to Student Teaching, final two semesters of program: (Transition II)
 - A. Completed Application Process: www.wichita.edu/te_internapplication
 - B. After student submits Application for Degree, the Records Specialist validates the following and sends the student notification of requirements still needed :
 - 1. 2.5 or better Content GPA
 - 2. 2.5 or better Overall GPA
 - 3. 2.5 or better WSU GPA
 - 4. Successful completion of all courses before the final semester of internship
- III. Candidate Disposition Assessments validated by Placement Coordinator
 - A. Field Experience Disposition Rubric
 - B. Classroom Dispositions
 - C. Final Intern's Supervisor Evaluation Form

IV. Exit from Clinical Practice/Student Internship (Transition Point III)

A. All Courses completed successfully

B. 2.5 or better Overall GPA and WSU GPA

V. Licensure

Wichita State University

Teacher Education Program, Admission Requirements

I. Thirty-Five (35) Hours of General Education,

A. Basic skills course requirements with grades that meet Wichita State University policy

1. English Composition I
2. English Composition II
3. Basic Public Speaking
4. College Algebra or higher level mathematics course

*** *Elementary, Early Childhood Unified, and Middle Level Math majors are required to have a 2.0 or better in College Algebra in order to take Math 501. A grade of C- is not accepted.***

B. Other general education course requirements

1. General Psychology
2. Elementary Statistics

**** Secondary Math majors need Calc. I, instead of Elementary Statistics**

II. Standardized Test Requirement

(Beginning Fall 2017, CBASE will no longer be accepted for Reading, Writing and Math)

A prospective teacher education candidate must meet *only one* of the following four standardized test requirements. All minimum category scores within a single exam must be met in order for the candidate to meet the test requirement. The basic skills test used to fulfill his or her admission requirements must have been taken within ten (10) years from the date of the prospective candidate's application to the teacher education program:

- A. American College Testing Program (ACT). Minimum required scores—reading 22; English 22; and mathematics, 22; *or*
- B. College Assessment of Academic Proficiency (CAAP). Minimum required scores—writing 55; reading 56; and mathematics, 53; *or*
- C. Praxis Core Academic Skills for Educators Tests. Minimum required scores—reading (exam code 5712) 152; writing (exam code 5722) 162; and mathematics (exam code 5732) 142; *or*
- D. SAT. Minimum required scores—verbal 510; and mathematics 510.

III. Elementary and Early Childhood Program Additional Requirement

CBASE tests: Social Studies 235 Science 235

These tests are used to affirm a candidate's mastery of elementary education content.

IV. Introduction to the Teaching Profession Course

Prospective candidates must complete an introductory to the teaching profession course (e.g., CI 270) with an earned grade of B- or better in the course and a "satisfactory" grade in the corresponding field experience component.

V. Grade Point Average (GPA) Requirements

- A. Overall GPA: 2.5
- B. GPA in 35 hours of general education coursework: 2.75
- C. WSU GPA: 2.5 (if applicable)

VI. Signed Attestation of Eligibility

VII. Background check cleared

- Option #1: Provide a copy of current Substitute License (*Applicant may also give SSN to Education Support Services staff to look up license on the KSDE website*).
- Option #2: Provide a copy of recent background clearance with Validity or NATSB.
- Option #3: Validity Screening Solutions - Submit the Validity online background request form with payment within 10 business days from the date of the Teacher Ed. application (*instructions attached*).

VIII. Signed Grounds for Dismissal Regulations

- IX. A Completed Copy of the “Certification of Health for School Personnel”** must be submitted to Education Support Services, 107 Corbin, **before a candidate is permitted to enroll in Core I classes**. Candidate must keep the original Health Form or a copy at all times during field experiences and internships. *Student Health Services charges a small fee and is available for current WSU students. An appointment is necessary to complete the Provider’s Statement of Health.*

Wichita State University
Plan of Study
College of Education

STUDENT MUST HAVE A 2.5 OVERALL GPA AND 2.5 WSU GPA (IF APPLICABLE)
FOR COLLEGE OF EDUCATION ENTRANCE REQUIREMENTS.

