

Single Subject Student Handbook

Teacher Credentialing/Master's Program

2016-2017

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Welcome

Dear Credential/MA student,

You are entering the premiere teacher education program in California! The UC Davis Teacher Education program prepares teacher leaders who are as comfortable teaching in diverse school settings as they are inquiring deeply about how teaching practices work or don't work well in their classrooms.

In teacher education, our goal is to provide students with what we consider to be the best possible preparation for a lifetime of teaching and learning. We take a stance in teacher education that beyond fundamental pedagogical content knowledge and high quality teaching experiences mentored by good teachers, beginning teachers need to: become advocates for social justice to understand students' learning needs; implement inquiry-based teaching; work collaboratively with others; and reflect about teaching and learning. The four pillars of advocacy, inquiry, collaboration, and reflection are woven throughout your credential program.

The UC Davis Teacher Education program has prepared hundreds of teachers to work in schools and other educational contexts. Our teachers are prepared to teach academic content to English learners side-by-side with English speakers, using research-based methods and approaches to teaching. Our courses are taught by master teachers and teacher educators. You will learn to plan, implement, assess, adapt, and reflect on your teaching and learning classroom experiences. As a UC Davis teacher, you will be educating children and adolescents from diverse socio-cultural and language backgrounds to become curious, thoughtful, knowledgeable, literate, and productive adult members of society. You will be immersed in teaching and learning from day one of the program, when you begin to explore the world of teaching through the eyes of teachers, mentors, researchers, and learners. Your journey in learning to teach will prepare you for life-long learning and inquiry-based teaching. Graduates of the UC Davis Credential Program are in great demand because they are known to be outstanding teachers and teacher-leaders who promote equity, inquiry, collaboration, and reflection, all of which lead to increased achievement and new learning.

The Multiple Subject Student Handbook will assist you throughout the credential program and it is our hope that the handbook will serve as a reference to you as questions arise. As a credential student you are also considered a graduate student and in addition to this handbook, you will want to utilize the [Graduate Students Handbook](#) as a reference.

In closing, we welcome you to the School of Education. The faculty and staff are available to assist you on your educational journey!

Sincerely,

Rebecca Ambrose
Co-Director of Teacher Education

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Program Philosophy & Emphasis

A core principle of the University of California, Davis Teacher Education Program is to prepare highly qualified teachers who are advocates for equity in learning for all students. Our programs are particularly effective in preparing our candidates to work with K-12 students who come from culturally and linguistically diverse communities. Course work includes methods of teaching a second language and developing academic literacy in all discipline areas.

The design, implementation, and assessment of the UC Davis credential program is guided by its mission to prepare teacher-leaders who can assume four key roles in ethnically and linguistically diverse school communities. These roles are:

- 1) Collaborative professionals who work with students, colleagues, and parents to forge effective teaching practices;
- 2) Advocates for educational equity who champion high learning expectations for all students;
- 3) Reflective practitioners who employ classroom inquiry to improve teaching practice and create effective classroom communities; and
- 4) Investigative teachers who continuously examine, define, and refine their teaching practice to promote student learning, targeting underachieving students as a particular focus.

The University of California, Davis Teacher Education credential program offers a 5-quarter Credential/Master's program in Single Subject. The first three quarters include course work to meet credential requirements. If you meet the criteria to continue on to the master's program after the spring quarter of your credential year (see Section 10), you will enroll the following two quarters (Fall and Winter) as a part-time student to complete the master's degree.

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Type of Teaching Credential You Will Earn

California utilizes a two-tier credential system and the tiers are referred to as Preliminary and Clear Credentials. After satisfactory completion of all UC Davis program and California State requirements, you will qualify for a Preliminary credential. The Preliminary credential is valid for five years from issuance date.

During the five-year period of your Preliminary credential, you will be working in a school district with required participation in a BTSA/Induction Program. The program guides you through the State requirements to earn your Clear credential. This is typically a two-year program of support as you begin your career as a teacher. Once this program is complete, the Induction Program will recommend you for the Clear credential. Your Clear credential will be valid for five years and can be renewed every five years without additional course work requirements.

