TEACHER EDUCATION
STUDENT HANDBOOK

COLLEGE OF EDUCATION

DR. ROGERS-ADKINSON, DEAN
Introduction

Welcome to Teacher Education at Southeast Missouri State University!

The College of Education leads the state in preparing educators, leaders and counselors to be first-year ready for the challenges of those respective professions. We offer highly integrated field experiences across our programs to provide real-world application of effective practice. We also provide students a technology-rich learning environment with our EDvolution iPad integration for all of our undergraduate students.

All students in a teach education program regardless of the home college are required to meet the rules and requirements established by the College of Education and the Missouri Department of Elementary and Secondary Education. Students may have additional requirements in the home college for degree completion.
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EDvolution®
A major goal of the College of Education is to develop teacher candidates who will be leaders in the use of current and emergent technology. We believe that technology is a tool to be integrated into the classroom, and our faculty serve as instructional models for how this might be done. In order to facilitate this process all teacher candidates learn to teach in an environment in which every student has an iPad. Students have the option of renting an iPad through Southeast Missouri State University or providing their own device as long as it meets the minimum specifications required for the program (see Device Specifications in FAQ document http://www.semo.edu/pdf/Education-EdvolutionFAQ.pdf. Students must complete an agreement each term indicating they will rent an iPad: https://app.semo.edu/it/STLicenseAgreements/auth.asp.

Stages of iPad Integration
We have defined a three-step student development model for integrating iPad usage.

Tech for you: Technology as a tool to enhance your own learning and personal productivity
- Student ‘out of the box’ basic use seminars
- Direct support in the Instructional Resources & Technology Center

Tech for us: Technology as a tool for collaboration and instruction in education coursework
- Integrated use in education coursework
- In class collaborative work
- Higher integration of “Tech for You” skills
- Appy Wednesday’s – once a month collaborative sharing between faculty and students regarding a specific app

Tech for them: Technology as a tool for instruction to enhance the learning opportunities for all learners
- Using technology in field experiences and student teaching

The EDvolution Center
All teacher education candidates have access to the EDvolution Center to learn how to best use technology to enhance learning of students during field experiences. The Center provides lecture capture, collaboration spaces, Apple TV, video editing rooms and Smart Boards.
Departments and Majors

The Department of Middle and Secondary Education

The Department of Middle and Secondary Education—often in collaboration relevant academic departments—offers 5-9, 9-12, and K-12 programs that lead to certification in the areas listed below.

Middle School Certification (5-9) Programs
- Language Arts
- Mathematics
- Social Studies
- Science

Secondary and K-12 Programs
- Agriculture
- Art (K-12)
- Biology
- Chemistry
- English
- Family & Consumer Science (B-12)
- French
- German
- Mathematics
- Music: Vocal (K-12)
- Music: Instrumental (K-12)
- Physical Education (K-12)
- Physics
- Social Studies
- Spanish
- Technology & Engineering Education
- Unified Science: Biology
- Unified Science: Physics
The Department of Elementary, Early, and Special Education
The Department of Elementary, Early, and Special Education offers three majors.

Early Childhood Education
(Birth – 3rd grade with add-on certification in Elementary Education grades 1 – 6)

This major is appropriate for students interested in teaching preschool, kindergarten or elementary aged children. Coursework focuses on child development, curriculum and assessment strategies to use with young children, and family engagement. Students in this program complete field experiences with infants/toddlers, preschoolers, kindergarten and elementary aged students.

Elementary Education
(Grades 1- 6 with optional add-on certification in Middle School (grades 5-9) Language Arts, Math, Science or Social Studies)

This major is appropriate for students interested in teaching all of the subject areas in a general elementary classroom. Coursework focuses on the academic subjects of language arts, math, science, and social studies. Students in this program will complete field experiences in the primary and intermediate elementary grades (and middle school grades, if this option is chosen).