Semester	Hours

Semester	Hours

Semester	Hours

Semester	Hours

Semester	Hours

Semester	Hours

Semester	Hours

Semester	Hours

Education Support Services Policy on Student Concerns

The Education Support Services (ESS) staff welcomes the opportunity to hear student concerns regarding the ESS advising process or related student services issue (e.g., scholarships, retention, student associations).

Students desiring to express their concerns should complete the Education Support Services Concern Form available in the ESS office or access the form via the COE web site. Those individuals submitting a concern form will receive a written reply with an indication of action to be taken. Possible action, for example, may include a follow-up discussion with involved parties and/or pursuit of appropriate policy change recommendations.

Education Support Services

CONCERN FORM

Date _____

Topic of concern: _____

Elaboration: (attach additional sheet if necessary)

What steps have you taken to resolve this issue?

In your opinion, what action would best resolve this situation?

**** If you would like a response please provide the information below:**

Name _____

Address _____

Phone _____

E-mail _____

To be completed by ESS office staff:

Date Concern Form received: _____

Concern Form received by: _____

Date Response provided: _____

Office Use Only

Action Taken: _____

FACULTY CONCERN FORM

Faculty desiring to express student concerns should complete this form and submit it to the chair of your department.

Date _____

Name of Student: _____

Student ID: _____

Elaboration: (attach additional sheet if necessary)

What steps have you taken to resolve this issue?

In your opinion, what action would best resolve this situation?

Faculty Name: _____

Signature: _____

Office Use Only

Action Taken:

TB Test Procedures

All students enrolled in Core classes are required to furnish proof of a current negative TB test each semester. Skin tests are current for 1 year after the date read. The student must have current negative test for the entire semester. To update the TB record, the student must complete the TB questionnaire from Student Health to determine if another TB test needs to be administered. (See Intern Application)

Proof of a current negative TB test must be on file in the ESS office by the first day of classes each semester. The student must keep the original test results with him/her while in the schools.

Application for Degree Form

All students are required to fill out an online application for Degree Form two semesters before graduation. Once the student applies, the information is sent to the record's specialist in Education Support Services. The record's specialist will then notify the student once the analysis has been completed.

Grounds for Dismissal from Field Experiences

Candidates in a teacher education program participating in a clinical experience as a part of their degree program are expected to conduct themselves in accordance with the requirements and expectations of their degree program. Candidates in a teacher education program should likewise not engage in unprofessional conduct or unlawful behaviors. In view of these expectations, students in a teacher education program participating in a clinical experience who are unable to meet these academic standards, as judged by faculty and cooperating teachers, may receive a failing grade and/or face possible removal from their particular clinical/field experience:

1. Candidates may not engage in any inappropriate interactions with pupils, guardians of pupils enrolled in the school, or school or university personnel during the clinical experience. If you feel you are under any pressure to engage in inappropriate social activity, contact your university supervisor.
2. Candidates' social interactions and communications, including use of cellular phones, Email, and the internet with school pupils, or guardians of pupils enrolled in the school, or school or university personnel, should be limited to those occurring in an official capacity at officially sponsored school events or sites.
3. Candidates may not be in the possession of or under the influence of alcoholic beverages, illegal drugs or dangerous weapons or substances on school property, nor with or in the presence of any school pupil(s).
4. Candidates may not use sexually explicit, obscene, profane, abusive, or derogatory language on school premises or at school sponsored events; nor may they suggest access to inappropriate material (e.g., on the Internet).
5. Candidates may not escort or transport pupils off school property unless accompanied by the cooperating teacher or another full-time employee assigned by the principal.
6. Candidates may not leave school early, be late to school or seminars, or have absences on a consistent basis.
7. Candidates may not falsify, forge, or alter any documents pertaining to academic records, including evaluation reports.

In addition, if at any time your conduct causes the cooperating teacher, the principal, or the university supervisor to determine that your presence in the classroom has become detrimental to the educational program of the pupils in the class, your actions will be reviewed by a field experience review team comprised of school and university officials and/or you may be asked to leave the school and your placement could be terminated by the University.