Currently, participation in a California BTSA/Induction Program is the primary option for you to clear your credential. If you accept employment in a position that does not offer an Induction program, contact the Induction program closest to you and ask if you can participate. You may have to pay a fee to that program. In some cases your employer may be able to verify that Induction is not available, allowing you to complete a Clear Credential program at an approved California College or University. This last option is not common so be sure you qualify before beginning any such program.

The credential you will earn may be referred to as a SB 2042 credential. (SB 2042 refers to the legislative bill that mandates the current credential standards and requirements.) Your SB 2042 credential meets the federal No Child Left Behind (NCLB) requirements for subject matter competence. NCLB compliance is evaluated by a school district once you have been hired.

Single Subject Credential

You will earn a Single Subject teaching credential in your specific subject which authorizes you to provide instruction in only that subjects in grades twelve and below, including preschool, and in classes organized primarily for adults. However, most single subject teachers in California teach in grades 7-12.

Your credential authorizes you to provide the following services to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; and (2) specially designed content instruction delivered in English in single-subject classes. This is referred to as an English Learner Authorization (ELAS) and it authorizes the same service as the CLAD certificate.

Single Subject with a Bilingual Authorization in Spanish

Some of you may also earn the Bilingual Authorization in Spanish along with your Single Subject credential. This credential authorizes the same instruction listed above under Single Subject with the additional authorization to provide content instruction delivered in the Primary Language (Spanish). Typically this type of authorization is used in a classroom setting where content instruction is provided in both English and Spanish.

To qualify for this added authorization, you will need to pass a written and oral language assessment during your admissions interview. In addition to the regular credential course work you will complete:

1. Two additional courses, Education 151 & 152
2. A student teaching placement in a bilingual setting in which part of the instruction is delivered in Spanish
3. Pass the CSET: Spanish Subtest V exam

Additional Authorizations

Subject Matter or Supplementary Authorizations

Based on your degree major and/or coursework completed during your undergraduate program, you may qualify for a Subject Matter or Supplementary Authorization. This authorization would credential you to teach in additional subject areas beyond the Single Subject credential. A [Subject Matter Authorization](#) requires a degree major or 32 semester units in the subject area, plus courses in specific content areas. A [Supplementary Authorization](#) requires 20 semester units in the subject area, plus courses in specific content areas. Please let your Supervising Teacher know if you are interested in an additional authorization so we can explore placing you in a Student Teaching assignment in that area.

Adding a Single Subject Authorization

A Multiple Subject Authorization can be added to your Single Subject credential by passing the CSET for Multiple Subject exam, completing course work in developing English language skills for beginning readers and passing the Reading Instruction Competence Assessment ([RICA](#)), and passing a 4-quarter (3-semester) unit methodology course for the multiple subject environment. If you complete these requirements by the end of your credential year, we will add this authorization to your Single Subject recommendation. If you complete the requirements after you leave the program, contact our Credential Analyst for guidance in applying for the additional authorization. You can also visit the CTC website for more information on [adding authorizations](#).

Adding a Single Subject Authorization

Additional subjects can be added to your Single Subject credential by passing the CSET exam in the other subject area and passing a 4-quarter (3-semester) unit methodology course in the single subject content area to be added. If you complete these requirements by the end of your credential year, we will add this authorization to your Single Subject recommendation. If you complete the requirements after you leave the program, contact our Credential Analyst for guidance in applying for the additional authorization. You can also visit the CTC Web site for more information on [adding authorizations](#).

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Completing Program Prerequisites

If you did not complete the program pre-requisites prior to admission and will need to complete coursework to meet the requirement, please check our course equivalency website at <http://courses.teach.ucdavis.edu/> to be certain that the course work you have selected will meet UC Davis requirements.

All program prerequisites must be completed before your credential can be recommended.

Prerequisites

2. Bachelor's Degree: Bachelor of Arts or Science, with any major. The degree must be earned prior to the start of the teacher preparation program and verified by the summer of the year entering the program.

3. Basic Skills Requirement: You must demonstrate basic skills proficiency in reading, writing and math prior to beginning the credential year. This requirement is often referred to as CBEST because the CBEST test is the most commonly used option to verify proficiency. There are several other options to show proficiency and these are clearly outlined on our website for [Basic Skills Requirement](#).

Although you may start the credential year without meeting the Basic Skills Requirement, you must meet the requirement **prior to starting your full-time student teaching**. We strongly encourage you to complete this requirement before you begin the credential year in order to prevent delays in your student teaching progression.