Special Education: Mild/Moderate Cross-Categorical
(K – 12, add-on certification in Elementary Education, grades 1- 6)

This program is appropriate for student interested in working with individuals with exceptional learning needs. Coursework focuses on instructional and behavioral strategies for the inclusive classroom. Students in this program will complete field experiences in both the general education and special education classrooms.
Advising

Education advisors strive to serve students in three ways:

- Provide a general orientation of the Teacher Education Program to pre-education majors
- Describe specific program requirements and expectations; and
- Recommend when to apply to the Teacher Education Program

Expectations

Services offered by the Education Advisors

- Disperse general information about Teacher Education programs, degree requirements and admission/retention into the Teacher Education Program
- Advise pre-admission (not yet admitted to the TEP) Elementary, Early Childhood, Exceptional Child and Middle School Education majors
- Assist pre-admission for all Education majors
- Provide assistance in registering for required courses. (If for some reason a student has difficulty registering for a course, they should contact their advisor to find what action they must take to register for the course)

Academic Advising Learning Objectives

- Students will know how to locate and contact their Academic Advisor
- Students will know where to locate important semester dates
- Students will be able to accurately read and effectively utilize the DegreeWorks audit for their educational plan
- Students will demonstrate knowledge of resources to achieve their academic goals

Responsibilities of Education Students

- Have ALL educational records and transcripts sent to the University
  http://www.semo.edu/registrar/transferinfo.html
- Make an appointment each semester with advisor (preferably before your priority registration date). Check your registration date online at www.semo.edu/registrar/degreeworks.html
- Prepare for your appointment by
  - Reviewing your DegreeWorks audit to identify your program requirements http://www.semo.edu/registrar/degreeworks.html
  - Viewing course selections in the “Look Up Classes” feature in your student portal and preparing a list of possible courses
  - Developing a list of questions for your advisor
- Complete the enrollment process by enrolling through the portal: http://portal.semo.edu
- Students that have concerns or questions about the Teacher Education Program, their progress in the program, or specific courses, should always consult their Education Advisor rather than solicit advice from other students
Early Childhood, Elementary, Exceptional Child, and Middle School Pre-Education Majors

- Students intending to major in Early Childhood, Elementary, Exceptional Child, or Middle School Education will be advised in the Center for Academic Advising (Academic Hall 057) ([http://www.semo.edu/advising/index.html](http://www.semo.edu/advising/index.html)). Students will be asked to declare a major (the Autism Certificate may also be declared in the Academic Advising Office).
- Students should contact the Center for Academic Advising by calling (573)-651-2007 to arrange an initial advising appointment with an Education Advisor. Students will receive a Degree Map showing courses needed for a specific major.
- Student’s advising appointments should be prior to their priority registration date (students are responsible for knowing their priority enrollment date). Appointments are 30 minutes in length.
- At the appropriate time, students will confer with an Education Advisor about advising/registration, keeping in mind that students are required to receive advising before obtaining a PIN number for registration.
- Advisor and student will discuss their semester plan using the Degree Map and DegreeWorks. They will also discuss their progress for gaining admission to the Teacher Education Program.
- Once students have met with their advisor, discussed their progress in the program, and received their PIN number, they will enroll in their courses on or after their priority registration date (determined by earned credit hours, not including the credit hours currently enrolled in). Students will enroll in courses via the Student Portal ([http://www.semo.edu/registrar/priority.html](http://www.semo.edu/registrar/priority.html)) between the hours of 7am and 9pm.
- Pre-Education majors will schedule a time to take the Missouri General Education Assessment (MoGEA). It is recommended that students begin taking the assessment during their second or third semester. Students must pass the MoGEA (see Education Advisor for passing scores).
- Applications for admission to the Teacher Education Program can be found online at [http://www.semo.edu/cea/program_requirements.html](http://www.semo.edu/cea/program_requirements.html). All requirements should be met prior to submitting the application (see “Admission to Teacher Education Program” section for requirements). Applications should be submitted by March 15th for fall admission or October 15th for spring admission. The application will be processed within 5 business days and an email notification will be sent to both the student and their advisor. Discrepancies regarding admission to the Teacher Education Program should be submitted to the College of Education Dean (see “Appeals” section).