Should you be asked to leave the school based upon your behavior or your failure to perform at a satisfactory level, Wichita State University is not obligated to reassign you to another school. Failure to abide by these regulations may result in any of the following consequences: removal from field experiences, judicial action by Wichita State University, legal action, and/or failure of course work.

I have read and am aware of WSU's Guidelines for Professional Conduct during Field Experiences and Grounds for Dismissal from Field Experiences.

Printed Name: _____

Signature: _____

Date: _____

Job Search Resources for Educators

If you are working with a student, you can refer him/ her to the Office of Career Services. This office provides all students, alumni, faculty, staff and community members with career advising including job search tips, résumé critiques as well as credential information. The counselors of the office have also developed specific tools to help Education majors specifically.

Reasons why you might refer a student to Career Services:

1. The student needs help building a résumé, cover letter or reference page.
2. The student wants to know how to prepare for a job interview.
3. The student needs help managing their credential information.
4. The student needs help searching for jobs.
5. The student has a career-related question.
6. The student is unsure of their major or needs help deciding where he/she wants to work.

Services are free for students, but there is a minimal fee for alum and community members.

Dear Graduating Senior:

This packet is especially designed to simplify the teacher licensure process for you. It includes the following items:

1. **Instruction booklet to make application for teacher licensure online to KSDE. KSDE will forward the application to me. I will make the recommendation and return it to KSDE. KSDE will then advise you it is time to send a fee. Your application process will not be completed until KSDE receives your fee payment.**
2. Initial licensure now requires fingerprints on file at KSDE in Topeka. If you have a valid substitute license, you do not need to be fingerprinted. (See enclosed sheet.) It takes 8 weeks (minimum) to get the KBI clearance to KSDE. Be sure to allow adequate time so as not to delay your licensure. The prints, however, may not be more than six months old at the time application is made.
3. **If you plan to leave the state, it is in your best interest to be certified in Kansas. Licensure in Kansas verifies that you have met state requirements. If you decide in the future to return to Kansas, and were never certified here, you would be required to comply with any new regulations, which may have been instituted since your graduation. This will probably result in additional coursework and expense for you.**
4. Your PLT score must be on file in ESS, room 107 Corbin Education Center. Content assessment scores (Praxis II) are required to process your application. The score **must** be reported to obtain licensure.
5. Please list **all** subject-fields of certification and **grade levels** for which you are eligible on the application form (e.g. elementary, K-6, ; secondary subject – math, English, etc., 6-12; PK-12 - PE, Art, Music; 5-8 middle level – for a second-field endorsement).

For your information: If you get married and change your name, you must notify the Kansas State Department of Education (**KSDE**) in writing. A copy of your marriage license is most helpful. List your maiden name, married name, social security number and date of birth. The name, social security number and date of birth **must** match the information they have in their files. The State uses the first three (3) letters of the last name, social security number and date of birth to identify files.

If you change your mailing address, be sure to notify us or the Kansas State Department of Education, because your license will NOT be forwarded. It goes “dead letter” at the post office.

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN A DELAY IN ISSUING YOUR TEACHING LICENSE!

If you have any questions, or I may assist you in any way, please contact me at the Office of Education Support Services, 107 Corbin Education Center, 978-3300. We want to make this process as easy for you as possible.

For questions, contact Stacie Ogborn at stacie.ogborn@wichita.edu

APPLICANT INSTRUCTIONS For Teacher Licensure

STEP 1 – REGISTER FOR A LOGIN

Before you can submit your application, you must request a user name and password. To register, do the following:

1. Go to <https://online.ksde.org/authnticationpublic/>
2. Click on the “Register” button to display the “KSDE User Registration Form”.
3. Enter the following information:
 - First name
 - Last Name
 - Phone Number
 - Email Address
 - Login ID – this log-on ID will become your User Name for subsequent logins
 - Password (must be at least 8, with at least one upper case letter, at least one lower case letter, and at least one number or special character).
 - Password Re-entered
 - Birth date
 - A question to which only you know the answer
 - The answer to the question

Leave “individual” as the appropriate Application Access Level. When you are ready to submit your registration, click on the “Submit” button.