4. Subject-Matter Competence: You must demonstrate subject--matter competency **prior to starting your full-time student teaching**. For Single subject students, competency is met by passing the Single Subjects portion of the [California Subject Examination for Teachers \(CSET\)](#) for your specific discipline or by providing verification of completing a Subject Matter Program at your undergraduate institution.

5. U.S. Constitution Requirement: There are a variety of options to clear this requirement. Please review the options listed on our admissions Web site for [U.S. Constitution](#).

6. Educational Psychology: You need to complete a course covering concepts, principles, and research associated with theories of human learning and achievement, spanning child and adolescent development. Lower division and Community College courses do not meet this requirement. Please review the options listed on our website for [Educational Psychology](#).

It is strongly recommended that you complete this course before you start the program or plan to take an online course.

Checking Your Progress

During the credential year, you can check your status toward completion of prerequisites, coursework, and program requirements by logging on to the School of Education Intranet to review. The [SOE Intranet](#) is not activated until the start of your credential year. After you log in, use the search box on the top right of the screen to find “Credential Progress Report”. The information is listed in two sections titled Student Responsibility and Program Responsibility.

1. Student Responsibility

This area lists the pre-requisites and requirements that you are responsible for completing. If this report does not reflect a **completion date** but you believe you have completed this item, please contact the Credential Analyst with the specifics so we can investigate. It could be that we simply missed updating our records or it might be that you have not met the requirement.

2. Program Responsibility

This area lists the credential courses you have completed (grade and units are shown), the courses in progress (only term of enrollment is shown), and the classes that you still need to complete (only course number shown). All courses listed in this section must be completed to qualify for your credential and must meet minimum [GPA requirements](#).

Please use this report as a method to make sure you are on track to meet your credential requirements and that the Student Services Office has a record of your progress.

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Example Requirement Progress Report

Student, Sample

4/29/2009

Status: Active

Progress Toward Credential Requirements

Cred
En

Student Responsibility

Prerequisite	Complete	Progress
Advanced Composition-	4/28/2007-	
CBEST-	6/17/2006	Pass-
Clearance-	10/18/2007-	
CSET-	1/12/2008	Pass
Degree-Posted Transcript-	12/14/2007-	
EDU110-	3/31/2008-	
EDU120-	3/31/2008-	
Experience-	11/1/2007	376-
Fundamental English-	12/15/2004-	AP-
TB Test-	7/16/2008-	
U. S. Constitution-	12/15/2004-	H17B-

Requirement	Complete	Progress
CPR	1/27/2009	

You must provide documentation to Student Services showing completion of the items listed above.

Program Responsibility

Course	Grade	Units	Term
EDU206B			200903
EDU292			200903
EDU306C			200903
EDU180T	A+	3	200901
EDU206A	A	2	200901
EDU292	A	2	200901
EDU306B	A+	6	200901
EDU115	S*	2	200810
EDU153T	A+	2	200810
EDU275	A+	4	200810
EDU292	A	2	200810
EDU301	A	4	200810
EDU306A	A	3	200810
EDU325	A+	4	200810

Grade completion data will be updated approximately 2 weeks after quarter ends.

These requirements will be met through successful completion of credential

Getting Ready for the Credential Year

You've been admitted, you have communicated your Statement of Intent to Register (SIR), and you have attended orientation. You're almost ready, but there are a few more tasks to complete before you begin the credential year.

Certificate of Clearance (CIC)

All credential candidates are required to obtain a Certificate of Character and Identification Clearance [Education Code 44321 (d) and Title 5 Regulations 80028] prior to beginning the student teaching experience. This document verifies that the individual has completed the fingerprint and character and identification process and has been cleared by the Commission to begin student teaching. If you currently hold a 30-day Substitute Permit, you have already completed this requirement. Please provide a copy to the Student Services Office and no further action is necessary.

To apply for the Certificate of Clearance, take the following steps **in this order**:

1. Print three copies of the [LiveScan form \(41-LS\)](#); (<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>). See the "Info for Admitted Students" section of the website under "Things to Do."

When you pull up the LiveScan from there should be information pre-populated in the top two boxes/sections of the form. Depending on the web browser you are using, this information may not show up, and you may need to try a different web browser. It is critical that this information be listed correctly on your form so if you have problems or questions with this process, please contact Student Services for assistance.