After Admission to the Teacher Education Program

When students are fully admitted into the College of Education, they begin working with their assigned faculty advisor on expectations for the completion of the Teacher Education Program. Faculty advisors will assist students with:

- Registration for professional sequence and responsibilities for applying to student teaching
- Required Professional Education exams including MoCA and MoPTA
- Career advice
Secondary Education Majors

- Students intending to major in any Secondary Education major (Agriculture, Art, Biology, Chemistry, English, Family & Consumer Science, French, German, Mathematics, Music: Vocal, Music: Instrumental, Physical Education, Physics, Social Studies, Spanish, or Technology & Engineering Education) will be advised within the department of their specialization. To find which department to contact for advising, students can contact the Department of Middle & Secondary Education in Scully 238 by calling (573) 651-5965.
- Secondary Education majors may also contact the Center for Academic Advising for general information about the Teacher Education Program including requirements for admission. Students will then be directed to the appropriate department for further consultation and advisor assignment.
- Students should contact their advisors to arrange an initial advising appointment. At that time, students will receive a Degree Map showing courses needed for a specific major.
- Student advising appointments should take place prior to their priority registration date which is determined by earned credit hours, not including the credit hours in which a student is currently enrolled. Priority registration dates are available from the Registrar’s website (http://www.semo.edu/registrar/priority.html).
- Advisor and student will discuss semester plans using the Degree Map and DegreeWorks. They will also discuss progress toward gaining admission to the Teacher Education Program.
- Once students have met with an advisor, discussed their progress in the program, and received a Personal Identity Number (PIN), they will enroll in courses on or after their priority registration date. Students will enroll in courses via the Student Portal (http://www.semo.edu/cea/access_portal.html) between the hours of 7am and 9pm.
- Pre-Education majors will schedule a time to take the Missouri General Education Assessment (MoGEA). It is recommended that students begin taking the assessment during their second or third semester. Students must pass the MoGEA. (See advisor for passing scores.).
- Applications for admission to the Teacher Education Program can be found online at http://cstl-coe.semo.edu/fieldexperiences/tep_login.php. All requirements should be met prior to submitting the application (see “Admission to Teacher Education Program” section for requirements). Applications should be submitted by March 15th for fall admission or October 15th for spring admission. The application will be processed within 5 business days and an email notification will be sent to both the student and their advisor. Discrepancies regarding admission to the Teacher Education Program should be submitted to the College of Education Dean (see “Appeals” section).

Transfer Education Students

- Transfer students should work with an education advisor before transferring to determine their graduation date. Those who transfer to Southeast should make sure that they are able to obtain their MEP results and that MoGEA scores have been sent to Southeast.
- Transfer students should also work with an Education Advisor concerning any transfer agreements.
Background Checks

In order to participate in ANY field experience, you must provide evidence of having had a valid fingerprint background check completed within one year prior to the end of that field experience. (For example: if you were scheduled to participate in a field experience scheduled to end on December 15, 2016, you would need to provide evidence of having had a fingerprint background check on December 16, 2015 or later.) To complete a background check for a field experience please refer to http://www.semo.edu/education/edu_prep/background-check.html.

Background Check & Substitute Certification Recommended Timeline*

<table>
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<tr>
<th>At the beginning of the semester in which ED280 or ME222 (Music Ed) is taken:</th>
<th>Prior to the semester in which the EL314 Literacy Field Experience (EESE) of SE365 Pedagogy 2 (MSE) are taken:</th>
<th>Prior to the semester in which EL430/EX309 Advanced Field Experience (EESE) or SE380 Advanced Field Experience (MSE) are taken:</th>
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<tr>
<td>Obtain a background check.</td>
<td>Apply for a substitute certificate that will serve as a proxy for a background check. (DESE requires a background check as a part of this process.)</td>
<td>Obtain a background check.</td>
</tr>
</tbody>
</table>

*Students are required to have an up-to-date FBI background check to be eligible for all field and clinical experiences. Failure to follow these recommendations may result in a delayed start to a field placement. Since circumstances may be unique, always confirm scheduling plans with an academic advisor.

When a Clear Background Check is received:

1. No action is taken on the part of the COE. Candidates and personnel will be advised that “no news is good news” in terms of CHRI notifications.