2. Submit the three copies of the LiveScan form and processing fees to the LiveScan operator when the prints are taken at any of the approved [LiveScan locations](#).

Navigate to the Commission's [Online Direct Application Site](#). Complete the online application using a VISA or MasterCard debit or credit card; complete the authorized transaction fee of \$52.50 (subject to change).

3. Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment Web page.
4. Submit a copy of the Certificate of Clearance to Student Services **no later than June 1st** for verification that you have started the process to obtain your Certificate of Clearance. If you are submitting by fax or email please cross-out your social security number and date of birth AND call Student Services with this information so we can verify your Certificate of Clearance.

The Certificate of Character and Identification Clearance (CIC) application requires disclosure of all criminal convictions, even if the conviction has been expunged. Your LiveScan prints are forwarded to the California Department of Justice and the FBI for processing. Processing can take anywhere from a few days to several months. If you have a criminal conviction, the Professional Services Unit of the California Commission on Teacher Credentialing reviews your case and rules on whether to issue a Certificate of Character and Identification Clearance to you. Any review by the Professional Services Unit may delay this process. Please contact the Credential Analyst for guidance if you answer "yes" to any of the Professional Conduct questions in the application.

Degree-posted Transcripts

Official Transcripts for Admission – As part of the application process you submitted unofficial transcripts to UC Davis. Upon accepting your admission offer to UCD, you need to provide the UC Davis Graduate Studies Department with official, hard copy transcripts from all colleges and universities that you attended. If you have not yet earned your bachelor's degree, you still need to send in your current official transcripts. If you have not done so, please submit your official transcripts to Graduate Studies. Follow the directions on the [Graduate Studies](#) Web page.

Degree-Posted Transcripts - If your bachelor's degree was not posted to the official transcripts you mailed to Graduate Studies, you must submit an official/hard copy once you receive your degree. You must submit Degree-Posted Transcripts no later than **August 31st**. Follow the directions on the [Graduate Studies](#) Web page.

Important: current or former UC Davis students DO NOT need to provide official transcripts.

TB Clearance

TB Clearance is required before you can begin student teaching and there is an August 1st deadline. Education Code governs infectious disease controls for school districts. Although some districts may vary in their enforcement of the TB requirement timeline, we adhere to the strictest interpretation. Therefore the timeframe for you to have the TB test administered or the chest X-ray taken must be within 60 days of the start of your contact with students through your student teaching placement. Please plan to have your TB test or X-ray administered **during July** of the summer before you enter the credential program.

The TB test may be administered by your personal physician or at the UC Davis Student Health Center- whichever is most convenient for you. The results of a TB skin test must be read two days after it is administered, so plan your time accordingly.

Please submit written verification (in any format that your physician prefers) of your negative results to the Student Services Office in person, by mail, or by fax no later than August 1st. Our fax number is (530) 754-6672. Please be aware that a school district may not allow you to begin your student teaching until this requirement is fulfilled.

NOTE: A TB skin test cannot be repeated within a 6-month period of time. If you have had a TB skin test within the 6-month period prior to the start of your credential year, you will need to submit your most recent TB test results. We will work with you to determine when another TB skin test may be taken. Results of the new TB test must be submitted to the Student Services Office within one week of that date.

Establish UC Davis Computing Account

Establish your UC Davis computing account & password. In order to access your student records, print transcripts, and register for classes, you will need your individual UC Davis Computing Account, a Login ID, and a Kerberos Password. Follow the directions on the [Information Education & Technology](#) Web Page to establish your UC Davis Computing Account. The account will not be effective until 24-48 hours after your request has been submitted. You will need your Student ID number that appears in the email you received from the Dean of Graduate Studies advising you that you were being admitted.

If you need in-person assistance with your set-up, you can go to 182 Shields Library.

NOTE: If you attended UC Davis as an undergraduate you do not need to set up a new computing account, but you do need a new graduate student ID card.

Program Curriculum and Requirements

Curriculum Requirements

This program's course work is designed to be focused and intensive, thereby enabling you to complete the required courses and the student-teaching component in three academic quarters. During the program you will be engaged in a variety of courses ranging from methodologies for teaching subject matter to issues of cultural diversity in the K-12 classroom. Guided by expert teachers, you will have opportunities to systematically apply your learning to the classroom, reflect on the results of your teaching, and work in teams or groups to complete course projects. The knowledge and skills that you develop will give you a distinctive advantage in today's secondary classroom.

Education 306ABC are the student teaching courses. You are required to complete the Basic Skills Requirement and pass all subtests of the CSET exam before you can progress to full-time student teaching.

The links below include a list of all the required courses that you must complete in order to obtain a teaching credential.

- [Agriculture](#)
- [English](#)
- [Mathematics](#)
- [Science](#)
- [Social Science](#)

Additional Requirements

In addition to completing the coursework requirements during your credential year, you must also complete the following before you can be recommended for a teaching credential:

1. CPR

You must complete a CPR course that includes adults, infant, and children (B level). Bring in your current CPR card to the Student Services Office so we can make a copy for our records. If your CPR card will expire during the credential year, it is valid for credentialing purposes. First Aid is not required.

2. Teaching Performance Assessment: edTPA

All candidates for a preliminary Single Subject Teaching Credential are required to pass an assessment of teaching performance in order to earn a teaching credential. This assessment of teaching performance is designed to measure the candidate's knowledge, skills and ability with relation to California's Teaching Performance Expectations. UC Davis uses the edTPA to meet the Teacher Performance Assessment (TPA) requirement.

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Enrollment Procedures

General Information

Several of your required credential courses have some of the class meetings in one academic quarter and concluding in another. This is done in order to give you the academic content you need for your student teaching *when you need it*, and at the same time balance your unit load over the three quarters of the credential program. For this reason, the class schedule will not be exactly the same as your course enrollment schedule is in [SISWEB](#), UCD's student information system.

The Student Services Office will email you prior to each quarter's registration and include a deadline by which you must notify us if your plans to attend the program have changed. After the deadline has passed, the Credential Analyst will work with our Instructional Analyst to enroll you in the appropriate class sections. If your plans change after this time it will be your responsibility to formally withdraw from classes in order not to incur a financial liability. Students should expect these e-mails in mid-July for Fall quarter enrollment, mid-October for Winter quarter enrollment, and early March for Spring quarter enrollment.

Be sure to print out your schedule each quarter and double-check that you are enrolled in the correct courses and proper number of units. Not doing this, and enrolling improperly, could result in delays in completing your credential and/or your master's degree.

For Financial Aid purposes, you need to be enrolled in 12-quarter units to be considered a full-time student.

Class Calendars

The UC Davis program is an integrated model where student teaching and university coursework occur simultaneously. You will be student teaching and taking courses throughout the entire academic year with your student teaching placement beginning in August prior to the first day of school through June when UCD's classes end.

We will provide you with a year-long **tentative** schedule of classes and then each quarter we will provide a **confirmed** schedule about two weeks prior to the start of that quarter. Once the schedule had been confirmed there might be minor changes from time to time and your student teaching supervisor will communicate these to you if/when they occur.

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Taking a Break

The teacher credential portion of the credential/MA program should be completed in three consecutive quarters (Fall, Winter, Spring). If for some reason, you are unable to complete the program as expected, you should know that you do have options. Your registration status determines which options are available to you. The Student Services staff is available as a resource to help you navigate through this process, if necessary, as are your Supervising Instructor and the Associate Director of Teacher Education.

Cancellations and Withdrawals

To cancel your registration before the first day of instruction or to withdraw from the university on or after the first day of instruction, you must go to the Registrar's Office and complete a Cancellation/Withdrawal form. If you do not submit a Cancellation/Withdrawal form, you will be liable for fees according to university policy and you will receive an "F" grade for each course in which you are enrolled. No exceptions will be made to this policy.

Schedule of Refunds

The Schedule of Refunds refers to calendar days (not school days) beginning with the first day of instruction. The number of days elapsed is determined from the date the completed Cancellation/Withdrawal form is filed with the Registrar's Office, and it is presumed that no university services will be provided to the student after that date.

The Schedule of Refunds applies to all students except first-quarter students who receive federal financial aid. *

Calendar Days Elapsed	Percentage of Fees Refunded
0-1	100% less \$10.00
2-7	90%
8-18	50%
19-35	25%
36 days and over	0%

* New students who receive federal financial aid and withdraw during the first academic term may have fees refunded according to a [Modified Fee Refund Schedule](#).