When CHRI needs to be addressed:

1. For COE personnel, it will be the role of the Dean to review the results of the FBI background check and ensure no one with a criminal history consistent with grounds from dismissal from a teacher education program supervises the receipt of background checks.
2. For candidates, according to DESE, if “(a)n individual has pled guilty or been found guilty of a felony or crime involving moral turpitude whether or not sentence is imposed,” they will not be eligible for a teaching certificate. (http://www.sos.mo.gov/adrules/csr/current/5csr/5c20-400.pdf) Students with a felony conviction are not eligible for matriculation in to the teacher education licensure program at Southeast Missouri State. A complete list of convictions not eligible for teacher licensure is provide below.
Students that have one or more offenses shall meet with the Dean to discuss the implication of the offense(s) upon future participation in the field experiences and student teaching. Teacher education candidates must understand that individual school districts have the right to reject candidates with a positive criminal history. Students will be expected to create a corrective plan that allows districts to see the potential strengths of the teacher candidate in spite of the offense(s).

Student should be aware that the timing, pattern, and type of offense(s) may prevent placement into a field experience. The Missouri Department of Elementary and Secondary Education utilize a standard of moral turpitude in determining whether a teacher education candidate is suitable for work in schools. Moral turpitude is a legal concept in the United States that refers to “conduct that is considered contrary to community standards of justice, honesty or good morals.” (West’s Encyclopedia of American Law). Students with repeated offenses may be denied entrance to field experience unless evidence is supplied that the issue is no longer a reoccurring pattern of behavior for the teacher education candidate. (e.g. successful participation in a program for addiction for a student with multiple driving under the influence convictions.)

Students may be requested to produce official court documents related to the offenses and the resolution of the issue that resulted in the criminal history. Students will not be required to meet with the Dean each field experience for a previously reviewed offense. Students with new offenses must meet with the Dean of the College of Education.

Students with any of the offenses below are not eligible to participate in the teacher education program.

**Offenses for Automatic Prevention or Revocation of a Teaching Certificate**

- Murder 1<sup>st</sup> Degree
- Murder 2<sup>nd</sup> Degree
- Arson 1<sup>st</sup> Degree
- Assault 1<sup>st</sup> Degree
- Forcible Rape
- Forcible Sodomy
- Kidnapping
- Robbery 1<sup>st</sup> Degree
- Rape
- Statutory Rape 1<sup>st</sup> Degree
- Statutory Rape 2<sup>nd</sup> Degree
- Child Molestation 1<sup>st</sup> Degree
- Child Molestation 2<sup>nd</sup> Degree
- Deviate Sexual Assault
- Sexual Misconduct involving a child
- Sexual Misconduct 1<sup>st</sup> Degree
- Sexual Abuse
- Incest
- Abandonment of Child 1<sup>st</sup> Degree
- Abandonment of Child 2<sup>nd</sup> Degree
- Abuse of Child
- Child used in a sexual performance
- Promoting Sexual Performance of a Child
- Trafficking in Children
- Offenses Involving Child Pornography and Related Offenses
- Promoting Obscenity in 1<sup>st</sup> Degree
- Promoting Obscenity in 2<sup>nd</sup> Degree, if penalty is enhanced to Class D Felony
- Promoting Child Pornography in 1<sup>st</sup> Degree
- Promoting Child Pornography in 2<sup>nd</sup> Degree
- Possession of Child Pornography
- Furnishing Pornographic Materials to Minors
- Coercing Acceptance of Obscene Material
- Sale or Rental to Person Under 17
Appeal Process:

Student removed from the Teacher Education Program due to offenses that are the judgement of the Dean of the College of Education have the right to appeal. Appeals will be made to the Dean of Student Life. The student will have the right to provide documentation related to the offenses as well as other evidence to suggest the teacher candidate should be considered eligible to participate in clinical experiences with children or adolescents. Appeals should be made within 5 days of the decision to remove the student from the Teacher Education Program. The decision of the Dean may be altered if:

a) The sanction is not consistent with past practice
b) New information is suggestive of suitability in clinical experiences
c) Procedural errors regarding the student’s rights involved in the administration of the background check process
Admission to the Teacher Education Program