Financial Aid Refunds/Return of Aid

Students who receive aid and withdraw, drop out, are expelled, etc., beginning the first day of enrollment will be reviewed by the Financial Aid Office in accordance with the Student Financial Assistance Return Policy. Additional information concerning the return of funds calculations is available in the Financial Aid Office.

Regulations require that UC Davis provide for a refund using a pro rata calculation if the student withdrew on or before the 60% point of the semester. The pro-rata refund will be calculated as the proportion represented by the number of days that the student was enrolled to the number of days in the academic period.

Situations may arise - based on the withdrawal date, the amount of Financial Aid disbursed and the amount of Financial Assistance required to return - where the result is an outstanding debt incurred by the student and due the university.

PELP (Planned Educational Leave Program)

This program is designed to allow you to suspend your program of study for good cause (i.e., illness, temporary departure from the university for employment, preparing for examinations, financial problems, and personal issues) and be guaranteed the right to return later to resume academic work. Please contact the Student Services Office staff, if you need to suspend your studies for one year and return the following fall.

The electronic form is available through the Student Services Office and the fee will be \$70 (subject to change). Please note: if you go on PELP status, you are NOT ELIGIBLE to enroll in the Student Health Insurance Plan.

Readmission

If for one reason or another you drop out of your graduate program but wish to return, you must file an [Application for Readmission](#). Readmission is not automatic; your application is considered along with those of first-time and other readmission applicants. File the application with Graduate Studies at least six weeks prior to the beginning of the quarter in which you plan to enroll. There is a \$70 (subject to change) processing fee.

You must obtain the endorsement of your Program Director, which indicates to the Dean that you are guaranteed a place in the program. It is your responsibility to provide any supporting documents that may be required by the program (e.g., new statement of purpose, letters of recommendation, GRE scores, etc.).

Returned Checks/Insufficient Funds

All students whose registration fee payments are returned for insufficient funds are not considered registered students and will be withdrawn from all classes; you must then apply for readmission for the quarter in which you wish to re-register.

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General University & Departmental Policies

GPA Requirement

A GPA of 3.0 must be maintained throughout the program in order to stay in “good academic standing” in graduate school. In order to earn your credential you must maintain **no lower than a B- average in student teaching** (EDU 306 A,B, C) and a 3.0 GPA is required to move on to the Master’s program.

Only courses in which A, B, C, or Satisfactory are earned may be counted toward your degree requirements. A course in which you receive a D+ grade or lower does not count towards meeting program requirements for the credential or for the master’s degree. Any required course in which a grade of D+ or lower is earned will need to be repeated.

Incomplete Grades

An “Incomplete (I)” may be assigned as a temporary grade when a student has performed at a passing level for the majority of the course, but is unable to complete the course for an acceptable reason (e.g., illness). The remaining work must be completed and the grade changed to a final letter grade within one academic year (three quarters) or a grade of “F” will be assigned by the Registrar’s Office. Students need to submit a grade change petition to their instructor at the time the course work is completed. Contact your supervisor for guidance.

Repeated Courses

With the consent of the Graduate Adviser and approval by the Dean of Graduate Studies, a student may repeat a course in which a grade of C, D, F or Unsatisfactory is received up to a maximum of nine units. Only the most recently received grade and corresponding grade points shall be used in calculating a student’s grade point average, but all units attempted and grades received shall remain part of the student’s permanent record. All repeated courses must be taken for a letter grade.

Program Changes, Grade Changes, and other Petitions

All requests for changes or petitions of any kind need to be presented, in writing, to the Student Services and Advising Office before they will be processed. Necessary forms are available in the Student Services Office.

Personal Information Changes

Name, Phone and Address Changes can be made through the Registrar’s Office or [online](#) through [SISWEB](#). Please also let the Student Services Office know by emailing eduadvising@ucdavis.edu.

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Advocacy Resources

The School of Education is committed to helping you succeed in your academic effort. Graduate program staff are a good resource for you, as they know the program intimately and can connect you with the appropriate people. In addition, do contact your faculty instructors with questions you may have about your academic performance.

Another valuable resource available to you is the Associate Director of Teacher Education. As Graduate Advisor, this person has the responsibility to discuss academic or program issues of concern with you and to assist you in completing program requirements.

Additional advocacy resources are listed in the [Graduate Student Guide](#).

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Moving on to the Master's Degree

Credential/MA students are admitted to the School of Education/Graduate Studies as Credential students and advanced to MA status after completion of all credential requirements as well as the following:

1. Cumulative UC Davis graduate GPA must be at least 3.0 by the end of the Spring Quarter of your credential year
2. A grade of A, B, or C in all required 100, 200, and 300 level credential/MA courses
3. A grade of B- (or higher) for student teaching (EDU 306 series)
4. Completion of all UC Davis prerequisites and California Credential requirements for the teaching credential, with appropriate documentation submitted to the School of Education Credential Analyst by **August 1st** preceding the fall quarter in which the student will enroll for year 2 of the MA/Credential (quarters 4 and 5)
5. By August 1st of the second MA/Credential year (4th quarter), students must have access to an institutional setting in which teacher inquiry can be conducted. One of the following three options will meet this requirement:
 - A) as the teacher of record in a K-12 classroom
 - B) in a K-12 tutoring situation, with the opportunity to work with the same students for two academic quarters for at least 40 hours per quarter
 - C) as a guest in another teacher's classroom for the purpose of carrying out the teacher inquiry.

Substitute teaching does not provide the opportunity for sustained work in a classroom with the same group of students, and therefore will not satisfy this element. One exception will be if you are hired for a long-term substitute position where you will be in the same assignment spanning the research period of two academic quarters September through March.

Outline of course work for completing the master's degree:

Fall Quarter

EDU 206C (4 units)

EDU 299 (2 units)

Winter Quarter

EDU 206D (4 units)

EDU 299 (2 units)

We will meet with you to discuss the MA portion of the program during the Spring quarter of your credential year. At that time we will answer your questions and provide detailed instructions and a timeline about how to communicate your Intent to Enroll in the Master's part of the program.

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Financial Aid & Assistance

UC Davis offers various types of financial aid. Both prospective and continuing graduate students are encouraged to apply. Filing a current FAFSA (Free Application for Federal Student Aid) is required for all scholarship awards.

Financial Aid

Graduate Financial Aid administers financial assistance, which may include loans and grants. These funds must be used for education-related expenses and are intended to supplement your own earnings, family assistance or fellowship or scholarship aid. Financial aid is not available for applicants in non-degree programs. FAFSA applications are available from [Graduate Financial Aid](#) in Dutton Hall after December 1st or FAFSA [online](#) after January 1st. Your FAFSA should be filed as early as possible to allow for fellowship consideration. You need not wait for formal admission into a graduate program to apply for financial aid.

Financial aid disbursements are not made until the official start of Fall quarter, which is at the end of September or start of October. If you buy your books at the UC Davis bookstore using your student ID card the cost will be against your loan and you will not have to pay out of pocket before receiving your loan or financial aid.

Special Summer Session

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Additional Information & Resources

Communication

Ongoing communication with the faculty, staff and credential students in your group is an important component of the program. The Teacher Education faculty disperses important information and discussions via e-mail throughout the program year, and enrollment information and other general contact is made by e-mail. In order to participate fully in this important distance education component, you will need to have access to a computer with e-mail and Internet capability. It is best if you have your own computer, as computer lab hours are limited. *Your UC Davis e-mail account will be the primary address used for communication.*

Student Space

The Student Space can be found on the second floor of the School of Education Building. The lounge (room 264) contains student mailboxes, copier/printer, study space, fridge, and microwave. The entire building has excellent wireless connect for student usage.

Copying

SOE students have multiple options for printing. This information can also be found on the SOE Intranet under [Information Technology](#).

Academic Surge (AS) 2nd floor

A copier/printer is located in the hallway outside AS 2363. To print go to <http://campusprinting.ucdavis.edu>, input your Kerberos Login ID or Copy Card #, select "ucdavis-black", then choose your file and options. Your print job(s) will be released from the printer after you swipe your ID card or the Copy Card you entered. Note: This printer is the default in the new computer lab, AS 2363.