Requirements for Admission to the Teacher Education Program

- 42 hours of credit completed
- 2.75 cumulative GPA
- Passage of all sections of the Missouri General Education Assessment (MoGEA)
  - MoGEA is an assessment that covers four subtests: English, Writing, Mathematics, Science/Social Studies
- Missouri Educator Profile (MEP) completed results on file
  - MEP is an assessment of work style preferences used to support the development of effective educator work habits
  - Students should take the MEP in ED280 Introduction to Teaching as a Profession
- Record of having earned a ‘B’ of above in ED280 – Introduction to Teaching as a Profession
- Record of having earned a ‘C’ or above in CF/PY120 (Early Childhood, Elementary, or Exceptional Child) OR PY222 (Middle 5-9 and Secondary 9-12 and P12)
- No record of felony convictions

Second Degree Admission

Students who hold a previous 4 year degree and wish to be certified as a teacher must complete undergraduate program requirements. One’s cumulative GPA from their first degree is used in determining eligibility for the Teacher Education Program. Second degree students who finished their first degree with less than a 2.75 cumulative GPA should determine an appropriate course of action after conferring with an advisor. The MoGEA and lower-level University Studies requirements are waived for students seeking a second degree. Second degree students should consult with an advisor before attempting to enroll in courses at Southeast Missouri State University and be officially readmitted through the Admissions Office. Classification should be requested as a second-degree student.

International Students Admission Policy

Pre-Education majors:

- B1-B2 (CEFR) level
- IELTS minimum score of 5.5 or TOEFL minimum score of 61

Admission to Teacher Education Program:

- C1(CEFR) level
- IELTS minimum score of 7.0 or TOEFL minimum score of 95
- 42 credit hours
- 2.75 overall GPA
- Passing scores on MoGEA (Southeast required scores)
- Completion of MEP
• Completion of ED280 or ME222 (B or higher)
• Completion of PY/CF120 or PY222 (C or higher)

(*Note: This policy is for non-United States citizens who are not native English speakers. Student from the United Kingdom, Canada, Australia and New Zealand are exempt from English proficiency verification.)

Process for applying for the Teacher Education Program
• Meet with an Academic or Faculty Advisor to insure that all requirements are met for admission to the Teacher Education Program
• Follow all instruction to fill out the Teacher Education Program application located at http://cstl-coe.semo.edu/fieldexperiences/tep_login.php
• Submit any required documentation that may not be on file to the College of Education Certification Office via email to aelincoln@semo.edu
• Allow 5 business days for processing of the Teacher Education Program application
• An email notification will be sent to both the student and their advisor concerning the acceptance or denial to the Teacher Education Program
• A teacher candidate who does not enroll in the University for two consecutive semesters will be removed for the Teacher Education Program and will need to re-apply upon re-enrolling at Southeast. The candidate will have to meet the admission standards in place at the time of re-application.

Annual Calendar
All applications for admission to the Teacher Education Program should be submitted via email to the College of Education Certification Office by October 15th (for spring admission) and March 15th (for fall admission) for processing. Emails concerning admission or denial to the Teacher Education Program will come from the Certification Office.

Student Appeals for the Teacher Education Program
Students denied admission to the Teacher Education Program may appeal to the Dean of the College of Education indicating the required exception and a plan for meeting the expectation during the forthcoming semester. The Teacher Education Program Appeal form can be found at http://www.semo.edu/cea/program_requirements.html. Appeals should be submitted within 10 days of receipt of the denial letter. Provisional admission to the Teacher Education Program will be decided by the Dean of the College of Education once the appeal is received.

Provisional Admission to the Teacher Education Program
Provisional Admission permits enrollment in professional education for one semester only. It is expected that upon the completion of the first semester of professional coursework all deficiencies will have been corrected. If not, the student will be denied enrollment in further professional education courses.
Retention in the Teacher Education Program

To maintain active status in the Teacher Education Program, students must remain in good standing in the Teacher Education Program.