School of Ed Building (SOEB) Student Lounge

A copier/printer is available next to student mailboxes in SOEB 262. To print go to <http://campusprinting.ucdavis.edu>, input your Kerberos Login ID or Copy Card #, select "ucdavis-soeb262", then choose your file and options. Your print job(s) will be released from the printer after you swipe your ID card or the Copy Card you entered.

Campus Computer Labs

Additional printers, including color options are available at multiple computer labs across campus. For an updated list check out <http://clm.ucdavis.edu>

Cost of Printing:

For information on printing rates, see the campus website: <http://clm.ucdavis.edu/rooms/printing/>

If you have problems printing please contact SOE IT Support at the following locations;

- SOEB 206 (staffed M-F, 8-5)
- soeithelp@ucdavis.edu
- 530-212-0267

Computer/Audio/Visual Lab

The computer lab is located in Academic Surge. Open hours are listed quarterly outside the door of the lab. This lab provides scanners and equipment for editing videos.

Parking & Transportation

For information about Davis parking, the local bus service and carpooling, please call TAPS at (530) 752-TAPS or visit the [TAPS](#) Web site.

Student Identification Card – AggieCard

You need to obtain an AggieCard, which is an official UC Davis student identification card. The AggieCard gives you access to many services and resources available to you as a UC Davis Student. If you attended UC Davis as an undergraduate, you need to obtain a new, graduate student AggieCard. To obtain your AggieCard please visit the AggieCard Office located at 1210 Dutton Hall. For more information, please visit the [AggieCard](#) website.

Student Health Insurance Plan (SHIP)

The University of California requires that all students have health insurance. To help you meet the Health Insurance Requirement, UC Davis **automatically enrolls** all registered students in the Student Health Insurance Plan (SHIP). Fees for SHIP coverage are charged to your student account each term along with your registration fees.

SHIP coverage for students enrolled in the School of Education begins on the first official day of the fall quarter. Typically this is the third or fourth week of September. Credential students attend classes and begin student teaching in August and you will not have SHIP coverage during this time. You may want to consider “gap” or “bridge” insurance as an option to cover you during this time.

If you have comparable insurance and do not want to be enrolled in SHIP, you must apply for a SHIP waiver. Be sure to check the Student Health Services website for the waiver deadline, which is usually posted in June. The services at Student Health Services are available to all students, even if you waive SHIP. The SHIP waiver application can be found on the [Student Health Center](#) website.

If health coverage for you and/or your dependents is a concern, you are encouraged to research available insurance plans that will cover you throughout the year. Contact the Insurance Services Department at (530) 752-6055 for detailed information. Details about insurance plans are also available online at [Student Health Services](#).

Student Records & Privacy

In accordance with the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is mandatory. This record-keeping system was established prior to January 1, 1975 pursuant to (1) the authority of the Regents of the University of California under Article IX, Section 9 of the California constitution and (2) the Undergraduate Admissions System Reference Manual, Information System Division, Office of the Vice President-Business and Finance, University of California, January 5, 1972, p.15. The Principal uses of the number shall be to (1) verify your identity in the Graduate Admissions record system and (2) interface with the integrated Student Information System.

Nondiscrimination Policy

The University of California, in accordance with applicable Federal and State Law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University’s student--related nondiscrimination policies may be directed to Student Judicial Affairs Director Jeanne Wilson, 463 Memorial Union,

Other Important Information You Should Know

Student Privacy Rights under the Federal Family Educational Rights and Privacy Act (FERPA), including procedures for inspection, correction, and disclosure of information in student records; a description of what constitutes directory information and the consequences of blocking release of directory information; and procedures for imposing/removing such a block. The information on [FERPA](#) is available for your review.

Sexual Harassment

Sexual harassment is prohibited by law and by university policy and is not condoned by UC Davis ([Policy 380-12](#)). The Sexual Harassment Education Program (530) 752-2255 provides information and assists in resolving complaints of sexual harassment informally. Students may also use formal and informal grievance procedures to resolve complaints of alleged sexual harassment or other illegal discrimination ([Policy 400-15](#)). Students should seek assistance as soon as possible (time limits may apply to filing formal complaints) and may receive informal counseling and/or referrals by contacting the Sexual Harassment Education Program, the Office of Student Judicial Affairs, Counseling & Psychological Services, or the Women's Resources and Research Center. Formal complaints may be filed with the vice chancellor or dean of the school or college in which the alleged discrimination or harassment occurred.

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