- A minimum grade of ‘C’ is required in each professional education course with the exception of ED280 which requires a minimum grade of ‘B’. Students also must have a GPA of 3.0 in all professional education coursework, a GPA of 3.0 in the academic discipline in which certification is sought (when applicable), and must be in good standing before being permitted to student teach. In the event a student receives a grade of less than ‘C’ in a professional education course, that course must be repeated with a grade of ‘C’ or better being earned. Professional education courses may only be repeated one time. Students are placed on probation after earning a ‘D’ of below in a professional education course. Students that again receive a ‘D’ or below when retaking that course will be removed from the Teacher Education Program.

- A student will be permitted to repeat courses in professional education one time only. A second failure to attain a grade of ‘C’ or better in a professional education course will result in permanent suspension from the Teacher Education Program.

- Students may appeal for readmission to the Teacher Education Program following suspension from the program due to extenuating circumstances. The appeal is due to the Dean of the College of Education within 10 days of dismissal from the Teacher Education Program.
Field and Clinical Experiences and Student Teaching

All College of Education candidates will participate in multiple field experiences in local classrooms. Candidates are responsible for their own transportation to and from the clinical site each semester.

Pre-Student Teaching Information

1. Cooperating teachers must be certified for the grade in which they are teaching and should have a minimum of three years teaching experience. An exception to this is teachers with two years’ experience and highly recommended by the building principal.
2. Any teacher candidate removed from field experience placement will not be provided with a new placement and must repeat this course.

Student Teaching Requirements

- A cumulative GPA of 2.75
- No grade lower than a ‘C’ in professional education coursework, except ED280 which requires a ‘B’ or better
- A GPA of 3.0 in coursework in the content major
- Pass the appropriate certification exam(s) (Missouri Content Assessments) required for licensure
- All coursework must be complete
- A Missouri substitute teaching certificate must be up to date
- Proof of Professional Liability Insurance must be on file
- A fingerprint background check must be up-to-date (background checks are valid with Southeast Missouri State University for up to one year of the initial fingerprinting) or have a Missouri substitute teaching certificate that was issued within the past year
  - Some school districts may require a Missouri Department of Social Services Child Abuse or Neglect/Criminal Record Check

Application Process

All instructions to apply for student teaching can be found at:

http://www.semo.edu/studentteach/apply.html
Certification Requirements.
Candidates for all professional education degrees or certification programs must meet the following exit requirements:

- A cumulative GPA of 2.75
- Successful completion of student teaching with a grade of ‘C’ or higher
- Passage of the appropriate certification exam(s) required for licensure
  - Missouri Content Assessments (MoCA) are the required for certification by the State of Missouri for candidates seeking teaching certification and are specific to each major or content area
  - Missouri Pre-Service Teacher Assessment (MoPTA) is required for certification by the State of Missouri for candidates seeking teaching certification and is aligned with Missouri’s Teacher Standards and Quality Indicators
    - [http://mega.ets.org/test-takers/mopta/about](http://mega.ets.org/test-takers/mopta/about)

*Completion of a licensure program only guarantees that a candidate is eligible for licensure at the time of program completion. Failure to apply for licensure at the time of program completion may result in a loss of eligibility due to changes in state requirements.*
Student Organizations

SMSTA: Student Missouri State Teachers Association
Advisor: Dr. Larry Bohannon (rlbohannon@semo.edu)

Kappa Delta Pi
Advisors: Dr. Larry Bohannon (rlbohannon@semo.edu)
          Dr. Shannon Clapsaddle (sclapsaddle@semo.edu)
          Dr. Debra Porter (dporter@semo.edu)

ASCD: Teacher of Tomorrow
Advisor: Dr. Sharon Gunn (sgunn@semo.edu)

Social Studies Educators Association
Advisor: Dr. Courtney Kisat (ckisat@semo.edu)

Autism Aware
Advisor: Dr. Nancy Aquinaga (naguinaga@semo.edu)

NEA
Advisor: Dr. William Bratberg (wbratberg@semo.edu)
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<tr>
<th>Name</th>
<th>Phone</th>
<th>Office</th>
<th>E-Mail</th>
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<tr>
<td><strong>College of Education</strong></td>
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<tr>
<td>Dr. Diana Rogers-Adkinson, Dean</td>
<td>(573) 651-2408</td>
<td>Scully 301</td>
<td><a href="mailto:drogersadkinson@semo.edu">drogersadkinson@semo.edu</a></td>
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<tr>
<td><strong>Office of the Associate Dean</strong></td>
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<tr>
<td>Dr. Daryl Fridley, Associate Dean</td>
<td>(573) 651-2556</td>
<td>Scully 304</td>
<td><a href="mailto:dfridley@semo.edu">dfridley@semo.edu</a></td>
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<tr>
<td>Ms. Alicia Lincoln, Candidate Status &amp; Certification Officer</td>
<td></td>
<td></td>
<td><a href="mailto:aelincoln@semo.edu">aelincoln@semo.edu</a></td>
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<tr>
<td><strong>Department of Educational Leadership &amp; Counseling</strong></td>
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<tr>
<td>Dr. CP Gause, Chair</td>
<td>(573) 651-2137</td>
<td>Scully 411</td>
<td><a href="mailto:cpgause@semo.edu">cpgause@semo.edu</a></td>
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<tr>
<td><strong>Department of Elementary, Early, &amp; Special Education</strong></td>
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<tr>
<td>Dr. Julie Ray, Chair</td>
<td>(573) 651-2122</td>
<td>Scully 313</td>
<td><a href="mailto:jaray@semo.edu">jaray@semo.edu</a></td>
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<td><strong>Department of Middle &amp; Secondary</strong></td>
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<tr>
<td>Dr. Simin Cwick, Chair</td>
<td>(573) 651-5965</td>
<td>Scully 238</td>
<td><a href="mailto:scwick@semo.edu">scwick@semo.edu</a></td>
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<td><strong>Field &amp; Clinical Experiences</strong></td>
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<tr>
<td>Mrs. Brandy Hepler, Student Teaching &amp; Field Placement Director</td>
<td>(573) 651-2125</td>
<td>Scully 308</td>
<td><a href="mailto:bhepler@semo.edu">bhepler@semo.edu</a></td>
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<tr>
<td><strong>EDvolution Center</strong></td>
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<tr>
<td>Mr. Heath Hase, Coordinator of EDvolution</td>
<td>(573) 651-2593</td>
<td>Scully 210</td>
<td><a href="mailto:hhase@semo.edu">hhase@semo.edu</a></td>
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</table>
## Important University Offices/Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Office</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>(573) 651-2590</td>
<td>Academic Hall 100D</td>
<td><a href="mailto:admissions@semo.edu">admissions@semo.edu</a></td>
</tr>
<tr>
<td>Career Counselors</td>
<td>(537) 651-2583</td>
<td>Academic Hall 057</td>
<td><a href="mailto:careerservices@semo.edu">careerservices@semo.edu</a></td>
</tr>
<tr>
<td>Testing Services</td>
<td>(573) 651-2836</td>
<td>Kent Library 108</td>
<td><a href="mailto:testingservices@semo.edu">testingservices@semo.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(573) 651-2250</td>
<td>Academic Hall 057</td>
<td><a href="mailto:registrar@semo.edu">registrar@semo.edu</a></td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>(573) 651-2253</td>
<td>Academic Hall 019</td>
<td><a href="mailto:sfs@semo.edu">sfs@semo.edu</a></td>
</tr>
<tr>
<td>Dean of Students</td>
<td>(573) 986-6888</td>
<td>Academic Hall 138</td>
<td><a href="mailto:deanofstudents@semo.edu">deanofstudents@semo.edu</a></td>
</tr>
<tr>
<td>University Tutorial Services</td>
<td>(573) 651-2273</td>
<td>University Center 206</td>
<td><a href="mailto:lap@semo.edu">lap@semo.edu</a></td>
</tr>
<tr>
<td>Advising Center North</td>
<td>(573) 651-5090</td>
<td>Seabaugh Polytechnic 301</td>
<td><a href="mailto:advisingnorth@semo.edu">advisingnorth@semo.edu</a></td>
</tr>
<tr>
<td>Advising Center South</td>
<td>(573) 651-2007</td>
<td>Academic Hall 057</td>
<td><a href="mailto:advisingsouth@semo.edu">advisingsouth@semo.edu</a></td>
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